# A logo of a book Description automatically generated

# How to Search for OTL’s Latest Materials in the Catalog

1. Navigate to the OTL catalog at <https://l92018.eos-intl.net/L92018/OPAC/Index.aspx>, OR by going to the OTL main page at <https://www.oktl.org/> and clicking on “Catalog.”
2. A screenshot of a computer

   Description automatically generatedSelect “Search” and choose either “Simple Search” or “Advanced Search.” An advanced search contains more filters for more precise results. See step 3 for a simple search. Skip to step 4 for an advanced search.
3. A screenshot of a computer

   Description automatically generatedIn a Simple Search - To see all possible items, type an asterisk (\*) in the search box. Under the “Year” search box, type the current year in the first box. Click search.
4. In an Advanced Search, you have several options.
5. Click one of the drop down boxes marked “select field.”
   1. Added Date – Search by the date an item was added to the catalog
   2. Updated Date – Search by the date an item was UPDATED; for example, a new copy added or more information added to the record
   3. Received Date – Search by the date an item was received. Generally, this will be the same day as the added date.
   4. A screenshot of a computer

      Description automatically generatedYear – Search by year only. You may also perform a year search or a year range search (such as 2021-2023) by scrolling down and using the “Year” search underneath the Advanced Search selections.
6. Once you have made your selection, enter any additional information and click “Search.”