CountyCat User Guide

Welcome to our new and improved CountyCat! While our new catalog is a lot more intuitive than the old one, a few tips and tricks might help you to get the most out of the change.

Searching

The new catalog uses a single search box like Google. Results can be sorted in three ways: relevance (default), title, and date. Each result will have an icon displaying what type of item it is, a short description of the item, a list of libraries that own a copy, and a picture of the item if one is available. Most likely your search will return a lot of results that you can then narrow.

Refine By

Once your search is complete, you can use the facets (or limiters) on the left hand side of the screen under “Refine by” to narrow a broad topic to the specific item you desire. The facets we use are:

- **Availability**—see whether an item is currently at a library (either available for checkout or in a reference section) or available online.
- **Found In**—limit more specifically where the search term was found. Three options can appear here: author, title or subject. This is especially useful when searching the name of a person. If someone has written books under that name, then selecting subject will give you biographies of that author while selecting the author facet will return books written by that person.
- **Format**—choose books, articles, audiobooks, DVDs, music CDs, ebooks, electronic audiobooks, graphic novels, etc.
- **Location**—limit to a specific library location that owns the item or a reading level (adult, young adult, children).
- **Language**—find books in foreign languages or translations. You can also eliminate them from your results by selecting English.
- **Tag**—search subjects noted by both librarians and members of the library community, very helpful for broader searching.
- **Place**—filter by the geographic setting of the book or film
- **Publish Date**—look for an item from a specific time. This can be very useful when multiple movies have the same title.

Related Searches

Below the facets, our new catalog supplies suggestions for additional searches in the form of Established Terms and Additional Suggestions. These terms are pulled from the standard subject headings of items returned by the initial search. Established Terms will usually generate a more narrowly defined search, returning the specific item you intended to find. Conversely, the Additional Suggestions offer much broader terms. If you don’t have exact information about the item you are looking for, or if you would like to see more items like the ones you have already found, then use the Additional Suggestions to search genres.
**Article Integration**

For every search you perform, the top three newspaper and magazine articles for your query are integrated into your search results. You will see the articles appear after the first three catalog entries. If you just want to see results from articles, click the Articles tab at the top of the page or choose Articles from the “Refine By” section.

**Advanced Search**

In Advanced Search, you can combine terms to execute a search. Add as many as you like by clicking on “And,” “Or,” and “Not.” Further limit your search by selecting Format, Location, Language, and Year Published. You can add additional formats, collections, and languages by clicking the plus sign next to each field.

Advanced Search  Basic Search

- **Keyword**: Lord of the Rings
- **Author**: J.R.R. Tolkien
- **Format**: E-Book
- **Language**: English
- **Year**: To

**Search**  Reset search
Book Cart

To create a cart, click on “Add to Cart” under an item. You do not have to be logged in to add items to a book cart.

Access the cart at the top of your screen by clicking on Book Cart to see a list of the titles you have saved.

You can do several things with these items. Request all items in your cart at once by making sure that the check box next to each item is activated. You can also remove items from your cart, save to a list in your account that you can access later, and email a list to someone.
Full Record

By clicking on the title of your search result, you can see a detailed record with more information. The full record will list the libraries that own the item as well as item details. You can rate the item, see a preview using Google preview, write a review, or even tag the item. Tags are moderated and will not post to the public catalog until they have been approved. On the right, you can click on the next result as well as see a selection of the most popular searches after this item. At the bottom of the page, there will be a list of similar items that you might also enjoy.

My Account

Click your name in the upper right hand corner of your screen to access your account. As with the classic catalog, you can continue to pay your fines and bills online, see checked out items on your card, renew items, view and manipulate your requested items, modify some of your personal information, and store your reading history if desired.

The "My Lists" function allows you to see and manipulate saved lists by placing items on hold, export the list as an email or document, or delete the list.
**Additional Information**

The new catalog will also let you see recently viewed items at the bottom of your screen. Recent searches are listed here as well.

<table>
<thead>
<tr>
<th>Recent Searches</th>
<th>Search Tools</th>
<th>Library Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ring</td>
<td>Encore Home</td>
<td>New Materials</td>
</tr>
<tr>
<td>- Lord of the Rings</td>
<td>My Book Cart (3 items)</td>
<td>Contact Us</td>
</tr>
<tr>
<td>- The lord of the rings: the return of the ring</td>
<td>STRATTNER KATHLEEN M</td>
<td></td>
</tr>
<tr>
<td>[sound recording] by Shore, Howard.</td>
<td>Logout</td>
<td></td>
</tr>
</tbody>
</table>

At the top of your screen, an exclamation point will appear when you are logged in to notify you if there is a message for you in your account. By moving your mouse over this exclamation point, you can see what the alert is.