# How to Complete a Basic Search

Anyone who can access the library's home screen can search the library's catalogue without having to log in, however options such as saving searches, placing reservations, or renewing on-loan items are not available until borrowers have logged in. To log in you must be a registered borrower.

Complete a Basic Search

1. *The Search Type* will display in the field to the right of the *Enter your search here…* field. In the screen example below the *Search Type* is **Basic search**.


If the search type is not **Basic search**, when you are in the Search screen, you can click on the down arrow at the end of the field and click on **Basic search**.
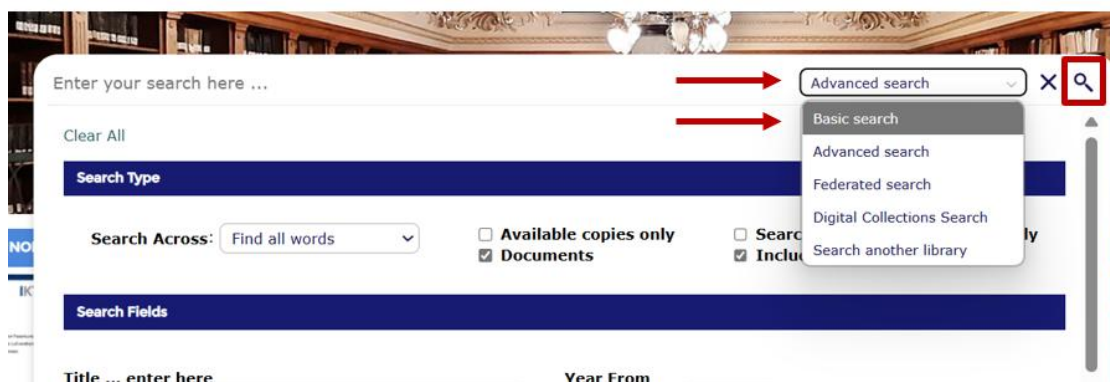

The search type displayed to the right of the "*Enter your search here…*" field can be changed. It will remain valid for that search session, unless a different search type is chosen or the session ends.

2. Enter the search term in the "*Enter your search here…"* field. The field uses predictive search so only the first few letters of a term need be entered.

3. A drop down prediction list of matching terms or words will display. If the required term does not display enter a few more letters and the prediction list will adjust accordingly.
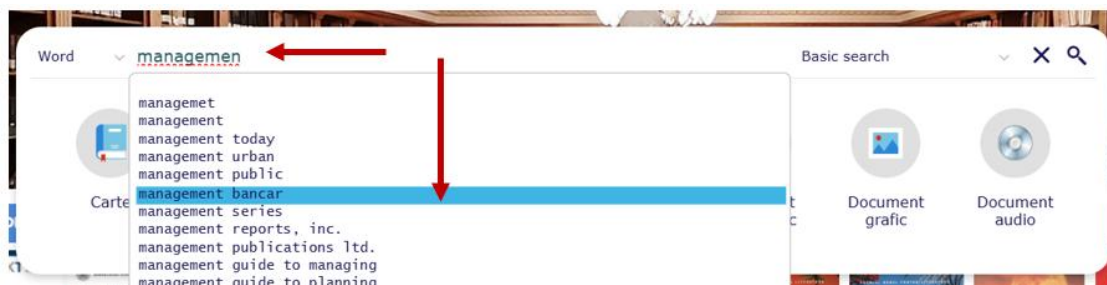

