

# Getting more from the Library Catalogue

---

This guide covers:

- using the Advanced Search option and advanced search techniques on the Library Catalogue
- what to do if you find too much, or too little, when searching
- refining your results by adding additional keywords to your search
- limiting your results to a particular language, material type, date of publication or branch library location
- how to view, combine or delete previous searches
- rearranging the order in which records are sorted and displayed
- how to select and save records, including importing into EndNote.

See the 'The Library Catalogue – Quick guide' for an introduction to using the catalogue. There is also a guide entitled 'My Library Account: Loans and renewals, and Inter-Library Loans'.

## How to access the Library Catalogue

The catalogue is available on the web at: [www.lib.bris.ac.uk/ALEPH](http://www.lib.bris.ac.uk/ALEPH) or via the Library Catalogue 'Quick link' or 'Quick search' on the Library home page at: [www.bristol.ac.uk/library/](http://www.bristol.ac.uk/library/).

## Advanced Search

To access this option click on the **Advanced Search** link on the **Basic Search** page.

1. Choose the fields you want to search in by clicking on the down arrow by Find in all fields. The options are **Title, Author, Subject, ISBN, ISSN, Publisher, System Number, Barcode** or **Find in all fields**.
2. **Enter your search term(s)** into one or more of the three box(es) and choose **Words adjacent** if you wish to search for these as a phrase. See below for more advanced search techniques.
3. You may restrict your search to a particular **Material type** (eg eBook, UoB theses) or **Limit search to** a language, library or publication year range.
4. **Click on Search**. The search hits will display as 'No. of records' for each of your searches and a 'Total' for records matching all of your search criteria. Click on any of these numbers to see the search results.
5. Look through the list of titles that displays on the Results List screen and click on the library name to take you to the **Holdings** screen for the item you are looking for, or on the **View electronic version** link to an eBook. Alternatively, click on the underlined record number to display full bibliographic details. The **Holdings** screen will give details of number of copies, their loan periods, whether they are on loan, and location (in which library and at what classmark they are shelved). Click on **Reserve** next to an item if it is on loan and you wish to place a reservation, or **Booking** to book a short loan item. See below for details of other options to sort and save records, including importing into EndNote.

## Advanced search techniques

These can be used when entering search terms in Basic Search 'contains' type searches as well as Advanced Search. The system is not case sensitive, so you can enter lower or upper case letters for the same result. You can also search for a phrase by enclosing the words in inverted commas, eg "global warming".

Within each search box you can use **Boolean operators** for more search flexibility:

**AND** will narrow a search by retrieving all the terms present, eg Bristol **and** Brunel

**OR** will broaden a search by retrieving any of the terms present, eg teenagers **or** adolescents

**NOT** will narrow a search by excluding a term, eg dance **not** ballet

The ? character or \* (asterisk) may be placed at the beginning, end or middle of a part of a term (but may only be used once in any term):

eg **\*national** to retrieve **international, national** etc.  
**nation\*** to retrieve **national, nation** etc.

The ! symbol can be used to replace a single character:

eg **wom!n** will find both **woman** and **women**

The # character will find variant spellings where one version of the word has an additional character to another version:

eg **colo#r** will find both **colour** and **color**

Use % or !, followed by a number placed between two words to indicate that the words should appear within a certain distance from each other, and be in any order for %, or in the order specified for !:

eg **england %3 ballads** will find **'Ballads of Old England'** and **'England and her Ballads'**  
eg **ballads !3 england** will find **'Ballads of Old England'** but not **'England and her Ballads'**

## What to do if you find too much, or too little, when searching

**If you are finding too many records** you could search again using more specific search terms and/or search within a specific field or Material type and/or combine more search terms using AND or NOT. In Advanced Search you also have the option to limit by language, library or publication year range. Alternatively, on the 'Results list' page of your search results you can use the **Refine** option to add a further search term using AND or NOT, or use the **Revise your search** option at the bottom of the page (see the online help for more advice on this).

**If you are finding too few records** try the opposite strategies, using OR when refining the search.

## Viewing, combining and deleting previous searches

Click on **Previous searches** in the main navigation to see a list of your previous searches. Select the search(es) you are interested in by using the appropriate tick box(es).

- Click on View to see the results of a search that you have selected.
- Use Cross to widen or narrow your search by combining two of your previous searches together using the Boolean operators AND, OR, and NOT described in Refine search above.
- Use Delete to remove one or more of the previous searches that you have selected.

## Sorting records

The Sort facility allows you to rearrange the order in which search results are displayed on the **Results list** page. The catalogue automatically sorts records by date of publication (most recent first), then by the author. If there are over 500 search results they are unsorted.

You can change the sort order of the records on the Search results screen by clicking on a column heading link (author, title, year) to sort and redisplay the records in a different order.

## Selecting records

**Tick boxes** to the left of each record on the 'Results list' page can be used to select records for subsequent use (or use **Select All** to select all the records). **Deselect** can be used to deselect records which have been selected. Once you have selected records you can **View Selected** (one record at a time), **Create Subset** (a new Records list of just the selected records) or **Save** the selected records (see below).

## Saving records and importing into EndNote

The **Save** option available on the 'Results list' and 'Full View of Record' pages allows you to save records to disk in a variety of formats, including **EndNote (RefMan RIS Format)** for use with the EndNote reference management software. On the 'Results list' page, you must first select the records you wish to save by using the tick boxes (or use 'Select All' to select all of the records in the results list) and then use the 'Save' link. The online help on the catalogue has more details of Save, including the various formats available and how this can be used with EndNote.