

Quick Find scopes and filters

Title Slide

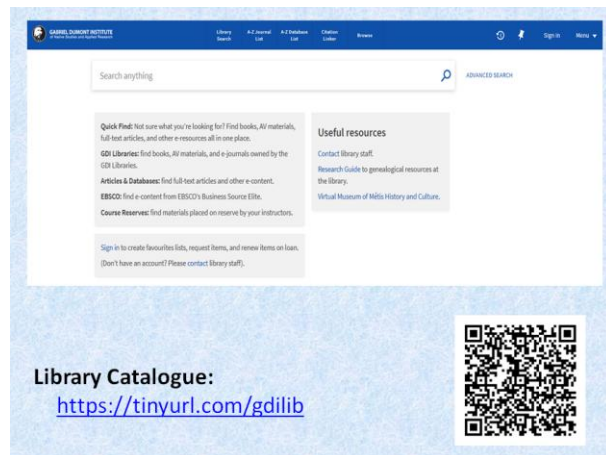
Welcome to the GDI Library series of video tips.

This video will explain the various search scopes in the library's catalogue, and how to use filters to narrow your results when you're searching.



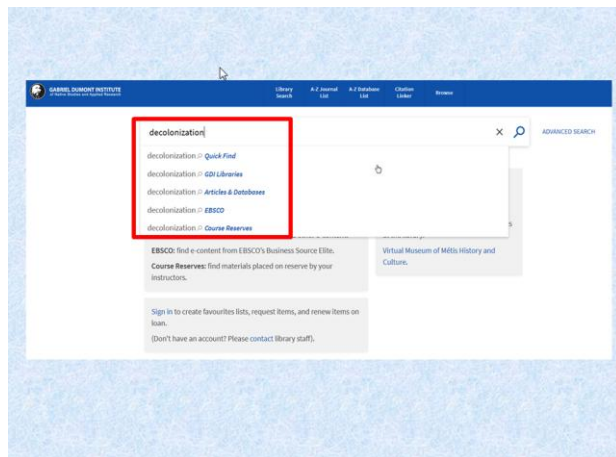
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Get started by going to the library's catalogue. Use the URL on your screen, or scan the QR code on your mobile device.



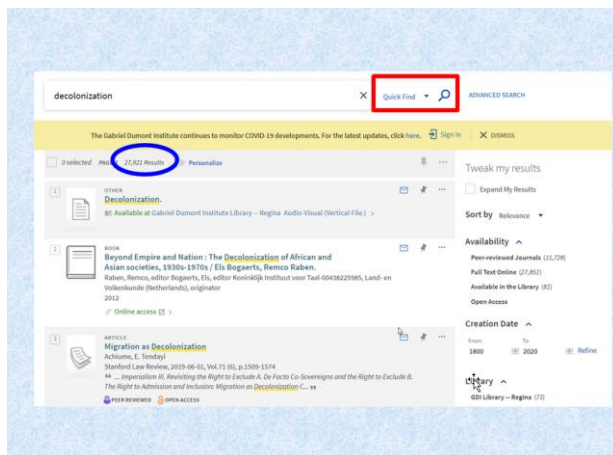
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As you start typing in the search box, you'll notice a pop-up menu giving you a choice of various search "scopes" – **Quick Find**, **GDI Libraries**, **Articles & Databases**, **EBSCO**, and **Course Reserves**. These scopes allow you to search different portions of the libraries' collection, depending on what you're looking for.

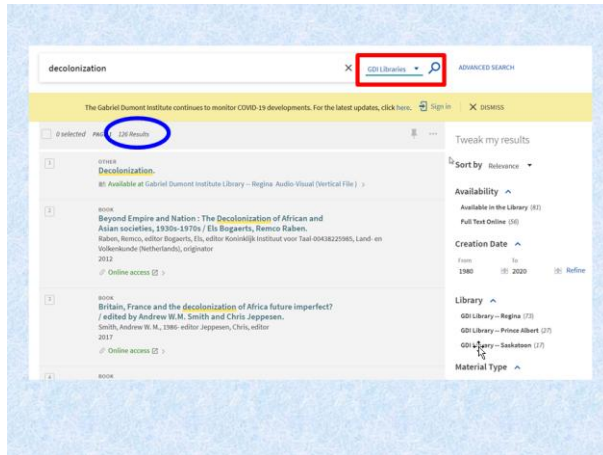


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The **Quick Find** scope lets you do a Google-like search within the library's catalogue. It will search the entire catalogue for material in any format, and will usually return thousands of results, many of which probably won't be relevant to your research needs. It's useful when you're not really sure what you're looking for, or when you want to retrieve materials in a wide variety of formats.