4. If the term required is listed, click on it. The term will display in the search field. Click on the **Go** button to perform the search and get a list of results.
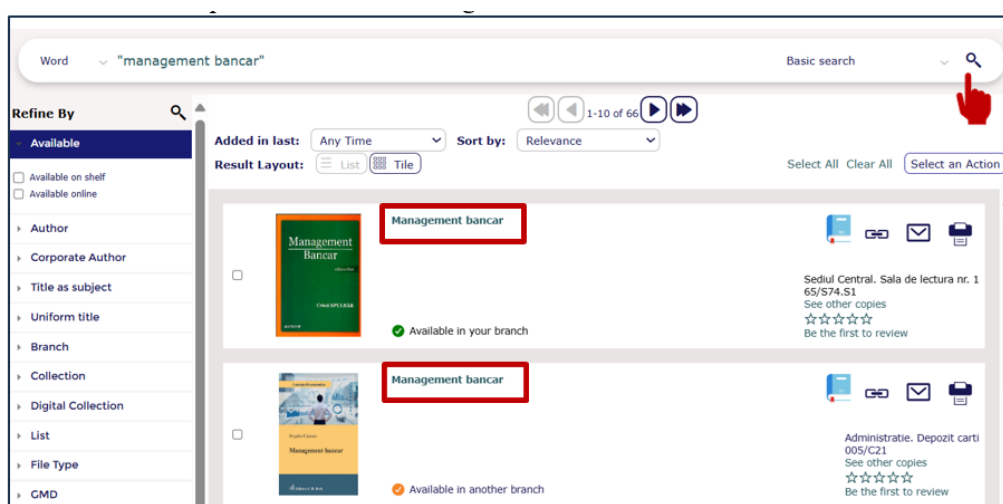
5. You may notice resources that do not appear to include the search term/s (list or grid). The term/s will however appear somewhere else in the record. This can be confirmed by accessing the *Detail* screen of the resource listed.
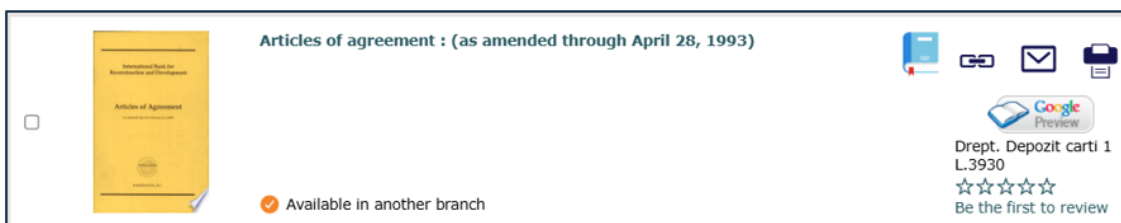

To view the details of this resource, click on the title.
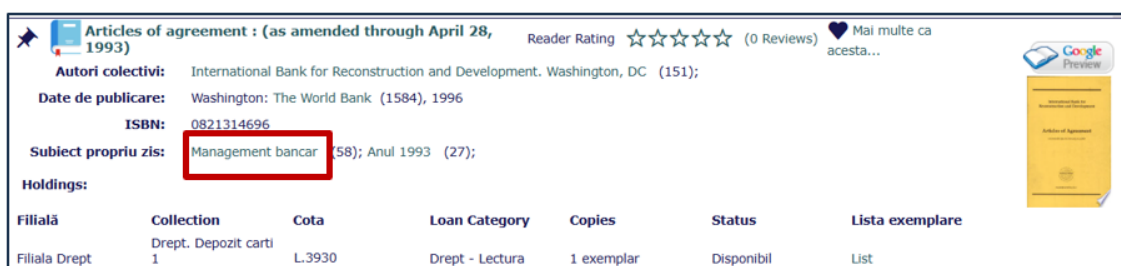
6. The *Result* list includes information such as the type of resource, title, classification, and availability.

