

# The Filson Historical Society

## Searching the Online Catalog

The Filson's online catalog provides a description of all of the resources in our collection. The catalog can be viewed from any computer that has internet access. Find the link to our online catalog from the our website (<http://filsonhistorical.org/finding-aids-research-tools/online-catalogue/>) or access the catalog directly (<http://filson.ipac.dynixasp.com/>). The online catalog is also available on computer stations in the Library and in the Special Collections department.

There are two types of searches you can do from the **Basic Search** page of the catalog – **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 or using synonyms for your search terms.

In the dropdown box 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. Sometimes you may get too many hits from a search. Say for example that you are searching for a particular book by Henry Clay. If you type "Henry Clay" into the **general keyword** search you get \_\_\_\_ hits. Try using a more specific search option such as **author browse**, since the book we are looking for was written by Henry Clay. If you type "Clay, Henry" with an **author browse** option, it narrows the results list to \_\_\_\_ titles.

On the **Advanced Search** page you can 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.