

# DISCOVER RSAcat

## Searching the Catalog

Quickly search RSAcat from the **simple search box near the top of every catalog page**. Use the drop down menus by the search box to limit your search to a particular library branch (if applicable) or to a certain item type (book, e-book, movie, etc.), or to specific search fields (title, author, or subject.)

Having trouble finding that you want with a simple search? Try a more customized **Advanced Search**, where you can specify exact search phrases or limit to certain formats, languages, or libraries.

See more search tips on the *"Discover RSAcat" brochure*, or in the *RSAcatalog Help section (details below)*

## Limit Search Results

If a quick search returns too many results (like this example did), you can **"Limit Search Results" using the options in the left margin**. These limiting options can help you narrow your search to specific formats, subjects, publication dates, and more – making it easier to find just what you're looking for without having to go back and edit your search. Just click on the word(s) or fill in the check box next to the detail you'd like to focus on and click the "Include" button. Your search results will then update to include only items meeting the newly added criteria.

In this example, we've limited a simple search for *The Hobbit* to zero in on the most recent film adaptations, rather than the book, older films, and other related material that populated the list of 100+ items in the original results.

The screenshot shows the RSAcat search interface. At the top, there are navigation links: Log In | My Account | My Lists | Library Information | Select Language | ADA Mode | ? The main search bar contains "Search All RSA Libraries" and "the hobbit". The search results show 25 results found. The left sidebar has filters for "Narrowed by:" (Format: Movie, Author: New Line Cinema Corporation), "Reading Level" (Adult, Juvenile, Not Defined, Young Adult), "Publication Date" (2013, 2002, 2010, 2007, 2000), and "Subject" (Feature films, Video recordings for t..., Fantasy films, Middle Earth (Imagina..., Baggins, Frodo (Fictiti...)). The main results list shows three items, each with a "Select an Action" dropdown menu and a "Sort By:" dropdown menu. The first item is "The hobbit an unexpected journey" by McKellen, Ian. The second item is "The hobbit : an unexpected journey." by Jackson, Peter, 1961-. The third item is "The hobbit an unexpected journey" by Nesbitt, James, 1965.

## My Library Account

Access **your online library account** from the top of any RSAcat page using your library card number and PIN. From your Account, you can **manage your checkouts and renewals, holds, fines, and lists**. [Learn more on the "My RSAcat Account" bookmark.](#)

## Features Available

### Placing holds directly from the search page in addition to previous method

Simply click on the "Place Hold" button next to the item you want. Or to place multiple holds at once, just fill in the check boxes next to the items you would like to put on hold, then select "Place Hold(s)" from the "Select an Action" dropdown menu. You can also still place individual holds from the item record pages, like with the previous catalog interface.

### Texting, printing, or emailing item information for easy retrieval

Just like with holds, you can fill in the check boxes next to items you would like to print out or have sent to you, and then select the appropriate option from the "Select an Action" menu. Or for texting and emailing, you can click on the button next to the individual item or from its item detail page.

### Customizing the way search results are sorted.

In the old RSAcat, search results were only sorted by publication date, showing the newest items at the top of the list. Now, you can sort by relevance, publication date (newest or oldest first), or alphabetically by title or author using the "Sort By" dropdown menu.

Need more assistance? No problem! Pick up a helpful handout or visit the extensive RSAcat Help available from the catalog homepage. The bulk of the lower center part of the page is devoted to "Tips for Searching and Using RSAcat," and there's a link to even more detailed instructions in the box of links in the upper left corner of the catalog homepage. Help is always available with just click of the question mark icon in the upper right of each page.