# Search TRACpac

- to find new titles in books, videos, sound recordings and large print
- search resources
- check the availability of an item and place holds
- browse the Top 10 Best Sellers in both Fiction and Non-Fiction
- find what is available for TV and movies

## How does a library catalog work?

- each record in TRACpac contain specific information about the item: title, author and subject - all of which are searchable. Helping you to find exactly what you are looking for when you enter information into a search box

## Can't Find What You Want?

- if you are unable to find what you are looking for in TRACpac, your library card allows you to search for other options

  - TAL Online - materials from most Alberta libraries; which include, cities, universities, community colleges and libraries who are not TRAC member
  - ME Libraries

  Need more information, check with your local library

Your library delivers **24/7 library services**
right to your
home, office or coffee shop computer
with TRACpac online catalog

**Northern Lights Library System**
5615 48 St
Elk Point, Alberta T0A 1A0
780-724-2596
www.nlls.ab.ca

# SEARCH

## TRAC
### THE REGIONAL AUTOMATION CONSORTIUM

TRAC is a partnership of Northern Lights, Marigold, Peace and Yellowhead Library Systems.

Search from a computer, tablet, smart phone or from a computer in the library which may have additional features.

# Search www.tracpac.ab.ca/

## QUICK LIBRARY SEARCH

Quick library search is the default option when starting on TRACpac. Searches only in the library's own catalog

**MULTIPLE WORDS** - the results may include materials with the words in any order

- to find the words in the exact order, begin the phrase with double quotation mark (")

**WILDCARD CHARACTERS** - type a part of the word and use a wildcard character

- the wildcard character asterisk (*) represents the rest of the word
  - example: King* results willinclude words such as *King*, *Kingsley* and *Kingford*
- the wildcard character question mark (?) represents exactly one character
  - example: wom?n results include *woman* and *women*

**PUNCTUATION -** is usually ignored

## QUICK SEARCH with Limit by

1. Type a word or words in the Quick Library Search box. You have the option to select a suggestion or Hide Suggestions if you do not want to see search suggestions.
2. To limit your search, select the **LIMIT BY** box
3. Click or tap search icon 🔍
4. You will see a list of options or a notice indicating that no titles were found
5. The left side dashboard provides the options to either **NARROW YOUR SEARCH** or **RELATED SEARCHES**

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Search ▾

Keyword

Browse

Advanced

eResources

My Lists

## KEYWORD SEARCH

Click **SEARCH** from the main menu, and select **KEYWORD**

- enter the keyword(s) in the search box - will search within the title, author or subject of an item
  - **SEARCH BY**: allows you to specifically search in a selected field from the drop down menu
  - **LIMIT BY**: allows you to specifically search by material format from the drop down menu

**More Search Options** (also available in the Advanced Search) allows you to limit your search by selecting or excluding libraries, publication dates, detailed material type, target audiences and language.

## BROWSE THE CATALOG

The browse option allow you to enter the first few letter of your search term and you can then scroll through the results.

Click **SEARCH** from the main menu, and select **BROWSE**

- selecting from the drop down menu: title, author, subject or series
- **that begins with** box, type the first few letters

The results may include cross-reference **see** and **see also** links

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## ADVANCED SEARCH

Advance searching allows you to do a complex, more focused keyword search by combining several search terms and selecting from the drop down menu the search field.

### Boolean Operator

**and, or, not** = words that connect search terms to create a logical phrase that TRACpac can understand

- **AND** - search results must match the search text before **AND** and the search text after **AND**
- **OR** - search results can match the text before **OR**, the search text after **OR**, or both search terms
- **NOT** - search results must match the search text before **NOT**, but must not include the search text after **NOT**

Click **SEARCH** from the main menu, and select **ADVANCED**

1. Start with the Find: and make a selection from the drop down list
2. Enter text/term into the search box
3. Select the first boolean operator you wish to use to connect the first term with the next term
4. Select the second Any field box from the list and type the second text/term in the empty box
5. If more search term are needed, proceed with the same process
6. You have the option of adding another set of search term by selecting **Add or exclude another set of search terms**. Ensure that you select the boolean operator to properly connect these two sets of search terms
7. You also have the option to **LIMIT BY:** to search by specific material formats from the drop down list.
8. Launch your search by clicking **GO!**

**Selecting CLEAR will restart the process**

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## Left Side Dashboard

## NARROWING RESULTS

When search result are displayed, you have the option to narrow your search. The arrows expand or collapse any of the lists available in the dashboard.

Narrow your search ▲

| Availability | ▾ |
| Type of Material | ▾ |
| Subjects | ▾ |
| Authors | ▾ |
| Series | ▾ |
| Publication Date | ▾ |
| Language | ▾ |
| Assigned Branch | ▾ |
| Literary Form | ▾ |

## RELATED SEARCH

These options launch different searches using your original search text; your original results are replaced by the results of the new search.

Related searches ▲

| Other Searches | ▾ |
| Subjects | ▾ |
| Authors | ▾ |
| Series | |

## SAVING SEARCHES

1. After you have run a search, select **SAVE SEARCH** - if not already logged in, you will be requested to do so
2. The first time, you are required to answer the consent message and complete an informational form for your saved search

The results of saved searches are automatically sent by email to an address you specify.

Searches can be run manually, view & edit and be deleted.