Learn how to perform a basic search in CatExpress.

**Basic searching**

Use the Basic Search screen to search for items by standard number, keyword, or title.

To search other indexes, use the Advanced Search screen. On the navigation bar, under Search Options, click Advanced.

**How to search**

1. On the Basic Search screen, select the type of search you want.
   - Standard Number
   - Keywords
   - Title Phrase
2. In the Search for box, enter a number, word(s), or title to find the records you need.
3. (Optional). To limit results to records in your preferred language of cataloging, use the Apply Language of Cataloging Limiter check box. Click to select the check box and then choose one of 11 languages from the list.
4. Click Search.

**Standard number searches**

<table>
<thead>
<tr>
<th>TYPE OF SEARCH</th>
<th>NUMBER ON ITEM</th>
<th>TYPE</th>
<th>GUIDELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN</td>
<td>1-565-9200-5</td>
<td>156592005</td>
<td>Omit hyphens, but retain final X.</td>
</tr>
<tr>
<td></td>
<td>0-33002468-X</td>
<td>033002468X</td>
<td></td>
</tr>
<tr>
<td>ISSN</td>
<td>0043-5651</td>
<td>0043-5651</td>
<td>Retain hyphen</td>
</tr>
<tr>
<td>LC Control Number</td>
<td>86-3211</td>
<td>ln:86-3211</td>
<td>Omit prefix. Retain the hyphen to get the most complete results. Precede the number with the index label nl: ( l is the lowercase letter l).</td>
</tr>
<tr>
<td></td>
<td>map32-14</td>
<td>ln:32-14</td>
<td></td>
</tr>
</tbody>
</table>
Stopwords

If you type a stopword along with valid words in a search, the system ignores the stopword and processes the search. If your search includes only stopwords, you receive an error message.

& be have not their
a but he its there
an by her not thisand for his of to
are from his on was
as had if on were
at has in she when

https://help.oclc.org/Metadata_Services/CatExpress/Search_and_catalog/Basic_search
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