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**.

**Note:**
- For a full explanation of searching WorldCat indexes, with labels and lists of fields and subfields indexed, see [Searching WorldCat Indexes](https://help.oclc.org/Metadata_Services/CatExpress/Search_and_catalog/Basic_search).
- OCLC recommends that you drop *with* and *within* when searching for a title.

### 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>
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<tr>
<td>ISBN</td>
<td>1-565-9200-5</td>
<td>156592005</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>ISSN</td>
<td>0043-5651</td>
<td>0043-5651</td>
<td>Retain hyphen</td>
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<tr>
<td>LC Control Number</td>
<td>86-3211</td>
<td>In:86-3211</td>
<td>Omit prefix. Retain the hyphen to get the most complete results. Precede</td>
</tr>
<tr>
<td></td>
<td>map32-14</td>
<td>In:32-14</td>
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<tr>
<td>TYPE OF SEARCH</td>
<td>NUMBER ON ITEM</td>
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</tr>
<tr>
<td>OCLC number</td>
<td>754544</td>
<td>#754544</td>
<td>the number with the index label nl: (I is the lowercase letter i).</td>
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<tr>
<td></td>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*754544</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
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by
for
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its
not
of
on
or
she
so
than
that
the
their
there
this
to
was
were
when
which
with
would
you
```