

# Searching in Enterprise



**Navigation Links** are located in the upper right hand corner of the Enterprise screen.

Log In | My Account | My Lists | Library Information | ?

**Log In** lets you log in with your library card number and PIN.

**My Account** lets you access your record to view your personal information, checkouts, holds and fines.

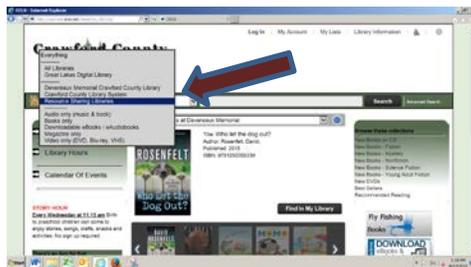
**My Lists** allows the patron to create lists of items that they find through searching that are of interest to them.

**Library Information** provides the address, phone number and hours of the library.

 provides an ADA mode of viewing.

 offers online help in navigating Enterprise.

**Resource Sharing Libraries** lets you expand your search to more library collections that are part of the shared system. You may borrow titles from resource sharing libraries.



 takes you back to the main Enterprise page for the library.

**Additional Information** can be found on the left and right hand side of the home page for Enterprise.

The left side provides links to the library's homepage, events, other libraries and MeLCat. The right side provides links to access databases and programs. Databases may vary by library depending upon what they subscribe to.

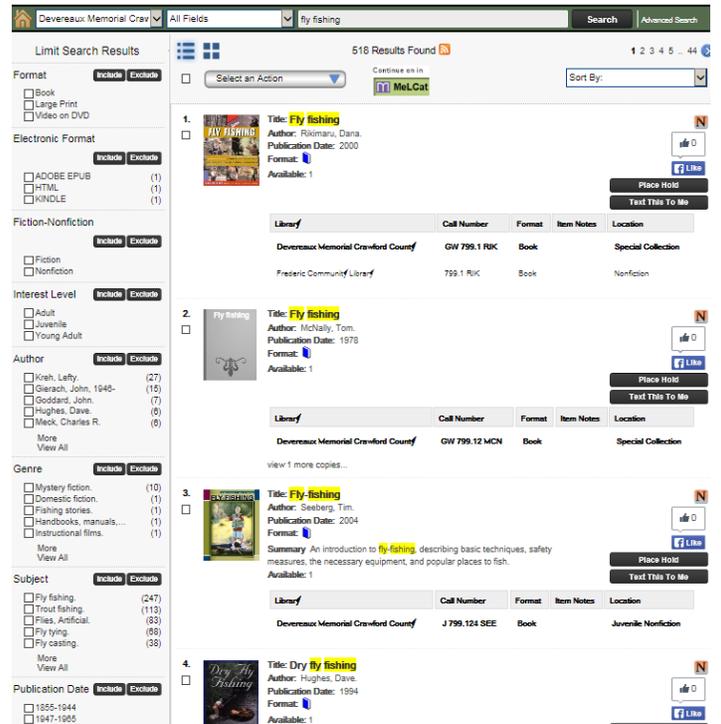
## Searching in Enterprise



**Search Everything** offers a drop down menu where the patron can narrow the search to a specific part of the collection.

**All Fields** has a drop down button that the patron can utilize to narrow the search to an: author, subject, title, series, ISBN, call number search or reading comprehension level.

After the initial search, results can be limited utilizing the facets on the left side of the screen.



Select the facet(s) (Library, Format, Age Group, Author, Subject) that you wish to be a part of the search and then click on the "Include" button that corresponds with the chosen facet. This will narrow the results of the search.

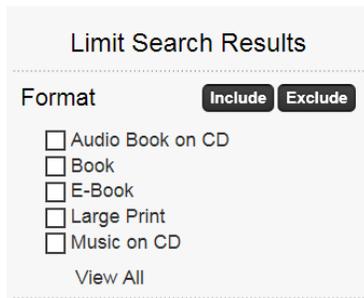
## Faceted Searching (Filtering)

Facets in Enterprise allow the user to limit their searches. Facets will appear within a search results list on the left side of the screen.

### Filtering search results

Check the box next to the filter that you wish to include or exclude.

Then, click the "Include" or "Exclude" button as appropriate.

