4.2   EXPERT SEARCH

Expert search is used to search all indexed fields and subfields in bibliographic records.

Once you click the **Expert search** button, enter the search request into the "Search request" search field. Compose it by using:

- search terms with added prefixes or suffixes

- logical operators OR, AND and NOT and the context operator NEAR that are used to link search terms

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.

Procedure

1. To create a search request with a prefix, enter prefix, followed by equals sign[1] and the search term:

   <prefix>=<search term>

   or

   *<prefix>=<search term> <operator> <prefix>=<search term>*etc.

2. To create a search request with a suffix, enter the search term followed by a slash[2] and the suffix:

   <search term>/<suffix>

   or

   <search term>/<suffix> <operator> <search term>/<prefix> etc.

3. To create a search request to search only by a specific subfield, enter the field and subfield designation, followed by an equals sign and the search term:

   <field and subfield designation>=<search term>

   or

   <field and subfield designation>=<search term> <operator> <field and subfield designation>=<search term>...

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[1] In the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG and COBISS.MK systems (in countries that use two scripts), it is also possible to use expert search to search only by phrases in Cyrillic script. In such cases, use two equals signs between the prefix and the search term instead of one.

[2] In the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG and COBISS.MK systems (in countries that use two scripts), it is also possible to use expert search to search only by words in Cyrillic script. In such cases, use two slashes between the suffix and the search term instead of one.

4. To create a search request to search by an indicator value, enter the field designation, the "ind" abbreviation and the indicator designation, followed by an equals sign and the search term:

<field designation>ind<indicator designation>=<search term>

or

<field designation>ind< indicator designation>=<search term> <operator> <field designation>ind< indicator designation>=<search term>...

5. When creating search requests, you can use the ***expand*** function (see chapter *4.4*).

6. If you wish to view the list of all search prefixes and suffixes and the list of limiting suffixes, click the 🔲 button next to "Search request".

The **Search prefixes and suffixes** window will open where the list of prefixes and suffixes will be displayed along with their meaning and search examples.

A list of all search indexes used in bibliographic databases can be found in Appendix *A.1*.

Example:

Under "Search request", enter e.g. *CL= Penguin Classics AND AU=Austen**

You will find publications by the author *Jane Austen* published in the collection *Penguin Classics*.

Example:

Under "Search request", enter e.g., *CC=v1 AND CO=svn AND 200ind1=1 AND 300a=Besedilo v slov., angl. in nem.*

This way you combine the search by indexed and unindexed fields/subfields/indicator values in bibliographic records in the search request.

Tip:

When you search by keyword, you can omit the search prefix (KW=) or suffix (/KW).

Note:

When searching by several keywords simultaneously, the operator AND is used automatically. You have to enter other logical and/or context operators yourself.

- Order of performing logical operations:
    - round bracket
    - context operators
    - NOT

- AND
- OR

- Use of brackets

  By using brackets correctly, you can change the order in which search operations will be performed.

> Example:
>
> Under "Search request", enter e.g. *((ocean OR air) AND polut*) NOT rivers*
>
> By doing so, you can search for records that include the search terms *polut* ocean* or *air*, but not *rivers*. The software will search for the search terms in brackets first.

- Use of quotation marks

  If you use the characters "(", ")", "=", "/" ":", "%" or the logical operators AND, OR and NOT in the search term, it must be in quotation marks.

> Example:
>
> Under "Search request", enter e.g. *TI="science and technology*" and PP=oxford**
>
> By doing so, you can search for records that start with the search terms *science and technology* in the title and with *oxford* as the place of publication. The first search term must be entered in quotation marks as it includes the reserved word "and".

- Truncating a search term

  You can truncate a search term 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. When you are searching for a phrase that contains the "*" sign, you can enter a space instead of the "*" sign.

4.2.1   Logical operators

You can use logical operators to additionally narrow or broaden your search. Logical operators must be used in English.

- Logical operator AND

The search retrieves records containing **both** terms or **all** terms connected with operator AND.

Example:

Under "Search request", enter e.g. *mountaineering AND guides*

In this way, you will, by keywords, find records that contain both search terms, i.e. *mountaineering* and *guides*. You would get the same results if you entered both words, separated by a space and without an operator, i.e. *mountaineering guides*.

- Logical operator OR

The search retrieves records containing **at least one** of the listed search terms.