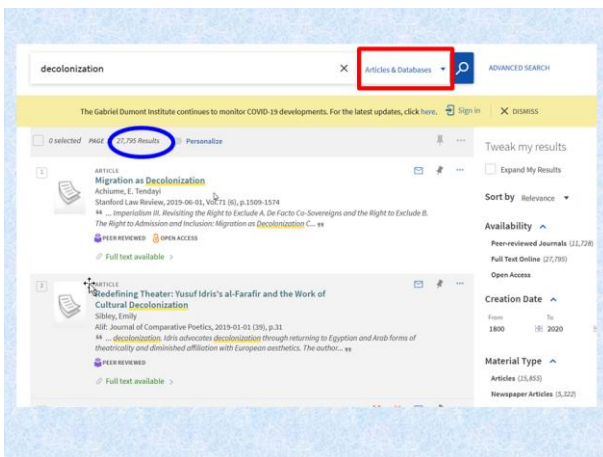


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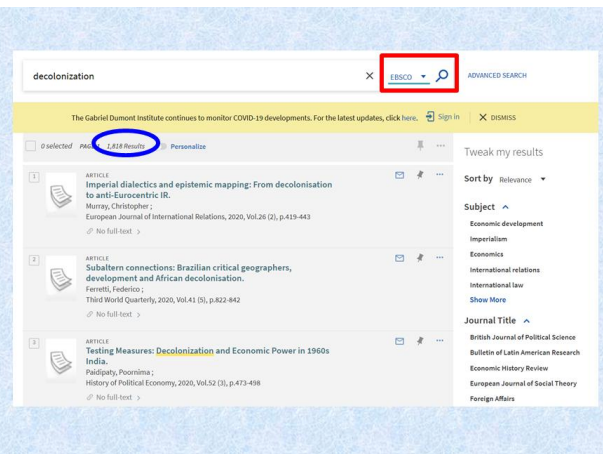
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The **GDI Libraries** scope returns fewer results because it focuses primarily on physical materials and the titles of ebooks and eJournals owned by the library. It's most useful when you're searching for materials in hard copy, or for ebooks, eJournals, or newspapers by publication title. This scope doesn't allow you to discover journal or newspaper articles, but it will tell you if the library has electronic access to a particular journal or newspaper.



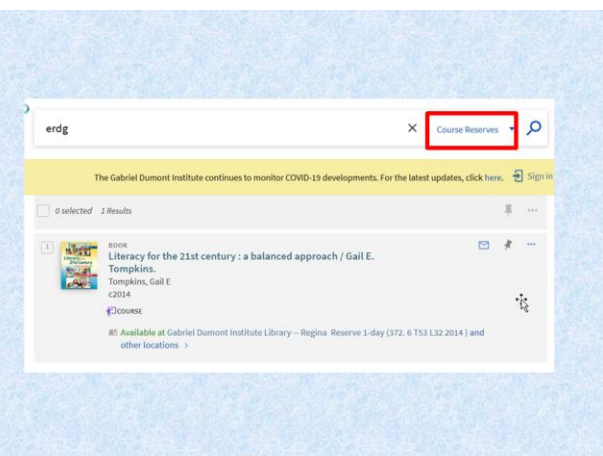
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The **Articles & Databases** scope focuses on electronic materials only, including journal, magazine, or newspaper articles, book reviews, book chapters, and reference entries, as well as other content like maps or archival materials found in electronic databases. All of the results retrieved from this search will be available in electronic format. Physical items from the libraries' shelves will not show up in the results when you're using this scope.



