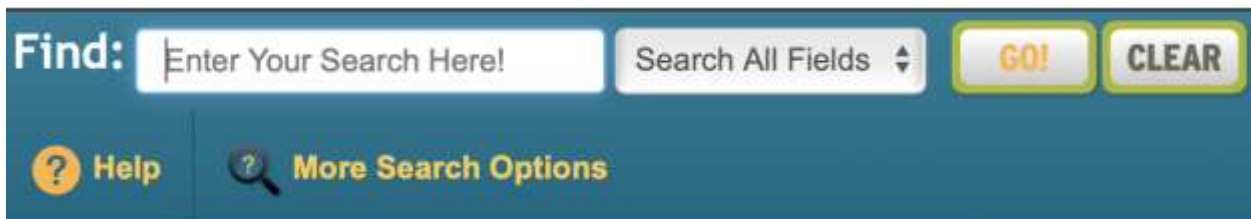**Tech Coach Corner – Online Card Catalog: How to search for a book**

by LTCL Coach, Bryan Smith

Previously, we reviewed how to log in to the online card catalog in order to manage reserves and renewals. In this week's tech coach column, we will talk about how to use the powerful search function to find a specific book, or maybe just a type or style of book that you are interested in.
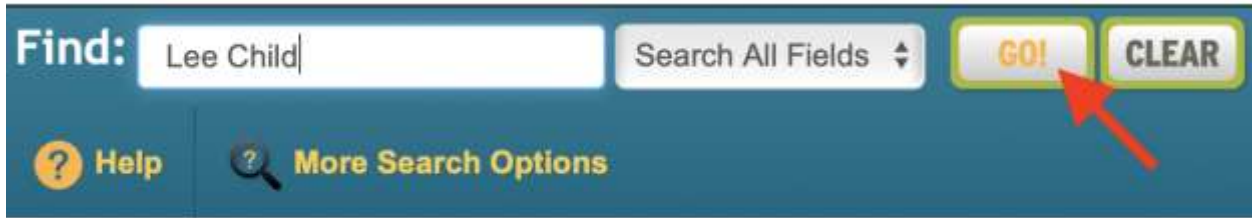
I have a vacation planned which I hope happens, and on vacations, I love to read my favorite author, Lee Child. I really like his style of writing and the adventures of Jack Reacher. So, in my case, I don't have a particular book that I'm looking for, just the author's name. My first step is to log in to the online card catalog at laketravislibrary.org and then move my cursor to the search box in the top left corner where it says "Enter Your Search Here!"

In this search box, you can type in

- Some of the words of a known title
- Author's name
- Subject, e.g., suspense fiction

In my example, I just type in my favorite author's name, Lee Child and then click the "GO!" button to the right of the search box.

Find: Lee Child | Search All Fields ⬍ | GO! | CLEAR

? Help ? More Search Options

And in this case, I get a whopping 280 matches – WooHoo! I have options! For this column, we're going to ignore the "Search Refinements" panel on the left side of the screen and focus on the results that I received from this simple search. Here's what I see:

Keyword: Lee Child
Results: 280 matches

Cover	Match	Location	Label	Title	Author	Available Main	Available Bus	Total	©Date
	100		F CHILD	Never go back: a Jack Reacher novel	Child, Lee	0	0	1	2013
	100	Internet	OverDrive	OverDrive eBook: Second Son: A Jack-Reacher Story	Child, Lee	5	5	5	2011
	100	Internet	OverDrive	OverDrive eBook: Nothing to Lose: Jack Reacher Series, Book 12	Child, Lee	0	0	1	2008
	100	Internet	OverDrive	OverDrive eBook: Without Fail: Jack-Reacher Series, Book 6	Child, Lee	0	0	1	2008
	100	Internet	OverDrive	OverDrive eBook: The Enemy: Jack-Reacher Series, Book 8	Child, Lee	0	0	5	2004
	100	Internet	OverDrive	OverDrive (Advantage) eBook: A Wanted Man: Jack Reacher Series, Book 17	Child, Lee	8	8	14	2012
	100	Internet	OverDrive	OverDrive (Advantage) eBook: Person-	Child, Lee	5	5	9	2014

There's a lot of information on this screen. First, I can see the titles which is very helpful. I can also see in the Location column where the item is. Most of these show the location as "Internet" and when I also see that the Label column shows "OverDrive," then I know that this is an electronic book, or e-book, that I can download onto my phone or tablet. However, the first result doesn't show this info, and therefore, I know that this is a physical book that the library has. Then, I look over to the right and look at the two Availability columns, "Main" and "Bus." Here, I see that the book is not in the library (Main) or on the bookmobile (Bus). But the Total column indicates that the library has one copy. So, since it's not available, it must be checked out. If I scroll down through this lengthy list, I see many more books and e-books that *are* available.

Cover	Match Location	Label	Title	Author	Available Main Bus		Total	©Date
	100	F CHILD	Persuader: a Jack Reacher novel	Child, Lee	0	0	1	2003
	100	F CHILD	Personal: a Jack Reacher novel	Child, Lee	1	0	1	2014
	100	F CHILD	61 hours: a Reacher novel	Child, Lee	1	0	1	2010
	100	F CHILD	The affair: a Reacher novel	Child, Lee	1	0	1	2011
	100	NEW F CHILD, F CHILD	Blue moon	Child, Lee	3	0	4	2019

I see that the 2019 book, "Blue Moon" has three copies (out of four) that are "on the shelf" at the library that I *can* check out. YESSSSS!

Remember, if you get lost or have questions, you can always call 512-263-2885 for help from the library's staff.

In future columns on the online catalog, we will explore how to place a reserve on an item; vacation holds on your account; what titles are popular; etc.

Tech Coach Assistance

Tech Coaches are now providing remote Tech Coaching. Simply send an email to techcoach@laketravislibrary.org and one of our coaches will respond to assist you with any questions or challenges you may have.