

## Search Types

Our catalog automatically starts in Quick Search.

To get more search Options, click the Search Tab over Quick Search



Quick library search

Keyword Subject Title Author Series Fiction Nonfiction

## How to do a Quick Library Search

1. Type a word or words in the **Quick Library search** box.

If you type more than one word, your results may include materials with the words in any order. If you want to find the words in the exact order, begin the phrase with double quotation marks.

Common articles and prepositions—such as a, an, and, for, from, in, of, on, the, to, and with—are usually ignored in searching and sorting. Single characters & punctuation are also typically ignored.

2. Either click the appropriate search type button or hit Enter to start the search as a Keyword search.

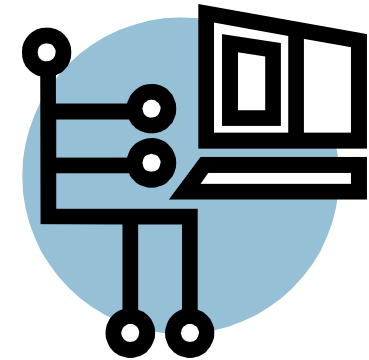
**Hint:** For best results, type one word of the title and one name of the author (first name is fine) and hit enter for a keyword search.



Hours:  
Monday-Thursday:  
9:30 am -9 pm  
Friday & Saturday:  
9:30 am-5 pm  
Sunday: 12 (noon)-5 pm

## Searching the Library Catalog

Quick Reference Guide



UPPER DUBLIN PUBLIC LIBRARY

805 Loch Alsh Avenue

Fort Washington PA, 19034

Phone: 215-628-8744

<http://www.upperdublinlibrary.org>

E-mail: [upperdublinlibrary@mclinc.org](mailto:upperdublinlibrary@mclinc.org)



Upper Dublin Public Library

805 Loch Alsh Avenue

Fort Washington PA, 19034

215-628-8744

<http://www.upperdublinlibrary.org>

## How to get only DVDs, books only at UDPL or other limited results

1. Click on the search tab.
2. For only DVD or only books (or only any other format), click the down arrow next to "All formats" and choose your format. Audio books will be called "Nonmusical sound recordings".



3. For books in a specific Library, Language, Patron's Age and Publication Date search options, you must click "Open Search Options" first. Make your selections and click "Set search options".
4. Enter your search term in the box after "Keyword Search For". PLEASE NOTE: Authors must be searched last name first! For example: twain, mark
4. Click Go.

## How to View More Information

- To see who owns what, click the Availability button.
- To see more information about an item, click the "Full Display" button.
- To see Reviews and Plot descriptions of the work, also click "Full Display".

## How to Request a Title

Please note: You must set up a password for your account before trying to place a hold

1. In the search results, click Place Request for the title you want. A request form will be displayed.
2. Type your library barcode number in the Barcode Number Box.
3. Type your password in the Password box.
4. Click Log In.
5. Select the location where you want to pick up the item in the Pickup Library box. Patron's Library is your home library.
6. Click Submit Request.

## Other Things You can Do with Our Catalog

- Focus your search by
  - Library branch
  - Publication Date
  - Format (book, dvd, etc.)
  - Target Audience (preschool, teen, etc.)
- See hours and contact information for each library
- Check your patron account, registration information, renew books, and place holds

## Anatomy of Library Search Results

**2. Fearless fourteen [sound recording] : [a Stephanie Plum novel]** [Add to My List](#)  
by Evanovich, Janet.

... Fearless fourteen [sound recording] : [a ...

Publisher, Date: New York : Macmillan Audio, p2008.

Description: 7 sound discs (7 hr.) : digital ; 4 3/4 in.

Local Availability 0 (of 1) System Availability 0 (of 11)

Cal Number: CD M Evano.J Fear

[Availability](#) [Full Display](#) [Place Request](#)

**3. Fearless fourteen** [Add to My List](#)  
by Evanovich, Janet.

... Fearless fourteen / Janet Evanovich. ...

Publisher, Date: New York : St. Martin's Press, 2008.

Description: 310 p. ; 24 cm.

Local Availability 1 (of 7) System Availability 6 (of 70)

Call Number: NEW M Evano.J Fear

[Availability](#) [Full Display](#) [Place Request](#)