

4.1 ADVANCED SEARCH

In the top part of the search window there are search fields you can use to search for bibliographic records. Five search fields and two fields for additionally limiting your search are visible.

You can swap the default search fields by selecting other ones from the drop-down list. You can swap one or all search fields in the window.

You can also change the order of the search fields (if they do not contain any search parameters). If you click the **Save query** button, the order of the search fields will remain the same after you close the search window and will remain valid until you change and save the order again. The rearranging of search fields is bound to your username.

Truncating a query

Most search fields are indexed *by phrase* so make sure you enter the whole query or truncate it at the end by using the "*" sign. You can truncate individual words at the beginning, in the middle or at the end with the "%" or the "*" sign. The "%" sign replaces one character (there can be several "%" signs in a string), while the "*" sign replaces any string of characters.



Example:

Under "Title", enter e.g. *French po**.

The search retrieves records that contain words beginning with *French po* in the title (e.g. *French poetry, French policy, etc.*).

Diacritic or other characters

When entering search parameters that include the commonly used diacritic and other characters, you can use the **COBISS character set** window (see chapter 7.3.1.1). Press the key combination <Ctrl> + <S> to open the window.

Records that contain the characters č, š, ž, ć and đ can be retrieved in two ways. You can enter search parameters with all diacritics listed above or just with basic characters, but it is important that you are consistent when using or omitting the characters č, š, ž, ć and đ. All other diacritic characters are not indexed (you can enter them completely, partially or not at all).

If the data in the record is entered in one of the foreign scripts, the search request is also formed in this script¹.

¹ In the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG and COBISS.MK systems (in countries that use two scripts), a search request in Latin script also retrieves data in Cyrillic script and vice versa.



Example:

If you enter *Muller** under "Personal author", the search will retrieve both authors with the surname *Muller* and *Müller*.

4.1.1 Search fields

Searching by "Personal author"

- In bibliographic databases, personal names in the fields for authorship are usually inverted, which means that the surname is first, followed by a comma and a space and then one or more first names. This has to be taken into account when searching by personal author.



Example:

Under "Personal author", enter e.g. *Bartol, Vladimir*.

The search retrieves records that have the form of the name and surname of the author *Vladimir Bartol* in the field for authorship.

- To avoid disambiguation, the year of birth, death and other additional information are added to identify the author uniformly so it is recommended to add an asterisk (*) to the end of your search query in the search field (e.g. *Surname, First name**).



Example:

Under "Personal name", enter e.g. *Newton, Isaac**.

The search retrieves records where the following forms of the name appear in the field for authorship: *Newton, Isaac* or *Newton, Isaac, sir* or *Newton, Isaac, sir, 1642-1727*.

- Personal names can also appear in fields for subject headings where the same search rules apply.



Example:

Under "Subject headings", enter e.g. *Gandhi, Mahatma**.

The search retrieves records where a subject heading appears in the field for personal names, forms of the name: *Gandhi, Mahatma* or *Gandhi, Mahatma, 1869-1948*.

Searching by "Title"

When searching by title, you can omit definite and indefinite articles (or other non-sorting words) that are surrounded by NSB/NSE characters in records.



Example:


Under "Title", enter e.g. *Schule**.

The search retrieves records where the field for title contains the forms of the title *Die Schule*.

Searching by "Language"

For coded bibliographic data (e.g. language, bibliographic level, UDC access), search by using code lists in a separate window.

Procedure

1. Click the  icon next to the entry field for search requests.
2. Click and select the desired value in the list as follows:
 - place the mouse pointer on it and click
 - select it by using arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <Pg Dn>)
 - find it by using the buttons **Find** and **Find next**

When searching for values in the code list, click the **Find** button and enter the value you wish to find in the window for entering search terms. It is enough to only enter a part of the value you are looking for. However, you must not use the "*" sign for truncation because the software searches for the exact string of characters you enter.

By clicking the **Find next** button, you can search for all the next values if the first indicated value in the code list is not what you are looking for.

3. Either click the **OK** button or press the space bar or <Enter>.


The selected value will be transferred to the field in front of the icon for displaying the code list.



Tip:

The quickest way to select a value from the code list is to point the mouse pointer on it and double-click.

Options

If you know the coded data, you can enter it into the field for entering search requests manually. To activate the field, click the  icon. Enter the code and **not** the code resolution into the entry field.



Example:

If you wish to find records for Franz Kafka's works in English, enter *Kafka, Franz** under "Personal author" and select "*eng*" – *English* from the code list under "Language".

Searching by "Publication year"

In the "Publication year" search field, you can search by the publication year or a longer period. When searching by a specific year, enter it either under "From" or under "To". Once you click the **Find** button, the entered search parameter will automatically be copied also into the other search field – either "To" or "From". When searching by a period of time, enter the first year under "From" and the other year under "To".



Example:

Under "Publication year" enter e.g. *2008* under "From" and *2010* under "To".

The search retrieves records for works published between *2008* and *2010*.



Note:

When searching by a period of time, the "" or "%" signs for truncation are not used. Enter the years of the specified period in their entirety.*

Searching by "ISBN"

When searching by ISBN, it is not necessary to enter hyphens.



