



# Search Tutorial

How to search for and request interlibrary loan items

## Step 1 – Where to complete a search

Complete a search from any one of the tabs in the fILL website.

HomeMy AccountCurrent BorrowingAboutHelpFAQContact

GO

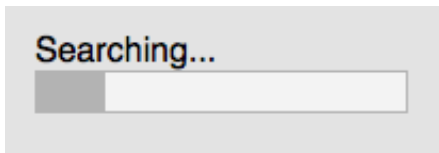
## Step 2 – How to complete a search

Enter your search terms in to the search bar at the top of the screen, and click “Go”.

HomeMy AccountCurrent BorrowingAboutHelpFAQContact

GO

## Step 3 – When is my search complete



The search will begin, and your page will start updating. Wait for the “Searching...” progress bar in the upper left to finish loading (it's very fast!).

Your search results will look like this:

Sort by relevance and show 20 per page.

<< Prev | 1 2 3 4 5 6 7 8 9 10 11 12 13 ... | Next >> Displaying: 1 to 20 of 917 (found: 7548)

Click on the title for more information, and to request.

1. Dewey

the small-town library cat who touched the world / Vicki Myron    Vicki Myron with Bret Witter ; illustrated by Steve James

2. Cat & mouse

a novel    by James Patterson

3. Splat the cat

where's the Easter Bunny?    based on the bestselling books by Rob Scotton ; cover art by Rick Farley

4. Splat the Cat

up in the air at the fair    based on the bestselling books by Rob Scotton ; cover art by Rick Farley ; text by Amy Hsu Lin ; interior illustrations by Robert Eberz

5. Cat of the century

a Mrs. Murphy mystery    Rita Mae Brown & Sneaky Pie Brown ; illustrations by Michael Gellatly

6. Cat

my pet    Susan Ring

7. The cat who brought down the house

Lilian Jackson Braun

8. The cat who talked turkey

Lilian Jackson Braun

Step 4 – Click on the title you are interested in.

Sort by relevance and show 20 per page.


<< Prev | 1 2 3 4 5 6 7 8 9 10 11 12 13 ... | Next >>

Displaying: 1 to 20 of 1796 (found: 13379)

Click on the title for more information, and to request.

1. Cat

written by Juliet Clutton-Brock ; [special photography, Dave King]



Click To Request

Title : Cat written by Juliet Clutton-Brock ; [special photography, Dave King]

Date : 1991-2004

Author : Clutton-Brock, Juliet

Format : book

Locations : 6

Show location details...

If this is the book you'd like to request, click on the “Request” button.

Sort by relevance and show 20 per page.

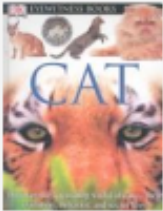
<< Prev | 1 2 3 4 5 6 7 8 9 10 11 12 13 ... | Next >>

Displaying: 1 to 20 of 1796 (found: 13379)

Click on the title for more information, and to request.

1. Cat

written by Juliet Clutton-Brock ; [special photography, Dave King]



Click To Request

Title : Cat written by Juliet Clutton-Brock ; [special photography, Dave King]

Date : 1991-2004

Author : Clutton-Brock, Juliet

Format : book

Locations : 6

Show location details...

2. Cat & mouse

a novel a novel by James Patterson


If this isn't the right book, click on the title again to hide the details, and try another title.

You're done!

If you decide you don’t want this item after all, you can cancel your request right away.

1. Cat

written by Juliet Clutton-Brock ; [special photography, Dave King]



Click To Cancel This Request.

Your Request Has Been Placed

Requesting user :1

Title :Cat

Author :Clutton-Brock, Juliet

Medium : book

Your librarian will see if another Manitoba public library is able to lend this title to Jake Epp Library at this time.

Show location details...

# Becoming a Power-user!

## Refining your search

In your search results page, along the left-hand side, there is a list of all of the subjects and authors that were found in all of the records your search returned.

The number in parenthesis counts how many of your results have that particular subject or author.

Clicking on a subject or author will refine your search terms by adding that specific information. The system will re-do the search with your new terms.

You can continue to refine your results as often as you need.

Or you can enter a completely new search into the search bar at the top of the screen.

### Refine your search by:

...Subjects  
Cats (376)  
Mystery fiction (74)  
Qwilleran, Jim (Fictitious character) (47)  
Journalists (38)  
Stories in rhyme (36)  
Cat owners (35)  
Detective and mystery stories (35)  
Animals (28)  
Women cat owners (28)  
Siamese cat (24)

...Authors  
Braun, Lillian Jackson (71)  
Brown, Rita Mae (11)  
Myron, Vicki (10)  
Trondheim, Lewis (9)  
Douglas, Carole Nelson (7)  
Litwin, Eric (7)  
Davis, Jim (6)  
Grimes, Martha (6)  
Murphy, Shirley Rousseau (6)  
Seuss (6)

## Sorting the results, and moving from page to page

Sort by ☒ relevance ☐ title ☐ newest ☐ oldest and show  per page.

<< Prev 7 8 9 10 11 12 13 ... | Next >> Displaying: 1 to 20 of 1796 (found: 13379)

Click on the title for more information, and to request.

1. **Cat**  
written by Juliet Clutton-Brock ; [special photography, Dave King]

Search results are sorted by **relevance** by default. This will place the books that most closely match your search terms at the top of the list.

You can choose to sort by title or by publication date, by clicking the “Sort by” button at the top of the results list.

You can page through your results by clicking on the “<< Prev” and “Next >>” links, or by choosing a page number to jump to.