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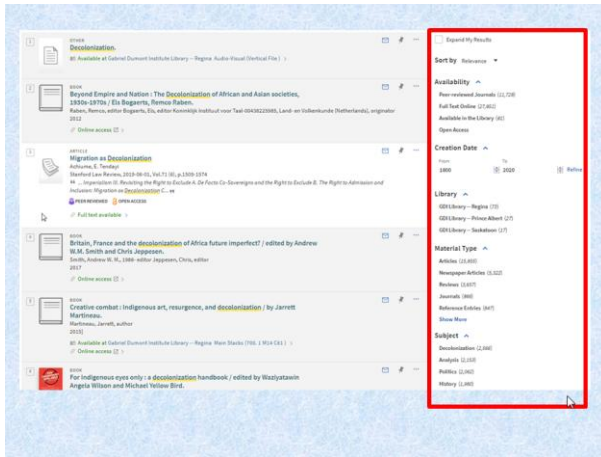
The **EBSCO** scope is the least useful of all the scopes. It allows you to search the EBSCO Business Source Elite database for journal articles, and is provided because content from this database isn't always discoverable using the **Quick Find** or **Articles & Databases** scopes.



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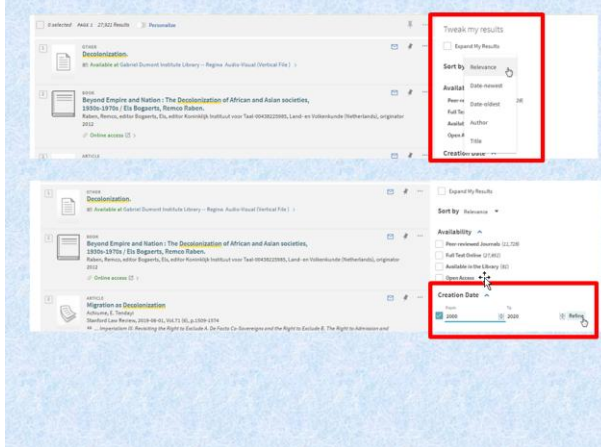
And finally, the **Course Reserves** scope allows you to search for materials that your instructors have placed on reserve for your courses. You can search by course code, instructor name, or title/author keywords from the material you're looking for.

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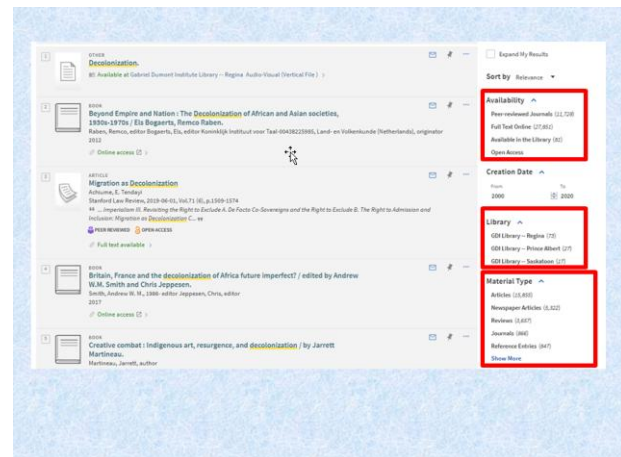
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Once you've chosen the most appropriate scope and started your search, you can also use the filters on the right side of your screen to narrow your results and make them more relevant.



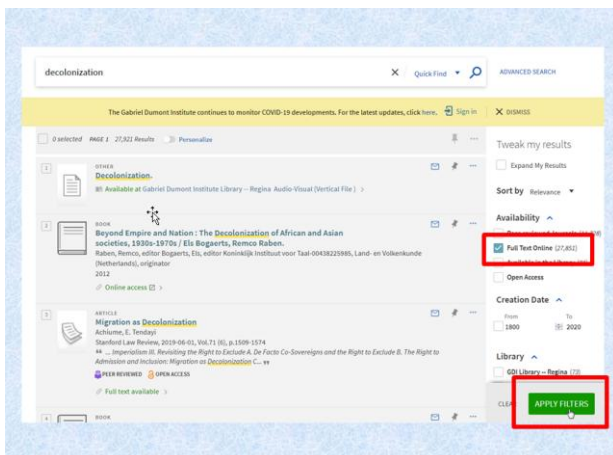
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You can change how your results are sorted, or filter results by publication date.



