INTRODUCTION TO SEARCH OUR CATALOGUE

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Search our Catalogue
What is Search our Catalogue?

- It offers a new way of searching for items in the Library’s collections – currently Books, Journal titles, Maps, Music scores, Sound Archive material, Research Data sets, Theses and Web archives.

- It has a “google-type” approach.

- There are new features, for example, tagging, notes, and My Workspace.

- It’s still under development, so changes regularly.

- It’s currently running alongside the Integrated Catalogue.

- Log in using your or DSC registered user login.

**Search our Catalogue**
You can search all parts of a record using the Simple search

There’s no need to specify whether you’re searching for an ISBN, BNB number, Dewey number, author, etc

Advanced search gives you the option to preselect some indexes

To use the words AND, OR, NOT or other stop words as search terms, use double quotes, e.g. “pride and prejudice”

Wildcard searches can be used:
? to replace a single character
* for more than one character

Different versions of a work are brought together
Searching: Single word titles

- Single word titles have always been very difficult to find in the Integrated Catalogue.
- In Search our Catalogue, the default sort for results is relevance.
- One word titles are therefore listed at the top of the list.
- Tip: if the title is one word prefixed by “the”, include this in your search, e.g., “the lancet”.

Search our Catalogue
Searching: Quick tips

- Click on New search to stay within either the Simple or Advanced search screen; Click on the Home button to return to the Simple search screen
- When searching for a DSC shelfmark, enter with or without the “.”
- When searching by Dewey number, include the decimal point
- Enter your terms then REFINE your search for the best results
Once you’ve carried out a search, you will see a refine panel on the right of the screen.
Refining your search (2)

- Refine options are generated by each search you do.

- Click on an option to add the refinement to your search; it will appear underneath the search box.

- The choice of further refinements will change.

- You can remove each refinement in any order – this will change your search results.

Search our Catalogue
Refining your search (3)

- Use CREATION DATE in REFINE to narrow your results by date range

- Use LANGUAGE in REFINE to choose items of a specific language
  - Our older records don’t include language data, so you may get a lot of “Unspecified”

- Use COLLECTION in REFINE to narrow your search to Document Supply material only
  - or, specify this catalogue in Advanced Search

Search our Catalogue
- There is no browse option in Search our Catalogue
- Enhanced search features have replaced browsing
- The refine options on the right of the screen allow you to narrow down your research results
My Workspace (1)

- Log in to use all the features of My Workspace
- Go here to set your preferences – number of results per screen, email address
- This is also where you can view this session’s previous searches (NB: these are not saved even if you are logged in)
- You can
  - save searches and items to My Workspace
  - set updates
  - email and print items and searches from here
  - push items to social bookmarking sites

Search our Catalogue
You can create new folders in My Workspace

Save an item into your Folder, and then move it to a folder of your choice

You can create notes for folders or individual items
  These notes are personal and not seen by anyone else

Click on a saved search to run it again

You can also request items from My Workspace
Tagging and notes: Tags

- Tags are words or phrases that you can assign to items to help you organize and remember them.
- You can add as many tags as you like to an item; separate them with a comma.
- You can use any word as a tag.
- Everybody can see your tags, and use them to tag items of their own.
- You can view tags as either a cloud or a list.
- You can use a tag to carry out a search.

Search our Catalogue
Tagging and notes: Notes

- You can write notes on books that you have found useful.
- The notes appear at the bottom of a record, and can be seen by any user.
- Notes are not indexed, so you cannot search in them.
- Notes are moderated – checked to see they are not abusive.
- You have to accept Terms & Conditions when submitting notes.
- Your name will be displayed.

Notes:
- LILL FRANCES SARAH [edit|remove] rated this item 6/10 (31/10/08):
  “CJ Sansom’s second book featuring lawyer Matthew Shardlake is sharper and richer than his first, Dissolution, and that’s saying something. You can smell Tudor London in this book, and society in a constant state of fear and flux is vividly drawn. The fallout of the dissolution of the monasteries is rendered more realistically than any historical text. With the corruption from the religious houses leeching into all levels of society, Shardlake is an unlikely hero, a definite case of ‘hail a foul and foul is fair’ and his relationship with Lord Cromwell swings between fear and patronage. And the presence of King Henry VIII, in the latter years of his reign, is always ominously felt, although the King himself is rarely seen. This is masterfully written.”
- Write a note.
Development, feedback and questions

- In addition to more content, we need to improve the functionality of Search our Catalogue.
- We need your feedback to help us do this.
- Users feedback via a questionnaire and a feedback link: primo.mailbox@bl.uk
- Please test out the system for yourselves.

Search our Catalogue