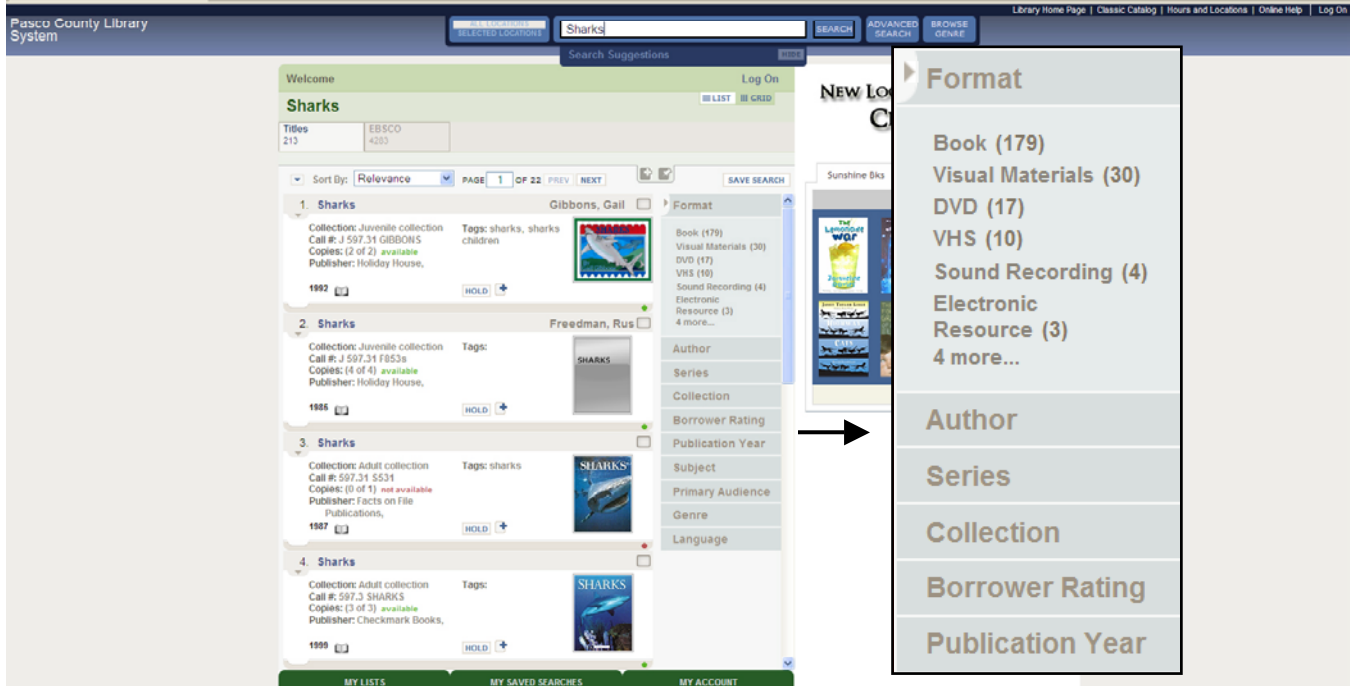
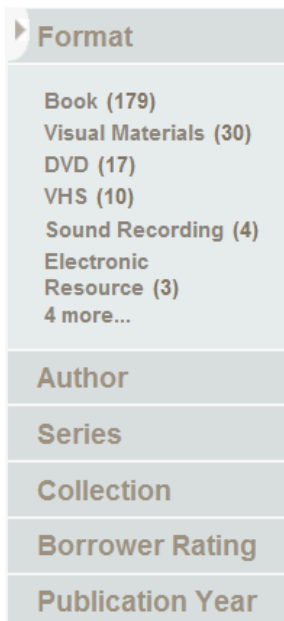


How to Search/Limit by Format (AudioBook, DVD, VHS, Book)

