# PowerPAC Online Catalog:
Searching and Viewing Results

This document looks at the basics of searching and viewing results in your library's online catalog (called the PowerPAC). Your library's main catalog page includes a search bar where you can type in your search term(s). As you type, suggestions will appear. Use the **Limit By** drop-down menu to scope your search to a certain type of material. (Note: the options available in the Limit By menu will differ based on which library's online catalog you are using.)
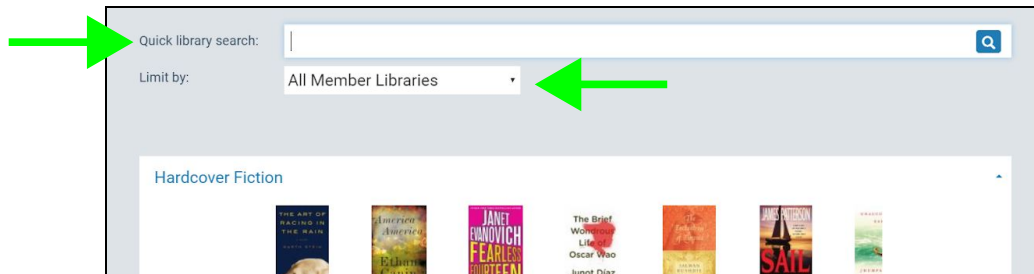

