

Welcome to Discovery Search Online Help

The Discovery Search online help contains information on the following topics:

- [Performing Basic Searches](#)
- [Using the Brief Results](#)
- [My Library Record](#)
- [Using e-Shelf](#)
- [Why Should I Sign In?](#)
- [Why Should I Sign Out?](#)
- [Using Queries](#)

Performing Basic Searches

You can search very easily in Discovery Search. Just type one or more words you are looking for and click the **Search** button.

NOTE: Discovery Search assumes that you are searching for all the words you type unless **OR** or **NOT** are specified between the words and phrases.

Once you are familiar with the basic Discovery Search, you might want to try doing more with the Search panel or use the Advanced Search option. Both of these options offer numerous features for making your searches more precise and enable you to get results that are more useful.

How Can I Do More with the Search Panel?

You can do more than just a simple search with the Search panel. Try the following search options to get the best results for your search:

- [Searching for a Phrase](#)
- [Searching for Any Specified Words or Phrases](#)
- [Excluding Words or Phrases](#)
- [Searching Using Wildcard Characters](#)
- [Grouping Terms Within a Query](#)
- [Selecting Your Search Scope](#)
- [Using the Article Plus Search Scope](#)

Searching for a Phrase

To search for a phrase, type quotation marks around the phrase. You can combine both words and phrases in your search.

NOTE: If you do not enclose the phrase with quotation marks, the system will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.

For example, to search for global warming as one term, type the following in the search box:



Searching for Any Specified Words or Phrases

You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type **OR** between the words or phrases.

NOTE: If you search for words or phrases without specifying **OR** or **NOT**, Discovery Search assumes that you are searching for all the specified words or phrases.

For example, to search for items with the word **Irish** or the word **Celtic**, type the following in the search box:



NOTE: To use Boolean operators (AND, OR, NOT) within search phrases, you must enter them in uppercase letters. Otherwise, Discovery Search removes them and performs a simple search that includes all search phrases.

Excluding Words or Phrases

You can exclude items that contain specific words or phrases. To do so, type **NOT** and then type the word or phrase to exclude.

NOTE: If you search for words or phrases without specifying **OR** or **NOT**, Discovery Search assumes that you are searching for all the specified words or phrases.

For example, to search for items with the word **Celtic** and exclude any of these items with the word **Irish**, type the following in the search box:



Searching Using Wildcard Characters

You can include the following wildcard characters in your searches:

- **?**—enter a question mark to perform a single character wildcard search. For example, type **wom?n** to search for records that contain the strings **woman**, **women**, and so forth.
- *****—enter and asterisk to perform a multiple character wildcard search. For example, type **cultur*** to search for records that contain strings, such as **culture**,

cultural, and **culturally**.

NOTE: The system ignores wildcard characters placed at the beginning of search terms. For example, the system treats the search terms **?aying** and ***aying** as if you had searched for **aying**.

Grouping Terms Within a Query

You can use parentheses to group terms within a query. For example, to search for **Shakespeare** and either **tragedy** or **sonnet**, type the following in the search box:



Selecting Your Search Scope

The search scope defines where the system should perform the search. A default search scope is predefined by the institution. However, you can change the scope of your search by selecting a search scope from the drop-down list as shown in the following example.



Using the Article Plus Search Scope

Article Plus is a centralized search index that encompasses tens of millions of records of global or regional significance that are harvested from primary and secondary publishers and aggregators. To search from these resources, select the **Article Plus** search scope or a search scope that includes it.

If you want to receive results for Article Plus items that do not contain full text, select the Expand beyond library collections check box.



Your Space in Discovery Search

This section includes:

- [Why Should I Sign In?](#)
- [Why Should I Sign Out?](#)
- [My Library Record](#)

Why Should I Sign In?

When you sign into Discovery Search, you are able to do the following:

- **Add items you found and queries you submitted permanently to your basket.** You can save items from your results list to your basket and you can save queries that you have performed for future use.
- **Access external licensed resources.** The institution offers licensed information resources to its users. Once you sign in, you can search and retrieve items from these additional resources.
- **Use library services.** You can benefit from library services such as requesting or renewing items.

Why Should I Sign Out?

