
Chapter 3: Searching catalogues for items

Standard Search

Standard Search is a **keyword** search. It returns hits containing your search term(s) anywhere within the bibliographic record. Multiple words can be entered in any order or you can term browse words in a specific order by putting quotations marks around the words.

Enter search terms in “Search for” box and use <Enter> or **Submit** button to execute the search against the selected collections.

[Simple](#) | [Advanced](#) | [Profiles](#) | [Searches](#) | [Create Request](#)

Standard Search

Type the word or words you want to search. You can search for a complete phrase by typing it in quotation marks (“gone with the wind”). For more se

Current Profile: SOLS Simcoe/York [shared] ▼

Search for: "black holes" couper

[Collections](#)

Searchable Collections

- [Aurora Public Library](#)
- [Barrie Public Library](#)
- [INFO \(WorldCat\)](#)
- [Innisfil idealAB & Library](#)
- [Newmarket Public Library](#)
- [Ontario Library Consortium \(OLC\)](#)
- [Simcoe County Consortium](#)

[Select all](#) [Deselect all](#)

Standard Search screen

Example: You want book - Black holes by Heather Couper

- Standard Search: **black holes** **818 results**
- Standard Search: **“black holes”** **714 results**
- Standard Search: **“black holes” couper** **5 results**

VDX puts an implied ‘AND’ between multiple search terms so **black holes** will return hits containing the words “black” AND “holes” from anywhere in the record.

VDX interprets quotation marks around terms as a phrase search so **“black holes”** will search for phrase “black holes” rather than searching for individual words.

Standard search for **“black holes” couper** will be quite succinct.

4 of the 5 hits were exact and 1 of 5 was a different title by Couper with black holes in Summary notes.



Tip: Including author surname as a keyword can be helpful to narrow results.

Advanced Search

Advanced Search allows you to enter search terms indexed within a selected field (e.g. Title, Author, Subject Heading, Abstract, ISBN) to retrieve more precise results.

Select down arrow to open list of indexed search fields to choose from.

Advanced Search screen

Example: You want book – Black holes by Heather Couper

- Advanced Title Search: **black holes** **202 results**
- Advanced Title Search: **“black holes”**
- <and> Author Search: **couper** **4 results**

VDX will locate records with **black holes** in any order but contained within Title fields.

VDX will locate **“black holes”** with these exact words in this order in Title field, combined with Author field containing **couper**

Example: Looking for titles about vampires and/or werewolves but you do not want the Twilight series. Nested logic may be supported by most if not all targets - (word1 or word2) not word3

Advanced Search

Field	Search Term	Operator
Title	(vampire werewolves) not twilight	and
Author		and
Subject Heading		

Example: Looking for Nancy Friday’s psychology book about mothers and daughters. You are unsure of exact wording of title. You try subject heading search combined with Author’s surname.

Advanced Search

Field	Search Term	Operator
Subject Heading	mothers and daughters	and
Author	friday	and
Subject Heading		

You come up with **My mother/myself: the daughter's search for identity / Nancy Friday.**

Example: Looking for Large Print titles by John Grisham (or DVD or sound recording). You try Author search combined with “Any” field.

Advanced Search

Field	Search Term	Operator
Author	John Grisham	and
Any	Large Print	and
Subject Heading		



Tip: Best practice is to avoid using punctuation all together in your searches. For the most part punctuation is ignored by the search engine. However, using punctuation improperly can also distort your search results.

Search Profiles used for searching

A search profile presents a group of library catalogues for searching. INFO system administrators have created default profiles based on geography. Users can not edit or delete [shared] default profiles.

Though it is possible to create your own custom search profiles it is not common practice as there are already sufficient pre-configured search profiles available.

When a user logs into VDX, the last profile searched in the previous session is selected by default.

Current Profile: OLS-North [shared] ▼

Search for: OLS-North [shared]

- Ontario Council of University Libraries [shared]
- Out of Province Libraries [shared]
- SOLS Bruce/Wellington/Peel [shared]
- SOLS Niagara Peninsula [shared]
- SOLS Rideau North [shared]
- SOLS Rideau South [shared]
- SOLS Simcoe/York [shared]
- SOLS Thames North [shared]
- SOLS Thames South [shared]
- SOLS Toronto/Kawartha/401 Area [shared]
- SOLS York/Muskoka [shared]

Identifying with a “home” profile to start searching with

Users can start searching with any profile. It doesn't really matter. Most libraries have a habit of starting with their “home library” profile. If you ever need to switch your search to a different profile because you did not get hits, it is good to know where you started. Select the profile that best represents your geographic area or contains your home library's catalogue.