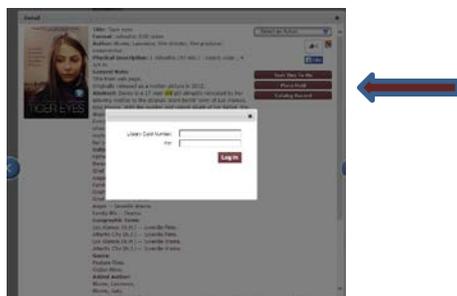


Repeat these steps as needed

If you have expanded your search beyond your own library collection, the Items owned by other libraries will display. You will also see if an item is available or is checked out.

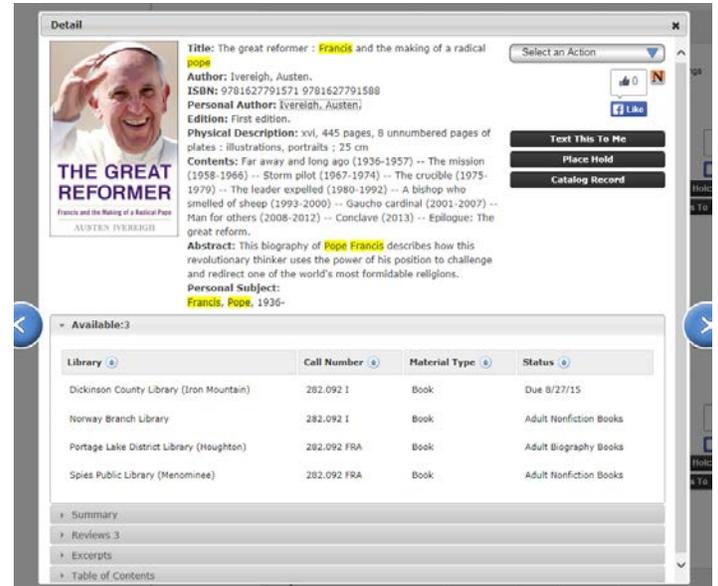


To borrow this title from a Resource Sharing Library if it is unavailable in your local library, click on the title and PLACE A HOLD.



You will be asked to enter your local library patron barcode and PIN. The first available copy in a resource sharing library will be delivered to your local library. Your library will notify you when the title is available for you to pick up and check out.

To view more information on a specific record, click on the title of the record.



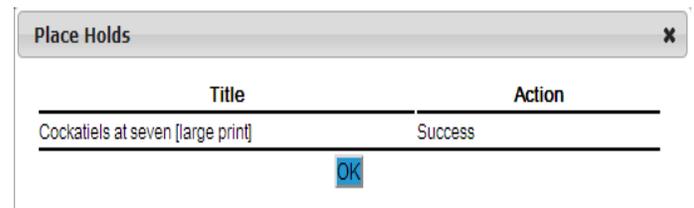
Additional information on the record is available in the grey collapsible sections: Summary, Reviews, Excerpts and Table of Contents.

### Holds

To place a hold on the item in question, click on the "Place Hold" button.



If you have not already logged in, you will be prompted to enter your library card number and PIN. Confirm the Pickup Library and click the "Place Hold(s)" button. A pop up screen will show that the hold has been placed.



## Advanced Searching

Search Everything ▾ All Fields ▾   [Advanced Search](#)

Advanced Searching can be used to create specific searches. To initiate an advanced search, click on the “Advanced Search” button.



A pop up screen will display that will provide a template in which to execute the advanced search. Fill in the fields as appropriate and click on the “Search” button at the bottom of the screen.

 [Log In](#) | [My Account](#) | [My Lists](#) | [Library Information](#) |  

**Find items that have:**

All these words:

This exact phrase:

**Don't show items that have:**

These unwanted terms:

**Additional limits:**

Format type:

Language:

Library:

Find  Don't show

Find  Don't show

Find  Don't show

**Search Targets**

All Libraries

Great Lakes Digital Library

**Limits**

Dickinson County Library (Iron Mountain)

Dickinson Library and Branches

Resource Sharing Libraries

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Audio only (music & book)

Books only

Downloadable eBooks / eAudiobooks

Magazine only

Video only (DVD, Blu-ray, VHS)