You should sign out of Discovery Search so that your searches remain private and your personal settings and basket are not tampered with by anyone else.

My Library Record

My Library Record enables you to view the contents of your library card and perform library services, such as renewing a book or canceling a request. In addition, it lets you define your personal Discovery Search settings. To access My Library Record, click the [My Library Record](#) link, which appears at the top of each page in Discovery Search.

Using e-Shelf

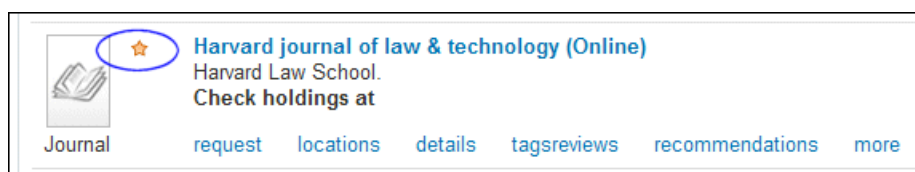
e-Shelf allows you to save and organize items that you find during your Discovery Search session. To access e-Shelf, click the [e-Shelf](#) link at the top of the page.

This section includes:

- [Saving Items to e-Shelf](#)
- [Removing Items from e-Shelf](#)
- [Viewing Items Saved in e-Shelf](#)
- [Managing Folders](#)
- [Managing Items](#)

Saving Items to e-Shelf

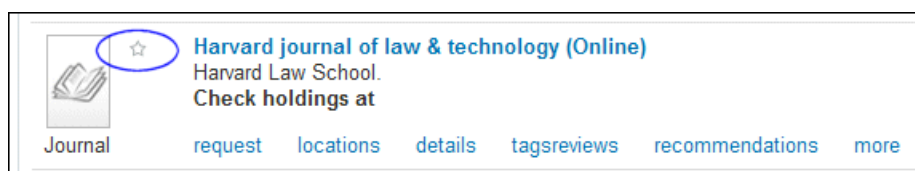
When you select the **Star** icon for an item in the search results, the system highlights the icon and adds the item to the **Basket** folder in e-Shelf.



NOTE: You must sign in to save items in e-Shelf for future sessions.

Removing Items from e-Shelf

To remove an item and all of its copies in the various folders in e-Shelf, select the highlighted **Star** icon next to the item in the search results.






If you do not want to delete all copies of an item in e-Shelf, you must remove each copy directly from e-Shelf. For more information on removing items from e-Shelf, see [Managing Items](#).





Viewing Items Saved in e-Shelf

To view items that are saved in e-Shelf, click the **Basket** folder or any of its subfolders. From the list of items, click the item that you want to display.

Managing Folders







From the e-Shelf tab, you can perform the following operations on folders:

Folder Operations	
Button	Description
	Create Folder —Click this button to add a new folder under the selected folder.
	Rename Folder—Click this button to rename the selected folder.
	Copy Folder—Click this button to copy the selected folder into memory. The original folder will not be changed or deleted.

	Paste Folder—Click this button to paste the last folder placed into memory into the selected folder.
	Delete Folder—Click this button to delete the selected folder from Basket.
	Add Note—Click this button to add a note to a folder.
	Modify Note—Click this button to modify a folder's note.

Managing Items

From the e-Shelf tab, you can perform the following operations on items:

Item Operations	
Button	Description
	Cut Items—Click this button to cut the selected items and to place them into memory.
	Copy Items—Click this button to copy the selected items into memory.
	Paste Item—Click this button to paste the last items placed into memory into the current folder.
	Delete Items—Click this button to delete the selected items.
E-mail	E-Mail Items—Click this button to email the selected items.
Print	Print Items—Click this button to print the selected items.
	Save Items—Select an option (such as Push to Connotea) from the Save pull-down list and then click this button to save the selected items.
	Add Note—Click this button to add a note to an item.



Modify Note—Click this button to modify an item's note.

Using the Brief Results

The Brief results display all the items that match your search query. For each item, the following information displays:

- Resource Type—the format of the item, such as book, article, journal, and so forth.
- Title—Depending on your institution's configuration, clicking the title displays either the item's information or the online resource.
- Author, creator, and date—the item's author, creator, and publication date
- Star icon—click the **Star** icon next to the title to add or remove the item from your basket. A highlighted star indicates that you have already added it to your basket.

