

SWAN Home

Keyword Title Author Advanced

Type the keyword(s) in the box below then press Enter or click the Submit button.

Sorted By:

All SWAN Libraries

Type the keywords you want to find. For example:
• good to great • Indian cooking

Other Searches:
▶ Author and Title Search
▶ Subject Headings
▶ ISBN/ISSN
▶ Government Documents
▶ Call Number

You can search for items in a variety of formats in the **SWAN Online Catalog**:

1. Select a search: **Keyword, Title, Author, Advanced** or another search.
2. Type a word or words in the blank box.
3. If you wish, you can select a Sort order. Otherwise, the results will be automatically sorted by relevance (Keyword & Advanced searches) or listed in alphabetical order (Title & Author searches).
4. From the list of SWAN libraries, click on the name of a specific library's collection (such as **Woodridge**) to search, or, all member libraries (**All SWAN Libraries**) will be searched automatically.
5. Click the **Submit** button.

My Account

It's easy to set up your Account! Have your library card ready, click on [My Account](#), and follow the on-screen instructions. Then, log in to your Account anytime to:

- ✓ **View your checked-out items.**
- ✓ **View your requested items.**
- ✓ **Renew (eligible) items.**
- ✓ **View any fees and pay them online.**
- ✓ **Request items that are checked out or not in our collection.**
- ✓ **Start a "Reading History."**
- ✓ **Save your preferred searches.**
- ✓ **Change your PIN or email address.**
- ✓ **Search the Catalog.**

Remember to log out of your Account when you are finished!

Search SWAN

The most frequently used searches are:

Keyword

A **Keyword** search will find items that have **ALL** of your words somewhere in their records,

though not necessarily in the order entered. Use this search if you know words from anywhere in the author's name or in the title, or, if you are looking for a specific topic. See next page for more search tips.

Examples: honda accord
 vegetarian cooking

In most cases, the **Keyword** search is better than a **Subject** search for subjects and topics!

Title

Use this search when you know at least the first main word(s) from

the title. See next page for more search tips.

Examples: bourne sanction
 step on a

Author


Use this search when you know at least the last name of the author, actor, performer or composer, or

the name of an organization. See next page for more search tips.

Examples: silva daniel
 washington denz
 sinatra f

Search Tips

All Searches

- ✓ Type as much as you know, especially if you don't know the correct spelling or are not sure of all the words.
- ✓ Narrow your search to a specific library's collection. Click on the **down arrow** next to **All SWAN Libraries** and select the library you want to search. 
- ✓ Separate your words with spaces.
- ✓ Ignore capitalization & punctuation.
- ✓ Check your spelling (spell check is available in **Keyword** and **Advanced** searches).

Keyword Search

Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words.

Example: stocks and bonds
 (rome or florence) and (travel and not fiction)

Title Search

Ignore articles appearing at the beginning of a title, such as **a, an, or the**.

Example: man for all seasons
 other boleyrn girl

Author Search

Type the last name first!

Example: shakespeare william
 steel dan
 kellerman j

Search Results

If a single item matching your search word(s) is found in the SWAN catalog, its **Copy Status** record will be displayed (see example below). If multiple items are found, you will see a **Search Results** list of Titles, Authors, or Subjects, depending on your search. If you want to limit your results to **only** those items that are currently **On Shelf**, then click in the box *Limit Search to on shelf* and then click the **Search** button.

View a Record

To view the record of an item in the **Search Results** list, click on its blue, underlined Title, Author or Subject, or, just click on Find It.

Copy Status

The **Copy Status** record shows you which libraries own the item and in what department or area of the library it is shelved (**LIBRARY/LOCATION**), where it is located on the shelves (**CALL NUMBER**), and its current availability (**AVAILABILITY**).

Example:

LIBRARY/LOCATION	CALL NUMBER	AVAILABILITY
Woodridge Adult New Books	FICTION Patterson	DUE 05-25-05

Request an Item

Request

It's easy to request an item that is checked-out or not in our collection!

Before you can request items, you must set up your Account! To do this, click on My Account on the SWAN catalog Home screen and follow the on-screen instructions.

To Request an item, follow the steps below:

1. Search SWAN for the item and display the item's record.
2. Click on the **Request** button.
3. Enter your name, complete barcode (no spaces), and PIN in the blank boxes.
4. Click the **Submit** button.

Woodridge Library (or your home library) will notify you when the item arrives. Occasionally, an item may not be eligible for request. **For help, please ask at or call the Adult/Young Adult Reference Department or Children's Department at (630) 964-7899.**

Requesting a few items? Save time & keystrokes by logging in to your Account (click My Account on the SWAN home page) before you begin to search.

After you log in, click the **Search Catalog** button from your Account screen to search SWAN.

When you click on **Request It**, you won't need to re-enter your information!

Remember to log out of your Account when you are finished!

SWAN

Online Catalog Guide



Adult/Young Adult Department and Children's Department librarians are available for assistance!

(630) 964-7899
askus@woodridgelibrary.org

