SEARCH GUIDE: Browse, Simple and Advanced Searches
(01 May 2016)

BROWSE

Allows you to go through a list of items in some specified order:

Browse by Year displays the number of records held by publication year; click each year to see list

Browse by Subject allows you to move through an alphabetical list of Aquatic Commons predetermined subject headings and click through to records.

Browse by Issuing Agency allows you to move through an alphabetical list of all agencies/organizations with a branded set of deposited items and click through to records.

SIMPLE SEARCH

There are two access points for a Simple Search on Aquatic Commons:

1. via the AC Home Page you can click through to the Simple Search option

2. use the Search box in RH corner that appears on every screen
- searches in **ALL** metadata fields and the **full text** document if a searchable pdf is deposited.
- it can only find a record if the metadata or full text contains the terms/phrase – remember AC holds under 20,000 records it is not definitive. A strong point is its grey literature collection.

**SEARCH TIPS**

- Searches are not case sensitive
- the more random elements you include in a simple search, the less likely you are to be successful.
- Searches to specific metafields - please use Advanced Search
- You can negate (not) a term eg. **Lionfish – grouper**
- Partial matches (Truncation/Stemming) are supported by using *.
  eg. **ameri* will give you americans America, americas, amerillo etc**
- Phrases can be specified by using quotes, for example **“Law of the Sea”**
  Note: "**Southampton University**" will not match **University of Southampton**
- Terms are stemmed by default ('**bubbles' becomes 'bubble'**) except if you use the term in a phrase

**The following examples** will find records in Simple Search (though not necessarily at the top of the list) since it is looking in ‘everything’:

- a **full complete** title of a document
  eg. **Taxonomía y distribución de los poliquetos pelágicos del Atlántico Sudoccidental.**
  **Green Guide to the Cayman Islands 3**
An author and significant word from title
eg. Kumar ecosystem
    manfrino cayman
    candia rio de la plata

An author
eg. MANFRINO
    bohnsack

An author and year
eg. Hulme 2013

A subject term/s or phrases
eg. Cephalopod (it will pick up the plural)
    cephalopod aquaculture
    fish larvae (but it will also look for fish and larvae – for fish larvae as a phrase use “fish larvae”)
    continental shelf (but it will also look for continental and shelf - for continental shelf as a phrase use “continental shelf”)
    desarrollo (this term will have to appear somewhere in the metadata or full text to be retrieved)

What is not searched - Stop Words
The search engine ignores certain words that occur frequently in English, but do not add value to the search. These are:

"a", "and", "are", "as", "at", "be", "but", "by", "for", "if", "in", "into", "is", "it", "no", "not", "of", "on", "or", "such", "the", "to", "was"

DISPLAY AND EXPORT OF SEARCH RESULTS

The default display order for search results is by relevance match but can be reordered according to your requirements using the dropdown selection at the top of the display and then click ‘Reorder’.

To export the results of your search:
- Select the export format from the multiple options in the Export dropdown box at the top of the search results
- Click Reorder button
- Click Export button
ADVANCED SEARCH

There are two access points for an Advanced Search on Aquatic Commons:

1. via the AC Home Page you can click through to the Advanced Search option

2. click the Search button in RH corner that appears on every screen; it will take you to the Simple Search screen which has a link to the Advanced Search screen
– used to search in **SPECIFIC** metadata fields and the **full text** document if a searchable pdf is deposited.
– it can only find a record if the metadata or full text contains the terms/phrase – remember AC holds under 20,000 records it is not definitive. A strong point is its grey literature collection.
SEARCH TIPS

– each search metadata field has a help button when clicked will display search help text.

– each search field has a dropdown option to select for your search ‘all of’ or ‘any of’ the terms you enter into the search box.

– as well as search terms/phrases some of the metafields offer you to limit your search to predetermined categories eg. Subject; Format and Item type.

– the more search parameters you enter into in an Advanced Search, the less likely you are to be successful.

– at the bottom of the screen you are provided with options to choose the conditions of output: ‘all retrieved items must fulfil’ and also ‘order the results’ displayed (you can change this order when you have the search results screen displayed).

– once you have checked your search strategy, click the Search button at the bottom or top of the screen or use the Reset the form button to empty the form for a new search
DISPLAY AND EXPORT OF SEARCH RESULTS

The default display order for search results is by relevance match but can be reordered according to your requirements using the dropdown selection at the top of the display and then click ‘Reorder’.

To export the results of your search:
- Select the export format from the multiple options in the Export dropdown box at the top of the search results
- Click Reorder button
- Click Export button