7. Non-logged in borrowers can print the list of titles by clicking the button **Select an action**, then clicking **Print/Save** menu item. To print only the titles you want, click the "**Select**" option next to the desired title.
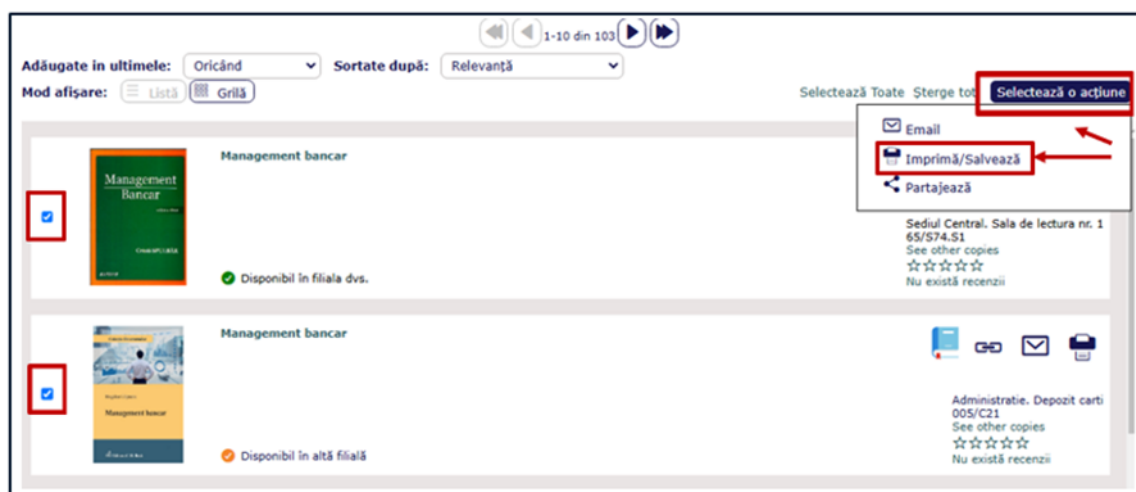
8. Results can be also be shared on social networking site, for example *Facebook* or *X*, or via email, permalink or QR code, by clicking on the **Share** icon.

Only **logged in borrowers** can complete a reservation, export the list of results in a desired format, add **a field of interest** or a selection of titles to their **Catalogue option**, save the results to their **Searches** option in their *My Portal* area, or add **reviews** for publications.

Refining searches

1. When the *Enter your search here…* field is clicked, a section will pop out below the search field displaying the bibliographic types with the most resources. Users can click on one or more types to refine their search.
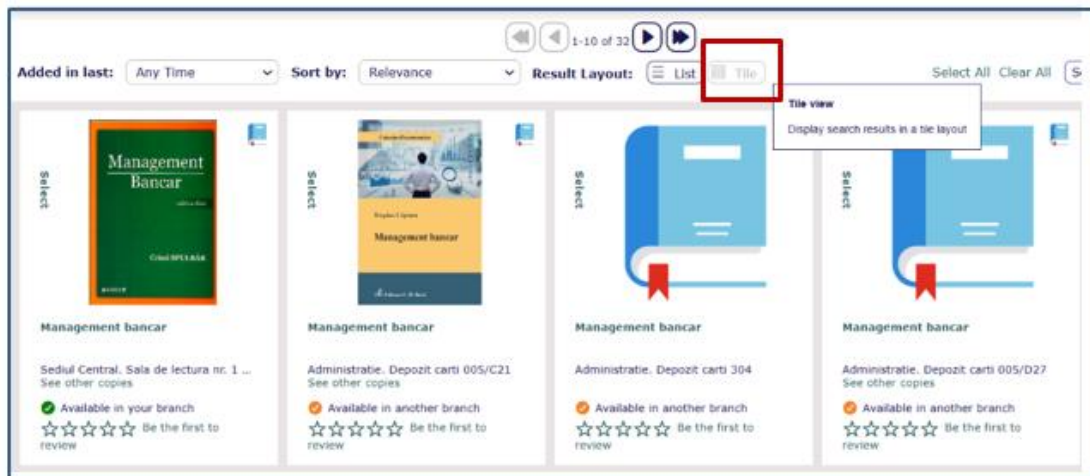

2. You can refine your search by selecting a search option by Word, Subject, Title, Author, Series, or List.

The search mode used impacts the search results. The default mode is set by the library, but can be changed by selecting the "Advanced Search" option. Users can customize their default search operator in the *Details* section of *My Portal*.

Result list display mode

- Grid

- List