

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.