Example: If your home library is Thunder Bay Public Library then you might use the **OLS-North [shared]** profile as your “home” search profile to start searching.

Current Profile: OLS-North [shared] ▼

Search for: ows of the great lakes

Searchable Collections

- [Greater Sudbury Public Library](#)
- [INFO \(WorldCat\)](#)
- [JASI \(OLSN Joint Automation Server Initiative\)](#)
- [North Bay Public Library](#)
- [Rainy River Public Library](#)
- [Sault Ste. Marie Public Library](#)
- [Thunder Bay Public Library](#)
- [Timmins Public Library](#)
- [West Nipissing Public Library](#)

[Select all](#) [Deselect all](#)

To de-select a Collection for your search simply uncheck box preceding collection name.

Deselect all is handy to quickly “untick” everything on the list and then tick specific target(s) for a search.

Use alternate search profiles to repeat the search

You only need to select a different profile to search against if you do not get desired results on your first search. One search profile usually will cover many of your needs.

There are those time however, when you are hunting for something published years ago or it is quite unique. You may need to repeat your search against multiple search profiles in your pursuit. Patience can pay off!

Example: Your patron has requested: **Hooked on fish tales by Briggs, Richard**

Imagine you are a library in the SOLS Bruce/Wellington/Peel [shared] profile. It makes sense for you to use that profile as your day to day “home” profile for the initial search.

Current Profile:	SOLS Bruce/Wellington/Peel [shared]	You try Standard search but get 0 hits
Search for:	hooked on fish tales briggs	

You can either:



1. Select a new search profile and re-key your search terms, or better yet...
2. Use [History](#) top row link on search result screen to display a list of searches you have performed during this logged in session, with most recent at the top. You can re-run or edit a search from search History.
 - Select [Edit](#) and your last search reloads in an Advanced Search screen.
 - Choose a different Profile from the list and Submit so your search runs again but this time against a new group of catalogues.

Current Profile:	SOLS York/Muskoka [shared]	Awww shucks ... 0 hits again!
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- Select the [History](#) link again to access your last search. Select [Edit](#) and try another Search profile.

Current Profile:	SOLS Rideau North [shared]
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1. [Hooked on fish tales](#)

Hawkesbury, Ont., 1985
Number of holdings: 1 | ISBN - 0969227000
Collection: Hawkesbury, Bibliotheque publique de

Success! This title was published in Hawkesbury, Ontario in 1985.

Hits are from the Hawkesbury and Stormont, Dundas & Glengarry catalogues, which are in the SOLS Rideau North profile.

2. [Hooked on fish tales.](#)

Hawkesbury : Briggs, c1985.
Number of holdings: 1 | ISBN - 0969227000
Collection: Stormont Dundas Glengarry County Pul

Search Results display

Search results display brief bibliographic information, number of holdings and the Collection in which the record has been found. When searching multiple collections simultaneously, hits from the fastest database are displayed first.

Results

You searched for **(((Any Equal Word "HOW" AND Any Equal Word "TO") AND Any Equal Word "DRAW") AND Any Equal Word "CHILLER") AND Any Equal Word "MONSTERS")** in INFO Union Catalogue (WorldCat), Ontario Library Consortium, Innisfil Public Library, Newmarket Public Library, Aurora Public Library, Simcoe County Consortium, Barrie Public Library

 Save search

Result pages: 1 2 >

1. [How to draw chiller monsters, vampires, werewolves, and zombies / J. David Spurlock ; foreword by Rob Zombie : \[featuring the artwork of Neal Adams ... \[and others\]\]](#).

New York : Watson-Guptill Publications, 2011.

Number of holdings: 1 | ISBN - 0823095320 9780823095322 | LCCN - 2010045650 1415931

Collection: Ontario Library Consortium

 Save  Request  Details

2. [How to draw chiller monsters, vampires, werewolves, and zombies / J. David Spurlock ; foreword by Rob Zombie](#).

New York : Watson-Guptill Publications, c2011.

Number of holdings: 1 | LCCN - 2010045650 2010045650

Collection: Ontario Library Consortium

 Save  Request  Details

3. [How to draw chiller monsters, vampires, werewolves, and zombies / J. David Spurlock](#). 

