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><strong>ISBN</strong></td>
<td>1-565-9200-5</td>
<td>1565920005</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><strong>ISSN</strong></td>
<td>0043-5651</td>
<td>0043-5651</td>
<td>Retain hyphen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LC Control Number</strong></td>
<td>86-3211 map32-14</td>
<td>In:86-3211</td>
<td>Omit prefix. Retain the hyphen to get the most complete results. Precede the number with the index label In: (I is the lowercase letter i).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In: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.

&  a  an  and  are  as  at
be  but  by  for  had  had  has
have  he  her  his  if  in  into  is
it  its  not  of  on  or  she  so  than  that
their  there  this  to  was  were  when  which  with  would
you  their  there  this  to  was  were  when  which  with  would
you