Helpful Hints for Searching the STEP Center Library Database

Hint #1: If you are searching a “fill-in-the-blank” field, MORE IS NOT BETTER. In other words, pick a main word or part of a word and you are more likely to find that item.

Hint #2: Don’t give up if your search says “Nothing found in the library for the entered criteria.” Try another search field or enter a different main word in the title.

Hint #3: When you get a set of results, they can be sorted in ascending or descending order by clicking the heading at the top of each column.

Hint #4: Author names: Search either first or last name NOT BOTH.

Hint #5: If searching by author, pick either the first or last name that isn’t tricky to spell.

Hint #6: When you do your search of a large category such as “Autism” or “Behavior”, also put a Key Word in the search to narrow down your choices.

Hint #7: Try different combinations of key words along with the categories to find what you want.

Hint #8: Search just one field at a time unless you want to narrow your initial search to fewer items. Then you should search using two or more fields.

Hint #9: Make sure all fields are cleared before starting a new search. You do this by clicking “Library Search” at the top of the page.

Hint #10: Don’t get frustrated. Call the STEP Center if you get stuck: 742-3872.