New York : Watson-Guptill Publications, c2011.

Number of holdings: 2 | ISBN - 9780823095322 0823095320 | LCCN - 2010045650

Collection: INFO (WorldCat)

 Save  Request  Details

VDX automatically displays an initial set of 10 hits. Displaying results as they are collected is a more efficient use of network resources than automatically displaying all hits.

Navigation through search results

Further results can be returned and displayed if required by clicking on further page numbers:

Result pages: 1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) >

< [Previous](#) [Next](#) >

to move through Detail display

 [Save](#)

to save bib hit to a Saved List for later consideration

 [Request](#)

to create a request based on this bib hit.

[Results](#)

link on top menu bar to return to hitlist display of last search result

Detailed bibliographic display

Select title hotlink or use [Details](#) link on brief result to display full bibliographic details for an item as well as holdings information within that record.


Result Details

Record 3 of 12 | Collection: Hawkesbury, Bibliotheque publique de < [Previous](#) [Next](#) >

[Save](#) [Request](#)

Title	Hooked on fish tales
Format	Book
Authors	Briggs, Richard
Imprint	Hawkesbury, Ont., 1985
Description	104 p. : ill. ; 19 cm.
Other Titles	Title.
ISBN	0969227000

[Holdings](#)

	Location	Item ID	Call Number	Availability
	Hawkesbury - Main	033634	F Bri	Circulation status undefined

You want a record containing an ISBN to be the "backbone" of your request

Select magnifying glass to display location name, addresses, open and closed dates and any suspension dates that may be in effect.



IMPORTANT concept to understand at this stage:



- You are **ONLY** dealing with finding an appropriate bibliographic record at this stage (and ideally one containing an ISBN).
- Which libraries or how many libraries hold the item is irrelevant. Scrutinizing alternate bib hits to compare holding information is unnecessary and a waste of your time.
- The process of finding libraries from which to borrow will **only begin AFTER a request has been submitted and assigned a request number by VDX**. The automated location collection process is dependent on an ISBN, LCCN, ISSN being present in the chosen bib record.
- How VDX handles creating the Rota (a.k.a. lender string) for a request is further explained in **Chapter 5: Rota creation** under "How VDX builds a Rota for your request".

Manipulation of search results

Select catalogue results to display first

You can bring a specific target's results to the top of the results list. To see Elgin County results at the top of the list, click on [Elgin County Library](#) hyperlink.

Results

You searched for **(((Any Equal Word "owls" AND Any Equal Word "of") AND Any Equal Word "the") AND Any Equal Word "gr**
[Catalogue \(WorldCat\)](#), [Ontario Library Consortium](#), [St. Thomas Public Library](#), [Elgin County Library](#), [Chatham-Kent Public Library](#).

Merge Duplicates in search results

Use [Merge Duplicates](#) top row link on search result screen to combine duplicated results for the same record found in multiple catalogues into one record making fewer records to scroll through.

Note: Deduplication will only work on an ISBN or ISSN search.

Your search has returned 26 out of 26 hits.

Number of records to Merge (max 1000):

[Merge Duplicates](#)

Note there are 20 unique records and 6 duplicates in the 26 hits after they were merged.

Total Hits:
26

Total Returned:
20

Duplicates:
6

Filter Options

Use [Filter Options](#) top row link on search result screen to filter results by format, language and audience level.

EXAMPLE: Finding a Large Print edition of “**Tristan Betrayal**” by **Robert Ludlum**

1. Enter few key words from title and author in a Standard search.

Standard Search

Current Profile:	SOLS Simcoe/York [shared]
Search Term:	tristan betrayal ludlum

- After the result set displays, select [Filter Options](#) link at the top of the screen. Select [Format\(s\)](#) to open the option list. Use [Clear all](#) and then select “Large Print Book”.

Filter Options

[Format\(s\)](#)

- Article Printed
- Print Journal
- Book
- Part of Book
- Ejournal
- Article Online
- Music CD
- Video DVD
- Book on Tape
- Book on CD
- Patent
- Thesis
- Report
- Large Print Book
- Braille Book
- Computer File
- CD-ROM
- OTHER

[Select all](#) [Clear all](#)

[Language\(s\)](#)

[Level\(s\)](#)

- The original result set is reduced to the selected format. In this example, there are 4 Large Print results and 17 results filtered out because they are not Large Print.