Your search results may include the option to **Include Related Words**. This option adds in words such as nicknames, proper name variations, spelling variations, and words formed from stemming (for example, related words for "train" would include "training," "trainstop," "trainer," and more). Once the related words are added to your search, the catalog gives you the option to only view the results that were added or only view the original results.
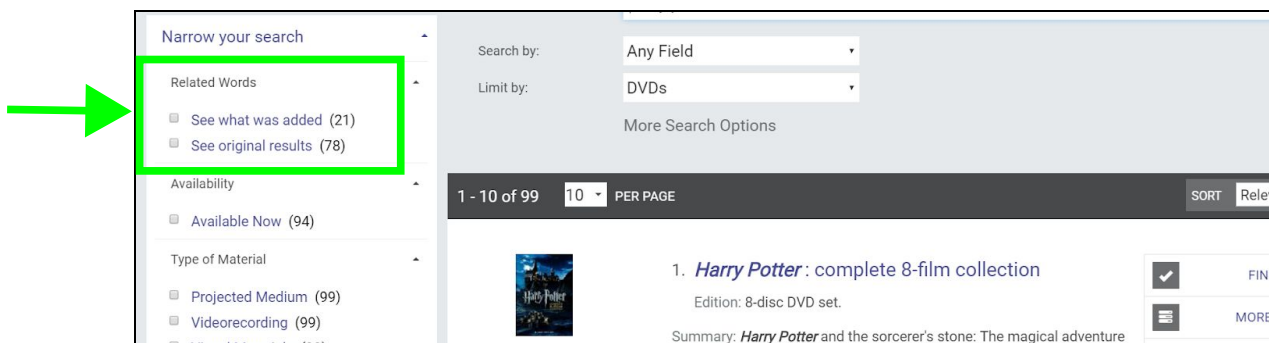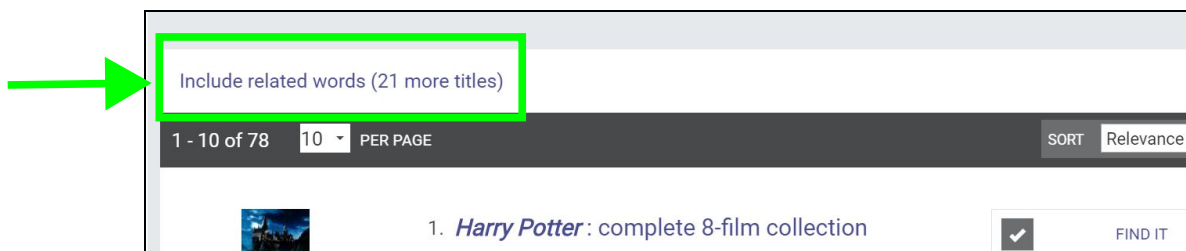
Add in filters, found under the **Narrow Your Search** menu to focus your search results. The number next to each filter reflects how many results match that filter.
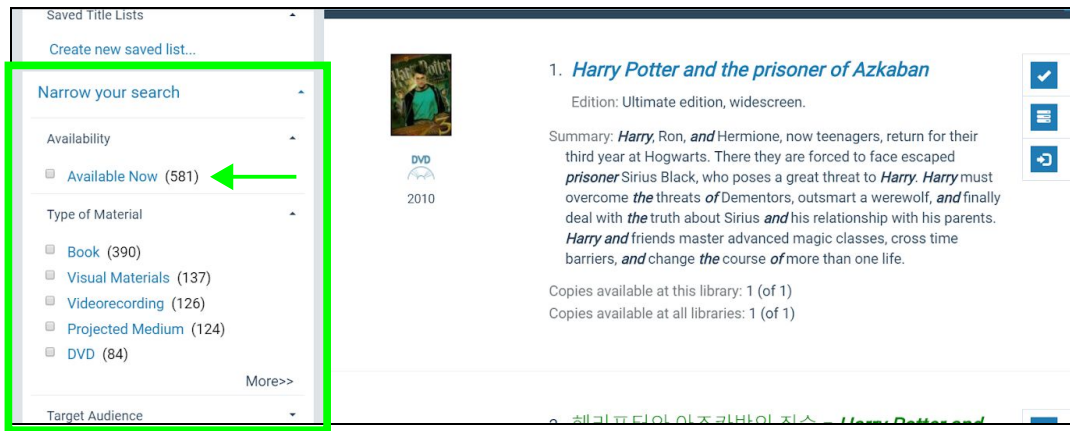
Click the **Find It** button next to a result to see which CCS member libraries own that item. Click **Place Hold** to submit a request. Click on the **title** or the **More Info** button to view the full record.
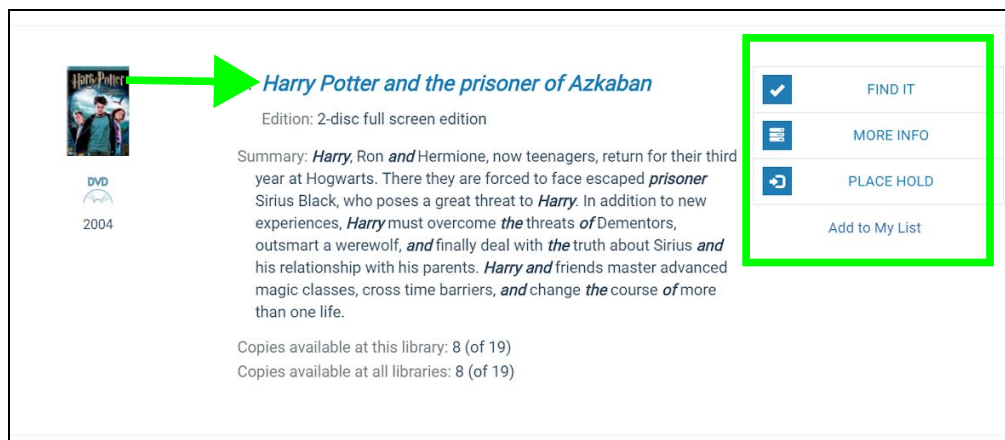
When viewing the full record, you can navigate back to the results list by clicking **Return to List**. You can also navigate from record to record by using the **Previous** and **Next** buttons. Click on **Share** to print, email, or share the record on social media.
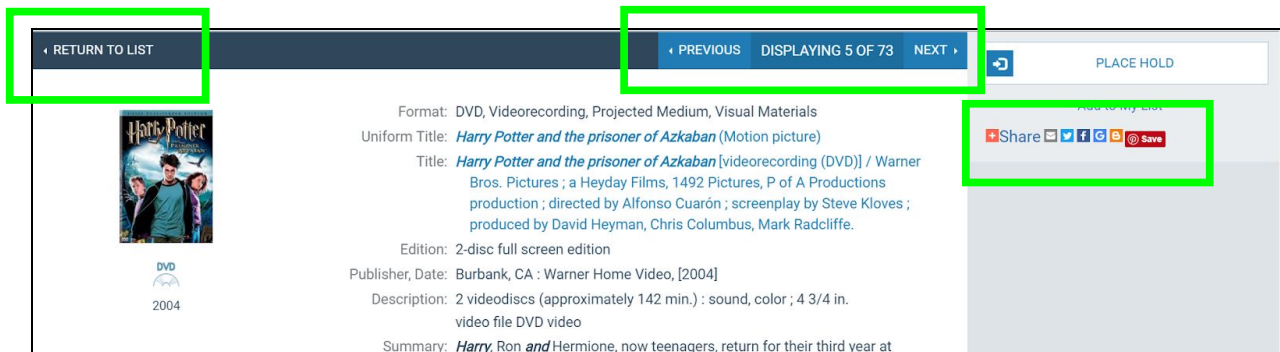
Scroll down in the record to to see the list of which CCS member libraries own this item. The **Find It** section also displays the library's call number and item status. Click on the **cell phone icon** to text the call number to yourself (standard text messaging rates may apply).

Below the Find It section is the **Map It** section. This displays the geographic location of each library that owns the item. Click on a **location pin** to view the phone number and address of the library. Don't forget to call the library to verify availability!

For more in-depth searching tips and tricks, use the **Help** drop-down menu and select an article.