How to Search the Catalog

- 1. Go to: <u>sax.agverso.com</u>
- 2. Our catalog defaults to a search under "All headings," but you can specify your search in a number of ways. The most common searches are under "Title," "Author," and "Subject." You can adjust those by clicking on the drop-down menu.



3. Click on the barrel icon to adjust which catalogs you're searching. By default, you are set to search only Saxton B. Little Library's catalog. When interlibrary loan is available, you can also click on CONNcert to search other local library catalogs and place interlibrary loan requests.



- 4. On the search results screen, you can see:
 - Where the item is located in the library and what format it's in (book, audiobook, DVD, etc.)
 - If the item is currently checked out and when it's due back to the Library

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5. Once you do your search, you can also filter the results on the left-hand side of the screen to ease your search. For example, if I search for "Outlander" but only want to see what the Library has on DVD, I can narrow down the search results using the "Material Type" filter. This changes my results from 37 options to 6 DVDs.

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There are other search options, but these are the highlights and what we're most frequently asked about! If you have additional questions, please contact the Library at sbl@columbiactlibrary.org or by calling 860-228-0350 for more tips and tricks!