Using the Online Public Access Catalog (OPAC)

A Brief and Basic Introduction
To Locating Books, DVDs and More!
Click “Online Catalog”
to access this page

We’ll be focusing on
the search box
circled in red
for this tutorial.
First, Choose How to Search

You can search by title, author, subject, keyword, call # or ISBN/ISSN.

Click on the arrow button to access a drop-down menu with these options.
Select How You Want to Search

We’ll select “**Keyword**” for this tutorial.

*Tip: A keyword search usually gives you more results than a subject search.*
Next, Type in What to You Want to Search

We’ll use “organic gardening” as our keyword example in this tutorial.
Select Where You Want to Search

Then select where you want to search.
To limit your search to a specific library, click on the arrow button for a drop-down menu.
Select a Specific Library to Search

We’ll select “Lititz Public Library” for the purposes of this tutorial.

When you’ve made all of your selections, then click “submit.”
The search returned 26 items, which are listed below. Scroll down the page to see each item.
Each Search Item Shows Location Information and Availability

This book is available.

Each item shows where it is located.
Finding Items That are Currently Available

Check this box to limit Items that are currently available.
That’s It!

Your Search is Complete!

If you want to learn more about online searches, click on “Help Center” or “Catalog Search Tips.”