

# USING THE HAWAII STATE LIBRARY ONLINE CATALOG

To get to the State Library's online catalog, go to: <http://ipac.librarieshawaii.org>

The catalog will open to the **Basic** search screen, where you can choose your search type from the pull-down menu. For more search options, you can switch to the **Advanced** or **Power** screens.

**If you are searching for a particular topic, you probably want to do either a SUBJECT or a KEYWORD search. Make a smart decision about which to use:**

A Subject search often works better for common topics or search terms. You shouldn't have much of a problem with false hits (off-topic books), which are sometimes a problem in Keyword searching.

A Keyword search often works better if your topic or term is so unusual or narrow that there is no subject heading for that term. It's also a better choice if you want to combine separate words or phrases together with AND, OR, NOT—this is called doing a *Boolean* search. But false hits (off-topic books) are often a problem with keyword searching.

## **SUBJECT SEARCH:**

From the Search pull-down menu, choose **Subject Browse** (it's the bottom one in the menu).

Sample Subject searches: **Hawaii—history**  
**global warming**

To limit your results to a specific library: When the result list comes up, use the **Limit by** pull-down menu on the right. Scroll all the way down to the **Loc** (location) listings near the bottom, and select a library, and then click on the greenish arrow.

## **GENERAL KEYWORD SEARCH:**

From the Search pull-down menu, choose **General Keyword** (the 4<sup>th</sup> one down).

You can combine terms with the Boolean linking words AND, OR, NOT.

Use an asterisk for *truncation* (to find any word suffix)—for example, **Hawaii\*** will match both **Hawaii** and **Hawaiian**.

Sample Keyword searches: **Gree\* and sculpture**  
*(truncation will find either "Greece" or "Greek")*  
**Hawaii\* and (food or diet) and (traditional or ancient)**  
*(Put synonyms together in parentheses, using the linking word OR.)*

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