

COBISS[®]

Co-operative Online Bibliographic System & Services

COBISS3 Basic Guidelines

V6.4-03

User Manual

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IZUM[®]

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The manual includes all updates from the first printed version of the manual published in February 1999 onwards. Its content corresponds with the COBISS3, V6.4-03 software, and is also valid for all future software versions until it is either withdrawn, or another electronic version is published.

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4.3 SEARCHING

You can find an object in three different ways:

- in the search window
- through a query
- by object key

4.3.1 Searching in the search window

Using the search window, you can search for all the objects in a selected class or limit your search with search parameters.

Procedure

1. In the part of the window containing modules and classes, select the class.
2. Select the method **Class / Search**.

The search window will open in a default advanced search mode.



Tip:

The quickest way to open the search window is to press <F3> after you have selected a class.



Note:


*The search window can also open when you perform other methods, provided that searching is a part of those methods. In such cases, some of the search parameters might be preset and cannot be changed, however, additional search parameters can be added. In such a case, the search window will not contain the **Find all** button.*

If you select the search method and the selected class contains only one object, that object will load onto the workspace automatically without opening the search window.

3. If required, change the search fields (see chapter 4.3.1.1).
4. Specify the search parameters (see chapter 4.3.1.2).

You can use different combinations of search parameters by entering them into individual search fields and limit them additionally with operators.

You can also specify the search parameters, if you select a previously saved query from the drop-down list in the "Queries" field (see chapter 4.3.1.3). The search parameters from the selected query will be transferred to the search fields.

In search windows that enable search for bibliographic and authority records you can move to expert search by clicking **Expert search** button, where you can enter the search request in the edit box in the "Search request" field. When entering the search string you can use the list of search prefixes and suffixes and limiting suffixes, which can be found by clicking the  button. A list of all search indexes used in bibliographic databases can be found in the *COBISS3/Cataloguing* User Manual (see Appendix A.1), and a list of prefixes for holdings data search can be found in *COBISS3/Holdings* User Manual (see Appendix F).

Expert search is intended for more advanced users who are familiar with the structure of records within the COBISS.SI database and the search techniques within databases. Additional instructions on searching can be found in the *COBISS2/Cataloguing* user manual (see chapter 4.2) or the COBISS/OPAC software (Help tab).



Tip:

You can select the default search mode. If you click the **Save query** button right after you click the **Expert search** button, expert search will be saved as the default search mode and will remain valid until you change and save it again. The default search mode is bound to your username.

You can return to advanced search by clicking the **Advanced search** button.



Note:

*If there is a **Set limit** button in the search window,¹ you can define the maximum number of search terms. If the limit is increased, the results can be more accurate, but the search lasts longer. The set limitation applies until you close the search window.*

5. The search can be additionally limited by bibliographic resource type and font (in "Limiting") and narrow the search in other search fields by non-indexed data (in "Scanning"). You can find the explanations regarding additional search limitation in the *COBISS3/Cataloguing* manual (see ch. 4.1.4 and 4.3).



Note:

*If the search request is entered in "COBISS.SI-ID" and the field "Limiting" is also entered, the limitation is **not** considered in the search.*

6. You can select the sorting type according to a specific attribute.² You can choose between attributes of the selected search class. If you tick the checkbox next to "Descending", all search results will be sorted by the selected attribute in descending order.

¹This functionality is also enabled **Bibliographic record, Field 996/997, Field 998** and **COBIB.SI** classes, if the search is not enabled by the SOLR search platform.

²The functionality in **Bibliographic record, Field 996/997, Field 998** and **COBIB.SI** classes is only enabled by the SOLR search platform.