Searching for library items online

On the Library page of the cathedral website, click on ‘search our catalogue’:

This takes you to the catalogue entry page. Click on ‘Enter library’:

There are three search functions on the catalogue:
- The **simple search** box appears automatically at the top of the page
- The **guided search** which is part of the top toolbar on the home page
- The **advanced search** is reached by clicking through the link just below the simple search box
The **simple search** is most useful when you have an author or title and you’re happy to scroll through the results to find the book you want. In simple search, it’s often better to stick to one or two terms. Here I’m looking for a specific book (‘On Augustine’ by Rowan Williams) and I know its title:

You should only put the author or the title in the simple search. If you put both author *and* title in the simple search box, this tends to result in a ‘no hits found’ message for the exact terms you used, and a lot of other suggestions to look through:

If this happens, either re-do your search with fewer terms and be willing to scroll through a page or two, or move to the guided search.
The **guided search** enables you to search in a more directed way. Here I'm looking for Williams’ ‘On Augustine’ again.

This gets me straight to the book:

In this example of a guided search, I know the authors but not the exact title:
This gives you a more specific result:

If you aren’t looking for a specific book but want to know what the library holds on a particular subject, the simple search will give you the widest view. Alternatively, use the guided search and put the main term in the keyword box (or use the advanced search and select ‘keyword’, the result should be the same). Here’s an example.

A simple search on ‘Augustine’ gives 39 results:

A guided keyword search on Augustine gives fewer results (28), but they are more directly relevant:
The **advanced search** gives you more options than the guided search. The default is ‘all fields’. To see other options for searching simply use the up and down arrows in the box.

Using the example above, if I couldn’t remember the exact title or the authors of the book on Corinthians but did remember that it was in the Sacra Pagina series, I could search by series title (note the search box switches back to ‘all fields’ when the result comes up):

If you are looking for images (our holdings usually feature the cathedral and its surroundings), use the advanced search and tick ‘online resource’ in the media type box:
Finally, if you’re stuck please either ask the volunteer on duty for advice if you’re consulting the catalogue in the library, or e-mail us and we will do our best to help. library@stalbanscathedral.org