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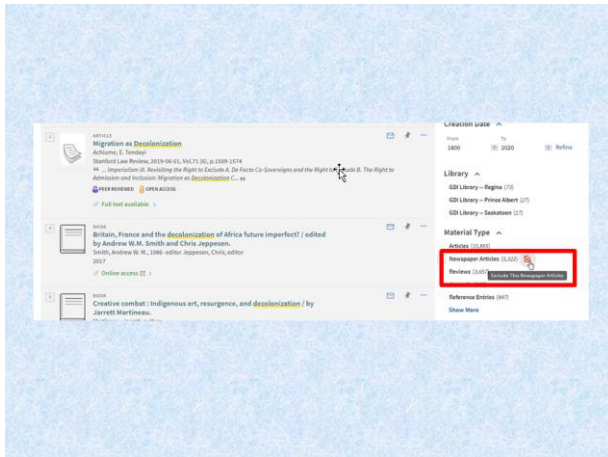
You can also filter by availability, peer-review status, location of physical materials, and material type, to name just a few possibilities.



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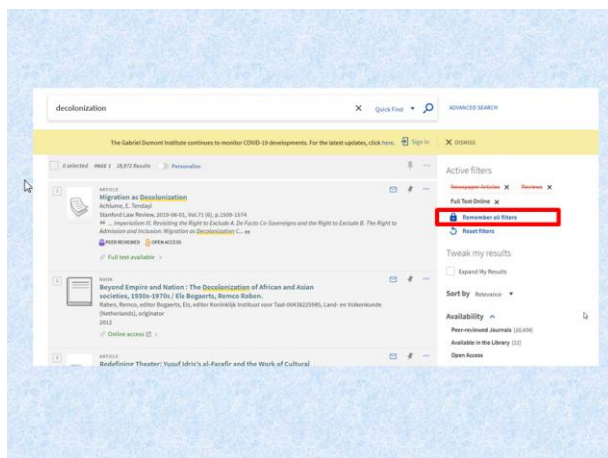
To select a filter – for instance, if you only want items available in full text online -- check the box to the left of the filter, and then click on the green “apply filters” button at the bottom of your screen.

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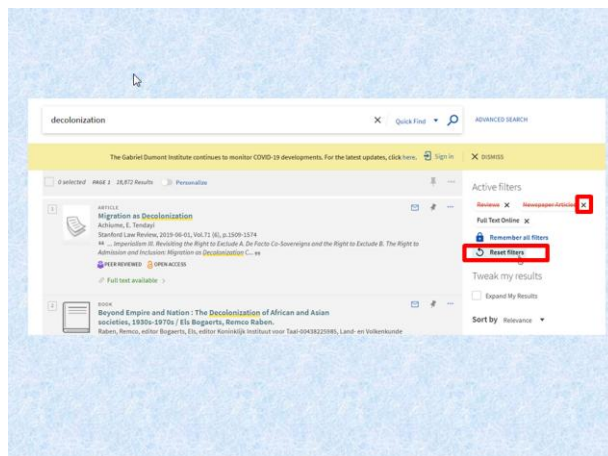
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To exclude certain results – for example if you’re not interested in newspaper articles or book reviews -- click on the crossed-out checkmarks to the right of the filters.




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You can choose to keep these filters in place for subsequent searches by clicking on “Remember all filters”....



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...or you can adjust your search by removing active filters, either one at a time by clicking on the Xs to their immediate right, or by clicking on “Reset filters” to remove all of them at once and receive unfiltered search results.



Thanks for watching!

Library Catalogue: <https://tinyurl.com/gdilub>



Contact: <https://gdins.org/student-services/library/contact/>

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Thanks for watching! Be sure to contact staff if you run into difficulty, or have other questions about library services.