When to use a Quick Search

Performing a Quick Search in the library online catalog is one way to search and find books, eBooks, streaming videos, and DVDs in Grace Library. A Quick Search might be performed when you just want to quickly find items. If in-depth research needs to be done, a Power or Browsing Search might be more useful. A Quick Search is most effective if you employ very specific and/or unique terminology.

How to do a Quick Search

To do a Quick Search, access the Grace Library’s web page at [www.carlow.edu/library](http://www.carlow.edu/library). Click on the Find Books box and then select the Online Catalog link.

In the Quick Search box, type your search word(s) or phrase(s).

From the drop down menu to the right of the Quick Search box, you may choose a specific field in which you would like to find your word(s) or phrase(s) (e.g., author, title, subject). This would result in a smaller but more exact search result. If you do not choose to do this, the computer will search for your word(s) or phrase(s) anywhere in the records by default.

Click the Search button to run your search. You will be taken to a Search Results screen.
The number of items retrieved in your search is listed near the middle on the upper part of the screen.

To see the next screen of records in the result list, click on the Next link.

To see more information about an individual item click the title.

The Item Details page will give you the information you need to find the item on the shelf or in the case of eBooks and streaming videos, the web address for access.

To go back to the Search Results screen for additional titles, click the Go Back link at the top of the screen.

To start a new search, click New Search link at the top of the screen.

Questions? Contact Grace Library
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