Search provides a new way of searching for Library resources. A single search returns results from a number of different sources. As Search is still under development, things may change slightly from what is shown in this guide.

The search options are Basic Search and Advanced Search. The Sign in option allows you view your Loans details and to send Requests, as well as enabling you to fully utilise the e-Shelf options.

Finding specific books

This type of search finds items using keywords located anywhere in a record. Once you have done a search, use the facets on the left-side of the results page to refine the results.

For example:


You can search in a number of ways. The simplest search is for both author and title in the one search.

In the search box type the author’s surname and some of the title. For better results, search the title in quotation marks.

Click Go.

In the results list, the View versions link can be used to see other editions of the title.

Finding books by topic

If you are looking for a book on the topic: study skills for tertiary students

In the Search box type your keywords

Click Go.

At the results list, use the Books facet on the left-side of the screen to limit your results to books.

Details & Links

By clicking the title or the Details link, you will see more information about the item. When you display these details you will notice that some words in the record are hyperlinks. These links will take you to other items on the same subject, or by the same author.
**Display & Location**

From the list of titles displayed, click on Locations to see where you can find the book in the Library.

![List of books with a circle around Locations option](image)

**Print, Save, Email**

When looking at an individual record, look for the **Send to** drop-down list. This provides the option to Print or Email the record, or send to e-Shelf.

![Record with Send to option highlighted](image)

**Requests**

Library patrons may place online requests for books that are currently on loan or at another branch. Click Request (you must be Signed in).

![Request options](image)

The 'Select copy' drop-down list allows you to select a specific copy, or the Any Copy option will ensure you get the next available copy.

Select a Pickup Location.

'Not needed after' is the date on which staff will cancel the request if it has not been fulfilled.

To place the request click Hold.

**Finding Journals**

To find a journal (also called a periodical, a serial or a magazine) enter the Journal title into the Search box. For best results enclose it in quotation marks.

At the results list, click the Journals facet on the left to limit your results to journals.
Finding Articles

If you are looking for articles on a topic, enter your search terms and click Go.

```
learning skills All resources ▼ Go
```

At the results screen, click the Articles facet to limit your results to articles. Use the Peer-reviewed Journals facet to limit to articles from peer-reviewed journals.

Remember to use other facets as needed. For example use the Date facet to limit to more recently published articles. The Topic facet may also be useful for refining the results.

To see an article in full-text, click the View Online link.

```
Secondary school pupils’ self-regulated learning skills
Iuliana Marchis ; Timea Balogh
Full text available
```

Click the Go link to be taken to the full text.

**Note:** Not everything listed in Search is available in full text.

Reading Lists

To find Reading Lists, enter the unit code into the search box, with no spaces eg. swk1011

Call no. & ISBNs

To search by call number enter the exact number into the search box eg. 378.170281 D776G 2010
To search by ISBN enter the number with no spaces or dashes in between eg. 0566092336

Limits

The Facets on the search results screen allow you to limit your search. For example you can restrict your search by library location, year, type of material etc.

If you wish to set limits before you begin to search, you will need to use the Advanced Search. Enter your search terms and use the drop-down lists to choose your limits. Then click Go.
Saved searches
When viewing your search results, if you have Signed in, at the bottom of the facets on the left there is an option to Save query. This saves the set of results for you to look at another time.

e-Shelf
By clicking on the star icon at an item record, you can add the item to your e-Shelf.

Click on e-Shelf at the top-right of the Search screen. Items initially go into the Basket within your e-Shelf. You can create Folders to store them in if you wish.

When you are signed in, items added to your e-Shelf will be available to you next time you log in to Search.

By clicking on the Searches tab within your e-Shelf, you can access Saved searches. The My Loans tab includes personal information such as the items on loan to you, any items you have requested and any Library fines.

Feedback
Search is under development. Feedback can be provided via the “We welcome your feedback” link on the Search home page http://www.lib.monash.edu.au/search/