

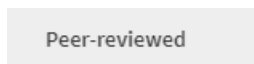
Library Search: Advanced

Library/Te Whare Pukapuka

This guide contains more advanced information on Library Search. For basic information such as how to conduct a library search, and how to access physical and electronic/digital items, please see the **Library Search: Introduction** guide.

USING FILTERS

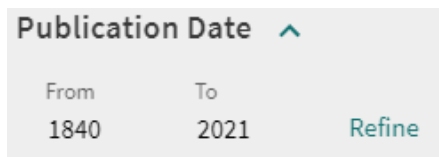
- Filters can help you to narrow your search to find more relevant sources. Filters are located on the right hand side of your screen after you have conducted a search. These include:



Narrows the results to only peer reviewed items.

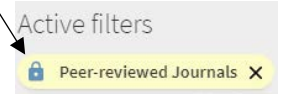


Narrows the results to items with certain subject headings.



Narrows the results to items in a certain time period.

- There are numerous other filter options available. It is recommended you do not use too many to begin with, start with only one or two.
- Click **Show More** to expand the list of options.
- To use a filter, use your mouse to hover over it, then left click to select it.
- To select multiple filters, tick the box to the left of the filter name for each one you want to use, then click "**Apply filters**" at the bottom of the page.
- To remove the filter, click on the X next to whichever filter you want to remove.
- To lock the filter for future searches, hover over the filter and click the padlock on the left. If you have multiple filters selected, you can lock all of them by selecting "**Remember all filters**".



TRUNCATION

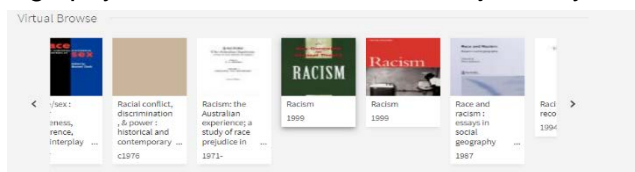
- If a word has several possible endings then use a truncation symbol (usually an asterisk but sometimes a question mark) so the computer searches for all the versions at once. This broadens your search.
e.g. use **teach*** to search for teach, teaches, teacher, teachers, teaching

PHRASE SEARCHING

- If words go together then use quotation marks to keep them together as a phrase. This narrows your search.
e.g. "**global history**" searches for this phrase instead of everything with just **global** or just **history**


VIRTUAL BROWSE


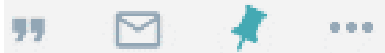
- At the bottom of a physical item's full record is a 'Virtual Browse' option, which enables you to virtually browse through physical items on the same subject as your original item.



SAVING SEARCH RESULTS

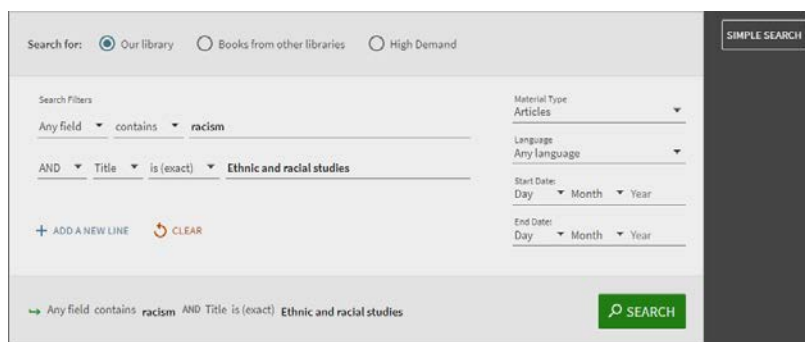
- In Library Search you can save both individual results and whole searches to your library account.
- Make sure you are signed in first. To do this, click on 'Sign in' in the yellow bar at the top of the screen:

Sign in to get complete results and to request items  Sign in

- Your name should now appear in the top right corner of your screen. Click on your name to access your account information, including items you already have on loan, and any requests you have made.
- In your search results, click on the pin symbol to the right of the title to save the item to your library account.
- After you have finished searching, click the pin symbol at the top of the page to access your **My Favorites** folder. Saved items can be sorted by author, date added or title.
- Click the  in the black bar at the top of the page to return to your search.
- To save a whole search, click on "**Save query**" at the top of the results list.
- Each search result has a list of options, as shown here 
- Click the speech marks to create a computer generated citation for that source. However, **BE CAREFUL** as these can contain mistakes. Check it first to make sure it's correct before you use it.
- Click the envelope to have the result emailed to you.

ADVANCED SEARCH TIPS

- Advanced Search is useful for searching for a specific item. It is not recommended for general searching. Click on **Advanced Search** next to the search bar to access it.

A screenshot of the 'Advanced Search' interface. At the top, there are radio buttons for 'Our library', 'Books from other libraries', and 'High Demand'. Below this is a 'Search Filters' section with a dropdown menu set to 'Any field' and a search term 'racism'. There are options for 'contains', 'is (exact)', and 'Ethnic and racial studies'. A 'SEARCH' button is visible. On the right side, there are dropdown menus for 'Material Type' (Articles), 'Language' (Any language), 'Start Date' (Day, Month, Year), and 'End Date' (Day, Month, Year). A 'SIMPLE SEARCH' button is located in the top right corner.

- Search using **Any field** or choose a specific field by clicking the down arrow i.e. title, author, subject.
- Click the arrow next to **contains** for options such as *is (exact)* or *starts with*.
- Select Material Type, Language, Start and End Date where necessary.
- Find information on a topic within a specific journal by selecting title under **Any field**, *is (exact)* under **contains**, and typing the journal's title. On a new line, add keywords relating to a topic.

To return to regular search, click on **Simple Search** next to the Advanced Search box.