Example:

Under "ISBN", enter e.g. *9616162861*.


The search retrieves records with ISBN 961-6162-86-1.

Searching by "SGC subject headings"²


Searching by SGC subject headings takes into account the 60X fields that have the "SGC" code entered in subfield 2. In the search request, you must enter the complete subject heading, or its variant or English form, and all prescribed punctuation marks for dividing subfields. Truncation characters can be used.

When forming the search request, use the list of subject headings for guidance.

Procedure

1. Under "SGC subject headings", enter any words or beginnings of words from the subject heading.
2. Click the  icon next to the entry field for search requests.

You will get a list of those SGC access points that contain the entered words or beginnings of words. The list contains SGC terms in Slovenian and English, unused terms, and sometimes also terms from other lists of subject headings. In the right half of the window, you will see the authority record belonging to the currently selected access point.

² Searching by "SGC subject headings" retrieves results only if there are records with SGC subject headings in your bibliographic database. Regardless of the results, clicking the  icon in this row enables you to look through the list of subject headings.

3. Finding and selecting the appropriate access point can be done in the following ways:
 - place the mouse pointer on it and click
 - select it by using arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <Pg Dn>)
 - with the **Show related objects** button, you can check the related authority records
4. Clicking the **Select** button transfers the corresponding authorized form (term) for the selected access point into the search window entry field. The **Select** button is inactive if you select a reference or a general explanatory record. In this case you must rephrase the search request according to the instructions in the reference.



Example:

If you want to search for publications that talk about the Republic of Sierra Leone, enter the term *Republic of Sierra Leone* under "SGC subject headings". It is clear from the list of subject headings that *Republic of Sierra Leone* is a non-preferred term in the authority record. You can either transfer the term *Sierra Leone* into the search window or leave the non-preferred term *Republic of Sierra Leone* in the search request.

Searching by "Keywords"

In the "Keywords" search field it is possible to search *by word* in all fields and subfields that are indexed as the basic index (see Appendix A.1). You can enter one or more words as a search request; the logical operator AND will automatically be used between the words.



Example:

If you wish to find publications that are about librarianship and science, enter both search terms *librarianship science* into "Keywords".

4.1.2 Searching by several search fields

You can combine search requests by entering them into separate search fields. The logical operator AND is set as the default value between search fields.



Example:

Under "Personal author", enter e.g. *Hesse, Hermann**, under "Title" enter e.g. *Steppenwolf*. The logical operator AND is set between the two search fields.

The search retrieves records for works with the author *Hermann Hesse* and the title *Steppenwolf*.



Example:

Under "Place of publication", enter e.g. *New York*, and under repeated search field "Place of publication", enter e.g. *Berlin*. Select the logical operator OR from the drop-down list.

The search retrieves records for works published either in *New York* or *Berlin*.

4.1.3 Additional operators

Search requests can be additionally limited by using additional operators.

- EMPTY

The operator EMPTY specifies that the search results do not include any records that contain the attribute by which you limited the selected search field.



Example:

Under "Personal author" select the operator EMPTY.

The search retrieves records that do not contain fields 700, 701 and 702.



Note:

If you select the operator EMPTY for an individual search field, entry of the search request into the entry field is disabled.

- NOT

The operator NOT specifies that the search results include records that do not contain the values you enter into the entry field for the selected search field.



Example:

Under "Language" select the operator NOT and type in *slv*.

The search retrieves records that do not contain the code for the Slovene language in subfield 101a.

- NOTEMPTY

The operator NOTEMPTY specifies that the search results include records that definitely include the attribute by which you limited the selected search field.



Example:

Under "Series" select operator NOTEMPTY.

The search retrieves records that do contain data on the book series.



Note:

If you select the operator NOTEMPTY for an individual search field, entry of the search request into the entry field is disabled.



Note:

When performing a search, the operators NOT, EMPTY and NOTEMPTY take precedence, followed by AND and OR. If you combine the last two, the search is performed in the sequence that the operators are written in (i.e. if the operator OR is before the operator AND, OR takes precedence).



Example:


Under "Series", select the operator EMPTY, under "Publisher" enter *Beletrina*. Use the operator AND between the two search fields.

The search retrieves records for Beletrina's publications without the data on the series.

4.1.4 Limiting

Limiting is a procedure that enables you to limit your search by type of bibliographic resource or by script. Both data items are coded.

Procedure

1. In the "Limiting" search field, click the  icon.

The **Limiting** window will open where you can select the value by which you wish to limit your search from the list.

Options

If you wish to limit the search, you can enter one or more suffixes into the field for entering search requests under "Limiting". Use a comma to separate the suffixes (do not enter a space).



Example:

If you wish to find all the articles written by Mitja Novak in 2005, type in *Novak, Mitja** under "Personal author", *2005* under "Publication year", link both search requests with the operator AND, and, under "Limiting", select *ART* from the code list as the type of bibliographic resource for articles.



Example:

Under "Limiting", enter e.g. *BMA,MON*.

The search retrieves records for books that contain code "*a*" – *textual materials, printed* in subfield 001b and code "*m*" – *monograph* in subfield 001c, but do not contain subfield 130a.