The screenshot shows the library search interface. At the top, there are logos for Caritas Institute of Higher Education and Caritas Bianchi College of Careers, along with user information (Guest, e-Shelf, My Library Record, Sign in) and navigation links (New Search, CIHE & CBCC Library, Find e-Journal, Help, Language: English). The search bar contains the text "scandinavian countries" and a "Search" button. Below the search bar, the results are displayed for "Library Catalogue + Article Plus". The results are sorted by "Relevance" and show 1-10 of 23,085 results. The first result is "Mucopolysaccharidoses in the Scandinavian countries: incidence and prevalence" by Malm, Gunilla; Lund, Allan M.; Månsson, Jan-Eric; Heiberg, Arvid. The second result is "Registered Nurses' perceptions of geriatric rehabilitation nursing in three Scandinavian countries".

Brief Results

If you would like to see more information on an item, you can select the following tabs:

- [View Online Tab](#)
- [Locations Tab](#)
- [Details Tab](#)
- [More Tab](#)

View Online Tab

The View Online tab displays items that are available online inside the tab. If the item has multiple entries, click an entry to display the item on a new page.

The screenshot shows the library's search interface. At the top, there are logos for '明愛專上學院' (Caritas Institute of Higher Education) and '明愛白英奇專業學校' (Caritas Bianchi College of Careers). A search bar contains the text 'scandinavian countries'. Below the search bar, the results are displayed for 'Library Catalogue + Article Plus'. The first result is 'Mucopolysaccharidoses in the Scandinavian countries: incidence and prevalence', which is marked as an 'Article' and has an 'Online access' icon. A red arrow points to the 'View Online' link.

View Online Tab

Locations Tab

The Locations tab lists all of the locations that hold this item. To get more information on the location that holds the item, click the location link.

The screenshot shows search results for 'understanding human behavior'. The first result is 'Understanding human behavior and the social environment' by Charles H. Zastrow and Karen Kay Kirst-Ashman. The call number 'Belmont, CA : Thomson/Brooks/Cole c2004' is circled in red. Below the call number, it says 'Available at English Book (302 ZAST 2004)', which is also circled in red. A red arrow points to the 'Locations' link.

If item is unavailable, you may request the item by clicking the Hold link:

The screenshot shows search results for 'Understanding human behavior and the social environment'. The item is marked as 'Unavailable'. Below the item information, there is a table titled 'Availability and locations in CIHE'. The table has columns for Location, Call Number, Description, Status, and Request Options. The 'Request Options' column contains a 'Hold' link, which is circled in red. A red arrow points to the 'Locations' link above the table.

Location	Call Number	Description	Status	Request Options
English Book	302 ZAST 2016	Tseung Kwan O Campus English Book	03/Dec/2015	Hold

Details Tab

The Details tab displays the item's full record and additional links.