Example:

Under "Search request", enter e.g. *CO=(cze OR svk)*

In this way, you will find records for publications published in the *Czech Republic* or in *Slovakia*.

- NOT – logical negation

The search retrieves records that contain the first term, but **do not contain** the term following operator NOT.

Example:

Under "Search request", enter e.g. *journalism NOT televis**

In this way, you will find records that contain the term *journalism*, but not the term *televis**.

4.2.2   Context operators

Context operators define the relative proximity between search terms; they must be in English. You can use them for searching basic index data (see Appendix *A.1.1*).

- (N) – NEAR

Operator NEAR requests that both search terms are adjacent to each other, but in any order.

Example:

Under "Search request", enter e.g. *rudolf (N) maister*

The search retrieves records that contain the phrase *Rudolf Maister* or *Maister Rudolf*.

With operator (nN), the order of both search terms is not defined and up to "n" number of words can appear between them.

Example:

Under "Search request", enter e.g. cost (1N) benefit

The search retrieves records that contain cost to benefit, benefit to cost, cost-benefit, cost/benefit, etc.

Note:

The operator NEAR cannot be used in combination with left truncation.

4.2.3   Range search

This type of search is most frequently used to search by year range and by other numerical data.

Procedure   1.   To search by range, enter first the lower value, a colon, and then the higher value.

Example:

Under "Search request", enter e.g. *PY=2000:2005*

The search retrieves records for publications with publication years from *2000* up to and including *2005*.

Note:

When searching by range, do not use the "" or "%" signs for truncation. Instead, enter the range in its entirety.*

Example:

Under "Search request", enter e.g. *DA=20080105:20080505*

The search retrieves records for publications with the date of accessioning from *5. 1. 2008* to *5. 5. 2008*. You can use the DA= index only for searching in the local database.

Note:

Range searches can take longer if the range is very large.

4.2.4   Search limiting in expert searching

In expert search mode you can limit your search by:

- publication year
- type of bibliographic resource
- script

Procedure   Limiting by publication year

1. To limit the search by publication year, enter the search term, followed by a
    slash and the year or the year range (from – to).

Example:

Under "Search request", enter e.g. *librarianship/2002*

The search retrieves records that contain the keyword *librarianship* and
publication year *2002*.

Example:

Under "Search request", enter e.g. *librarianship/1994:2003*

The search retrieves records that contain the keyword *librarianship* and have
publication years from *1994* up to and including *2003*.

Procedure   Limiting by type of bibliographic resource or script

1. To limit the search by type of resource or script, enter the search term,
    followed by a slash and the limiting suffix.

    Suffixes for limiting by type of bibliographic resource:

    • /MON – monographs
      Search results are limited to records for monographs (001c = "m").

    • /SER – serials
      Search results are limited to records for serials (001c = "s").

    • /ART – articles and other component parts
      Search results are limited to records for articles and other component
      parts (001c = "a").

    • /BMA – book material
      Search results are limited to records for book material (001b = "a" and
      130a does not exist).

    • /NOMON
      Search results do not include records for monographs.

    • /NOSER
      Search results do not include records for serials.

    • /NOART
      Search results do not include records for articles and other component
      parts.

    • /NBM
      Search results do not include records for book material.

Tip:

To display the list of limiting suffixes, click the 🔲 button next to "Search
request".

Example:

Under "Search request", enter e.g. *FR=ltd/MON* or e.g. *FR=ltd/SER*

The search retrieves records for text electronic monographs or serials.

Example:

Under "Search request", enter e.g. *(wine OR vinicult*)/SER*

The search retrieves records for serials that contain the keyword *wine* or keyword *viniculture*.

Suffixes for limiting by script:

- /LAT
  The search retrieves records for documents in Latin (100l = "ba").

- /CIR
  The search retrieves records for documents in Cyrillic (100l = "c*" or 100l = "oc").

Example:

Under "Search request", enter e.g. *Bible/CIR*

The search retrieves records that contain the keyword *Bible* and are in *Cyrillic*.

You can limit search results also by combining suffixes. Separate the suffixes with a coma (do not enter a space).

Example:

Under "Search request", enter e.g. *Bible/ART,CIR,1991*

The search retrieves records for *articles and other component parts* in *Cyrillic* that were issued in 1991 and contain the keyword *Bible*.