



# Basic Searching

## ***How does the Basic Search work?***

You can use the Basic Search box at the top of each page to search for a title, author, series, or topic. When you use the default All radio button, NoveList will search for your terms in the full text of all NoveList content, including annotations, reviews, and proprietary content (articles or lists).

You can conduct a more focused search by selecting the Author, Title or Series radio buttons.

## ***Sample Searches Using the Basic Search***

### **Searching for books by an author:**

Because the Basic Search box searches the full text of reviews and articles, NoveList will search for all instances of the author's name when you enter it in the Basic Search with the default All radio button selected. In addition to titles by this author, results will include books with reviews mentioning the author under the Books tab and all series associated with the author under the Series tab. Under the Author tab, you'll find author information including pseudonyms and other author matches when found.

If you enter an author name in the search box and select the Author radio button, NoveList will ONLY search the Author Detail pages. An exact match will take you directly to that Detail page.

Regardless of whether you use the default All to search across all data or the Author radio button to search only Author Detail pages, you will have access to the Author Detail page from the Author tab. After selecting this link, you will find all books by the author, all series by the author (when applicable), all NoveList content about that author, and author to author recommendations when available.

*Example #1: Type **Barbara Kingsolver** in the Basic Search box and click **Search** (using the default All setting). The search results will default to the Books tab which includes her books and books about her. You will also see a Series tab, an Author tab, and a Lists & Articles tab. The Author tab will have a link to the Barbara Kingsolver Detail page.*

*If you type Barbara Kingsolver in the Basic Search and select the Author radio button, you will be taken directly to the Kingsolver Detail page because there is only one match on your entry.*

*Example #2: To find titles by an author written under a pseudonym, type their name, e.g. Nora Roberts, and click **Search**. You will see the Books tab, Series tab (with all of her series), Author tab, and Lists and Articles tab. Selecting the Author tab will display links to the Detail page for Nora Roberts and her pseudonym J.D. Robb*

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## Searching for books with certain plot characteristics:

In Novelist, you can search for books with certain plot characteristics using the All radio button at the Basic Search box.

*Example: A patron wants to reread a book, but can't remember the author or the title. It's about a boy who lives on his grandfather's farm. The grandfather will have to sell the farm if he can't raise a lot of money, fast. The boy enters a dogsled race to help raise the money.*

*In the Basic Search box with the All radio button selected, enter the words: **boy grandfather farm dogsled race**, and click **Search** to find the title *Stone Fox* by John Reynolds Gardiner.*

## Search for a series:

You can search for a series from the Basic Search box by entering a series name and selecting the Series radio button. An exact match will take you to the Series Detail page, which includes a list of all of the titles in reading order. If multiple series match your search, they will be listed under the Series tab, where you can click on the link to the Series Detail page.

## Additional Notes on the Basic Search:

- The AND Boolean operator will be automatically applied between the search terms entered, searching each term individually. For example, typing in *space shuttle* will pull up results for space AND shuttle. Enclose your search terms within quotations to search for an exact phrase, e.g. "space shuttle."
- Using Boolean operators (AND, OR, NOT) can help you narrow your search, and any included in your search phrase will be automatically used as the Boolean operator. To include AND, OR, or NOT as a word within your search, place quotation marks around the search phrase. For example, if you don't put the title "Bud not Buddy" in quotations, your results will include all titles with the word "bud" excluding those that include "buddy."