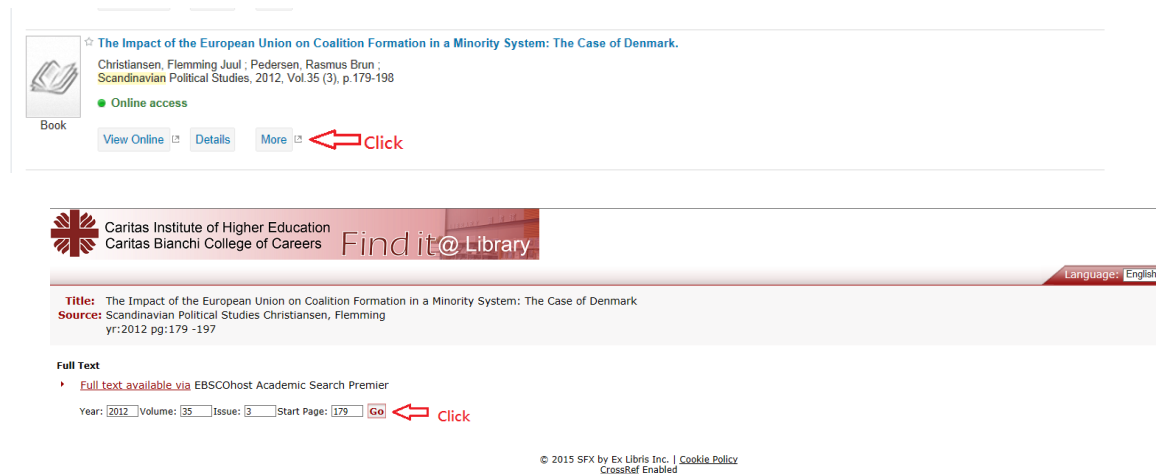


The screenshot shows a library catalog record for a book. The title is "Special issue on European politics: pasts, presents, futures" by Peter Mair and Gordon Smith, published in 1927. It is available at the North Campus Main Library OpenShelf. The record is displayed in the "Details" tab, with other tabs like "Request", "Locations", "Reviews & Tags", "Recommendations", and "More" visible. The main content area lists bibliographic details: Title, Author/Creator (Paul Heywood), Subjects (European federation -- Congresses; Europe -- Economic integration -- Congresses; Europe -- Politics and government -- 1989 -- Congresses), Identifier (ISBN: 0230000401 (hbk.); ISBN: 023000041X (pbk.)), Publisher (Basingstoke England; New York: Palgrave Macmillan), Language (English), and Publication Date (2006). A "Links" box on the right contains a link to "> More Bibliographic Info".

Example Details Tab

More Tab

The More tab displays additional links, such as provided by the SFX link resolver.



The screenshot shows a library catalog record for a book. The title is "The Impact of the European Union on Coalition Formation in a Minority System: The Case of Denmark." by Christiansen, Flemming Juul; Pedersen, Rasmus Brun; and Scandinavian Political Studies, 2012, Vol.35 (3), p.179-198. It is available online. The record is displayed in the "More" tab, with other tabs like "View Online", "Details", and "More" visible. A red arrow points to the "More" tab. The main content area shows the title and source information. Below the title, there is a "Full Text" section with a link to "Full text available via EBSCOhost Academic Search Premier". Below this, there is a search form with fields for Year (2012), Volume (35), Issue (3), and Start Page (179), and a "Go" button. A red arrow points to the "Go" button. The footer contains the text "© 2015 SFX by Ex Libris Inc. | Cookie Policy | CrossRef Enabled".

Example More Tab

Using Queries

This section includes:

■ [What Is a Query?](#)

What Is a Query?

A query is a word or phrase you specify in the search panel to request information.

You can do the following with queries:

- View the current session's queries and results.
- Save a query from the current session in order to use it later.

The screenshot shows the Discovery Search interface. At the top, there is a search bar with 'Shakespeare' entered. Below the search bar, there are several filters and options: 'Save query' (circled in red), 'Add page to e-Shelf', 'Expand My Results' (with a checkbox for 'Expand beyond library collections'), and 'Show only'. The search results are displayed as 'Results 1 - 10 of 173,258 for Library Catalogue + Article Plus'. A 'Research Dataset' for 'Shakespeare' is shown with 'Online access' and options to 'View Online', 'Details', and 'More'.

Viewing and Saving Queries

If you are signed in, you can save a query by clicking the [Save Search](#) link, which appears below the facets on the Brief Results page. You can access your saved and session queries by clicking either the [e-Shelf](#) or [My Library Record](#) link and then clicking the My Queries tab.

The screenshot shows the 'My Queries' tab in the library system. The top navigation bar includes 'e-Shelf' and 'My Library Record' (both circled in red). Below the navigation bar, there is a search bar with 'Shakespeare' entered. The 'My Queries' tab is active, showing a table of saved queries. The table has columns for '#', 'Query name', 'Update', and 'Delete'. There are four queries listed: 'Shakespeare', 'Scandinavia', 'Shakespeare', and 'human behavior'.

#	Query name	Update	Delete
1	Shakespeare	Update	Delete
2	Scandinavia	Update	Delete
3	Shakespeare	Update	Delete
4	human behavior	Update	Delete

My Queries Tab - This Session's Queries

This tab contains the following folder:

- **This Session's Queries**—this folder lists all of the queries that you have performed in the current session.
- **Saved Queries** — this folder lists all of the queries that you have saved.