

## When Doing a Title Search...

| Looking For:                             | Good Title Search       | Bad Title Search |
|--|-------------------------|------------------|
| "To Kill a Mockingbird" by Harper Lee    | "To Kill a Mockingbird" | "Mockingbird"    |
| "A Farewell to Arms" by Ernest Hemingway | "Farewell to Arms"      | "Farewell"       |
| "Of Mice and Men" by John Steinbeck      | "Mice and Men"          | "Mice"           |

*Tip-* The title doesn't have to be word-for-word exact, but it should contain key words

## When doing an Author Search...

| Looking For:              | Good Author Search   | Bad Author Search                 |
|---------------------------|--|-----------------------------------|
| Stephen King Horror Books | "Stephen King" <b>or</b><br>"King, Stephen" <b>or</b><br>"King Stephen" (no comma) | "S King"<br>"King, S"             |
| JK Rowling Books          | "JK Rowling" <b>or</b><br>"Rowling, JK" <b>or</b><br>"Rowling JK" (no comma)       | "Rowling"<br>"Row"                |
| Elton John CDs            | "Elton John" <b>or</b><br>"John, Elton" <b>or</b><br>"John Elton" (no comma)       | "John, E."<br>"E. John"<br>"John" |

*Tip-* In the catalog, spelling an author's name correctly is important. It may help to double-check the spelling of an author's name before doing a search in the catalog