1. Enter a search (i.e. subject, title, author, etc.) into the search box, for example, “sharks”.

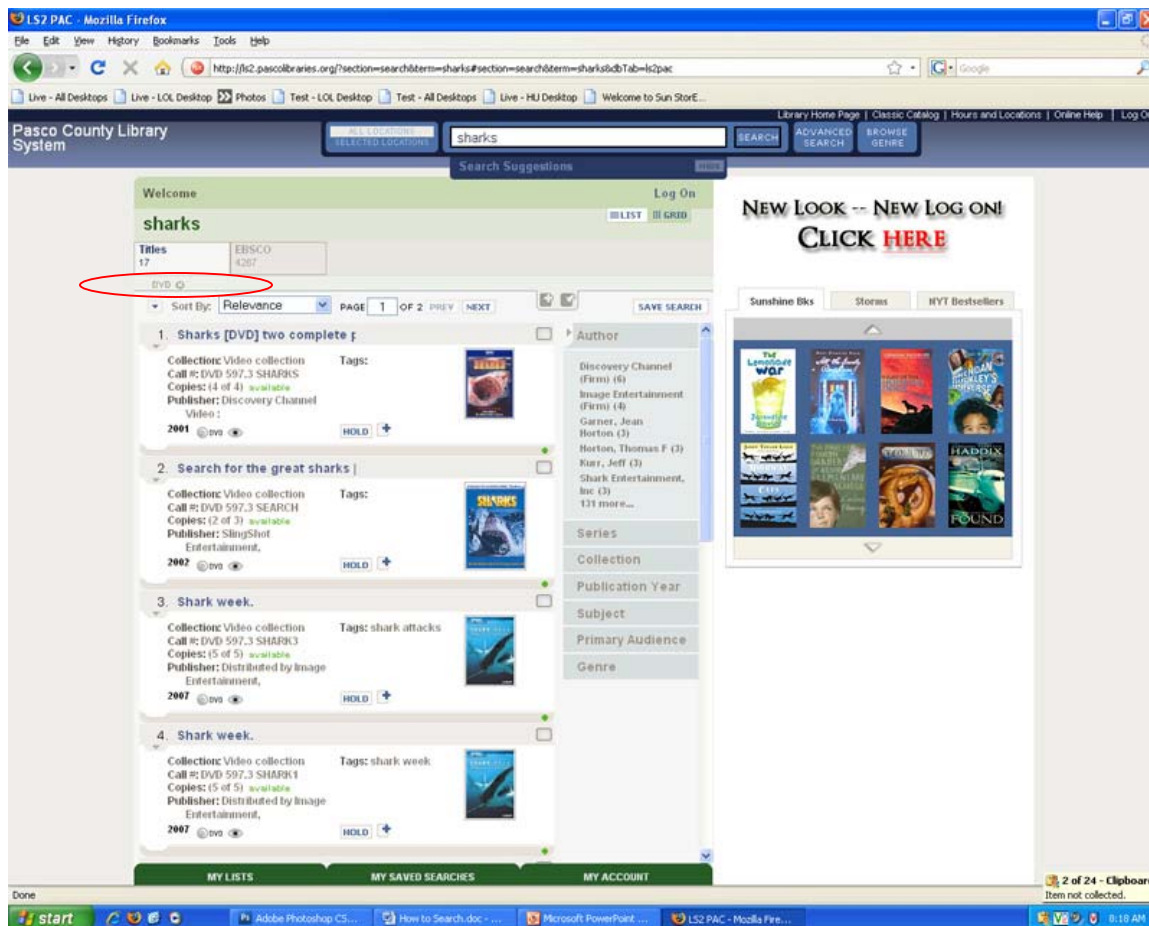


2. On the right side of the results, there are headings for Format, Author, Series, Collection, Borrower Rating, Publication Year, Subject, Primary Audience, Genre, and Language. Taking a closer look at the Format heading, you will see that the library has 179 books, 30 Visual Materials, 17 DVDs, 10 VHS formats, etc.



3. By choosing either Book, Visual Materials, DVD, VHS, or any of the other formats, your search will be further limited to those items available in that format. For our example, we will choose the DVD format.

- After selecting the DVD format, the items now appearing in the list on the left hand side are all DVDs. A check for oneself is that “DVD” appears in small print above results circle in red. As you limit the search, more terms appear here.



- You can further limit selections by the remaining headings on the right, such as Author, Series, Collection, Publication Year, Subject, Primary Audience, or Genre.

