

## Harry Sutherland Library Web Catalogue

### Searching Tips

Choose Basic or Advanced Search

**Basic search** offers a choice of Author or Title or Keyword search. You can only use one type of search but you can use more than one word.

**Find all** puts 'and' between each word and narrows the search e.g. *postmark cancellation* will find records where both terms appear. It will also find postmarks and cancellations but not post mark.

**Find any** puts 'or' between each word and widens the search. *postmark cancellation* will find records where one or both of the terms appear.

**Match phrase** should be used when you want the words to appear together in the order you typed them.

**Advanced Search** contains more search types in separate fields.

- Filling in multiple search fields will narrow the search. E.g. If you enter a word in the keyword and another in the title field only records containing both of those words will display.

***Too many titles appear in your search results? Repeat the search and use one of the following fields to limit the search.***

- **Section** field will narrow the search geographically using these codes:
  - AF Africa
  - AM Caribbean
  - AS South Asia, India, Hong Kong
  - AU Australia, New Zealand
  - ASIA China, Japan, Korea
  - CAN CanadaTwo
  - EU Europe
  - GB Great Britain
  - ME Middle East
  - SA South and Central America
  - US United States
- **Resource Types** field will narrow the type of material you find, if you enter one of the following:
  - Auction
  - Book
  - Catalogue
  - Exhibition
  - Journal
  - Newsletter

- When you find an interesting item, use words or numbers from the category field of that item to find similar items.

e.g. You search using *map stamp* in keywords. In the search results you see that the category is *CAN C09.7 Imperial Penny Postage*.

If you search again with just C09.7 in the category field you will get books which might not have *map stamp* in the catalogue record.

- Author field does not include Editors. Use Keywords field.