Total Hits:
4

Total Returned:
4

Total Filtered:
17

Sort Options for search results

Use [Sort Options](#) top row link on search result screen to arrange your results.

You may want to view search results in alphabetical order by “Title” or see if there are several titles by the same “Author” or perhaps you may want to sort by “Date” so the most recently published items are at the top of the list.

Your search has returned 20 out of 20 hits.

Sort by:

Number of records to Sort (max 1000):

- Author
- Collection
- Date
- Full-text availability
- Relevance
- Title

Status of search

Use [Status](#) top row link on search result screen to display how many results you have from each catalogue.

Search Status

Presenting

Result contains 52 out of 233 hits.

Target	Status	Total Hits	Fetches Hits	Requested Hits
INFO (WorldCat)	Search Complete	12	12	10
London Public Library	Presenting	185	20	10
Ontario Library Consortium	Presenting	36	20	10
Perth County Information Network	Error	0	0	0
Woodstock Public Library	Connecting	0	0	0



Tip: If you find a search taking longer than usual, select Status to see if a target in the list is taking a long time “Connecting” or presents “Error” status. This can indicate temporary access issues with that specific library’s catalogue. Repeating the search with those targets “un-ticked” may improve response time.

History of performed searches

Use [History](#) top row link on search result screen to display a list of searches you have performed during this logged in session, with most recent search at the top. When you end your session by logging out, this history is cleared.

You can [Re-Run](#) a search from History or [Edit](#) it by changing some of the details or the search profile used to search against.

Search History

Choose from the options below to edit or re-run your search

Search Term: **((tristan AND betrayal) AND ludlum)**

Collections: Pickering Public Library, Port Hope Public Library, Whitby Public Library (New), Ajax Public Library, Oshawa Public Library, INFO Union Catalogue, East Gwillimbury Public Library, Toronto Public Library, Whitchurch-Stouffville Public Library, Kawartha Lakes Public Library, Cobourg Public Library

 Edit  Re-run

Search Term: **(miniature AND schnauzer)**


Collections: Pickering Public Library, Port Hope Public Library, Whitby Public Library (New), Ajax Public Library, Oshawa Public Library, INFO Union Catalogue, East Gwillimbury Public Library, Toronto Public Library, Whitchurch-Stouffville Public Library, Kawartha Lakes Public Library, Cobourg Public Library

 Edit  Re-run

Save to Saved List

While searching for records it is possible to [Save](#) selections to a [Saved List](#).

This allows a list of items of interest to be built up from the results of several searches and then requested, printed or emailed to interested parties.

- Use the  [Save](#) link on a search result to save it to the “Saved List” file.
- To view your saved items, select [Saved List](#) top row link on search result screen.

My Saved List

Display format:

[Bring selected items to top](#)

[Select all items](#)



[Remove](#)



[Email](#)



[Request](#)



[Print](#)

[Deselect all items](#)

1. [Hawks & owls of the Great Lakes Region & eastern North America / Chris G. Earley.](#)

Richmond Hill, Ont. : Firefly Books, 2004.

Number of holdings: 9

Collection: INFO (WorldCat)

2. [Following the rainbow / Ben M. Baglio.](#)

New York : Scholastic, 2001.


Number of holdings: 1

Collection: INFO (WorldCat)



Warning! The bib hits are saved for the current log in session only. When you log out of VDX the Saved List is cleared.

Save Search – save entire search for future reference

Select [Save search](#) icon on your search results screen.  [Save search](#)

- You are prompted to give the saved search a “Title”.
- You can view your saved searches by selecting [Searches](#) top row link on search result screen any time you log-in.
- You can [Re-run](#) the original search or [Edit](#) search to change how it was composed or select a different search profile to run it against.
- Saved searches are saved indefinitely, until [Delete](#) is selected.

Your Saved Searches

Tsunami

You searched for **Any Equal Word "dolpin"** in [Essex County Library](#), [Windsor Public Library](#), [INFO Union Catalogue \(WorldCat\)](#), [Ontario Library Consortium](#), [Chatham-Kent Public Library](#), [Lambton County Public Library](#)

Last Used: 6:46:22 PM on January 21, 2014

Options:  [Re-run](#)  [Edit](#)  [Delete](#)



Practical applications?

Book clubs, school class project, or a patron that wants to read everything in a series a few at a time. Save the search with a relevant name.