



Using the New SWAN Catalog

To view the OLPL SWAN catalog, visit: catalog.olpl.org

Part one: Working with search results

The screenshot shows the OLPL SWAN catalog search results page. The header includes the OLPL logo and 'Oak Lawn Public Library'. The search bar contains 'harry potter and the'. The results page shows 485 results found. On the left, there are filters for Format, Item Type, and Electronic Format. The main results list shows two items: 'Harry Potter and the strange mist' and 'Harry Potter and the Chamber of Secrets'. Callouts 1-6 point to: 1. View icons (List and Grid); 2. Sort By dropdown menu; 3. Page navigation (1 2 3 4 5 .. 41); 4. Place Hold button; 5. Download button; 6. Preview button.

View options

There are two view options for your search results: List View and Grid View. Click these icons to change the view (1).

Sorting search results

You can sort the results by publication date (ascending or descending), title or author (2). The most relevant results are then sorted by that option.

Paging

Click the Previous and Next icons (3) to move forward and backward through search results.

Placing a hold

Items in your search results that are holdable at your Library will have a Place Hold button (4) that you can click to put the item on hold.

Downloading eBooks

Some of your search results may return eBooks. You can easily download them from your search results by clicking the Download button (5).

A window will appear and ask you to select an eBook reader or format. Select the reader or format you want, and the eBook will begin to download.

Previewing eBooks

Some eBooks include a short sample of the book that you can read before you checkout the item. To open a sample, click the Preview button (6) and follow the directions.



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Part two: Limiting search results

Limit Search Results

Narrowed by:

- + Format: Book **1**

Item Type **2**

- Book
- Paperback

Library **3**

- Acorn Public Library ...
- Alsip-Merrionette Par...
- Bedford Park Public L...
- Beecher Community ...
- Bellwood Public Library
- More **4**
- View All **4**

Audience **5**

- Adult
- Juvenile
- Teen
- Unknown

Publication Date **6**

Years **5**

Any - Any **6**

Language

- English (16)
- Spanish (5)
- No linguistic content (3)
- Arabic (1)
- Bulgarian (1)
- More
- View All

Subject

- Magic -- Fiction. (13)
- Schools -- Fiction. (13)
- England -- Fiction. (12)
- Wizards -- Fiction. (12)
- Wizards -- Juvenile fi... (9)
- More
- View All

Using limits

Limits are organized by fields (like Author, Format, Language, Subject, etc). You can use limits in one of the following ways:

Click on a limit. By clicking a single limit, you will narrow your search results to meet that limit. For example, if you click on Books, your search results will only include items that are books.

Select a limit or multiple limits to include in or exclude from your search results. You can select one or multiple limits within a single field by clicking the check box next to the limit(s).

If you want to include limits in your search results, click the Include button **(1)**. For example, if you select to include Paperback books, your search results will only include paperback books.

If you want to exclude limits from your search results, click the Exclude button **(2)**. For example, if you select to exclude Paperback books, your search results will include everything but paperback books.

Use the More and Fewer options **(3)** to expose or hide limits within a field incrementally. You can also use the View All option **(4)** to open all of the limits in a separate window.

Using the Publication Date limit options

The Publication Date limit has two views: Graph and Date. You can toggle between the two **(5)**. The Date view works just like any other limit. The Graph view, however, has some other options:

- Use the sliders to create a date range (for example, 1971-1990). Then select whether you want to include or exclude that date range in your search results.

- Enter a date range in the text box **(6)** (for example, 1971-1990). If you want the date range to have no end (up to the current time), leave the second text box blank (for example, 1971 -).