

# Filson Historical Society

## How to Search the Library Catalog

The Filson's online catalog provides a description of all of the printed resources in our library collection, and provides collection level descriptions of most of the Manuscript Collection. The catalog can be viewed from any computer that has Internet access. The online catalog is also available on computer stations in the Library.

**The Filson does not issue borrower cards or assign logins to the Library Catalog, as we are not a lending library; these features will not work on the Library Catalog.**

There are two types of searches you can do from the Basic Search page of the catalog, which is the default landing page – *browse* and *keyword*. A browse search will take you to a list of headings that begin with the first word you typed in the search. Keyword searches will find records that have all of the words you put in the request. If you are not getting any results try removing some of your search terms. In the dropdown box on the main search page, there are several "indexes" to choose from:

General Keyword	Author Browse
Author Keyword	Title Browse
Title Keyword	Subject Browse
Subject Keyword	Series Browse
Series Keyword	Name Keyword

**General Keyword** is the broadest of the search options and will return the most results. It will search all of the indexes listed to find the word(s) you used in your request. Other search options are more specific. They are best used to search for known sources, or if a General Keyword search returns too many results.

After selecting a search option from the dropdown, type your search terms in the box to the right. Sometimes you may get too many hits from a search. For example, if you are searching for a particular book by Henry Clay and you enter "Henry Clay" into the general keyword search, you get 413 results. Try using a more specific search option such as author browse, since Henry Clay wrote the book we are looking for. If you type "Clay, Henry" with an author browse option, it narrows the results list to 80 titles.

An **Advanced Search** will allow you to combine searches across multiple fields. Perhaps you are looking for a particular book, but you only remember part of the title and the author's first name. On the Advanced Search page, you can put the author's first name "George" in the author keyword and the portion of the title "Falls of Ohio" in the title keyword.

**To get more information on a particular result**, click on the title to open the full bibliographic record. This page will tell you all about the item. In order to request the item you will need the author, title, and call number. The Copy/Holdings box at the bottom of the record will tell you whether the item is in the Library or Special Collections Department, and what call number has been assigned to it.

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### How to use the My List function:

The “my list” function is very helpful if you want to search the catalog from home and make a list of things you want to see when you visit the Filson. Using “my list” is very simple.

1. Search for your topic. When the list of items appears there will be a box to the right that says, “add to my list”.

2. Click on that box. (Do **not** use the request item box.) As you add items you will see the number of items on the “My List” red dot above grow.

3. When you are done searching you will want to email, print, or save your list. Do not leave the list without saving because the program resets itself and you could lose your work.

If you need any help searching the catalog please contact the Filson reference desk by calling 502-635-5083 from 9-4:30 Monday through Friday, or email [research@filsonhistorical.org](mailto:research@filsonhistorical.org) - a staff member will be happy to assist you!