How Do I Conduct an Advanced Search

These instructions will teach you how to use the Advanced Search option in order to narrow down search results to more efficiently find the materials you need.

1. Visit our online catalog at http://custer.blackhills.bywatersolutions.com/. Log into your account with your 4-digit library card number in the "Barcode" field (preceded by HP for Hermosa patrons) and your last name in lowercase letters in the "Password" Field.

2. Click on the "Advanced Search option below the search field.

3. Enter your search terms in the search fields. The search field defaults to a keyword search, but you can change to other options in the drop down menu, such as title, subject, author, series, etc…   These are handy to narrow down the search if you already know what you are looking for. For example, if you wanted to see everything in the library that related to Mark Twain at all, you could leave "Keyword" in the field. If you wanted to find books about Mark Twain, you would change the dropdown menu to "subject." If you wanted to find books written by Mark Twain, you could change the dropdown menu to "author."

Search for:

Keyword ▼	Mark Twain
and ▼	Keyword ▼	
and ▼	Keyword ▼	

Search

4. Use the "Item Type" tab to narrow down the type of material you are interested in. For Example, if you are only interested in books, check "Books." *Note: If you are interested in materials in the Custer Library, please only use Item Types of "Audiobook," "Book," "Circulating Reference," "Large Print," "Music CD," and "Videos." The others are used by various libraries in the Consortium.*

Item type | Shelving location | Collection

Limit to any of the following:

☐ Audiobook	☐ Bag Collection - Kit	☐ Board Game	☑ Book
☐ Books to Go	☐ Circulating Reference	☐ Community Mentor	☐ Device
☐ Equipment	☐ Great Courses	☐ Image	☐ Large Print
☐ Literacy Council	☐ Lucky Day	☐ Maps	☐ Microfilm
☐ Music CD	☐ Musical Instrument	☐ New Audiobook	☐ New Video
☐ Other	☐ Periodical	☐ Reference	☐ South Dakota Books
☐ Video	☐ Video Game	☐ Videorecording	

5. Use the "Shelving Location" tab to limit your results by location. For example, if you are only interested in "Adult" and "Young Adult" materials, check those boxes.

Item type | **Shelving location** | Collection

Limit to any of the following:

☑ Adult	☐ Audio Books	☐ Children	☐ Equipment
☐ Holiday	☐ Juvenile	☐ Large Print	☐ Music
☐ Reference	☐ See Librarian	☐ South Dakota	☐ Video
☑ Young Adult			

6. Use the "Collection" tab to limit the results by type. For example, if you are only interested in "Non-Fiction" materials, check that box.

Item type	Shelving location	**Collection**

Limit to any of the following:

☐ Equipment	☐ Fiction	☐ Holiday	☐ Large Print
☐ Locked Cabinet	☐ Music	☑ Non-Fiction	☐ Oversize
☐ Reference	☐ Transportation	Video	

7. You can use the next section to further limit your options. In this example, I am choosing to look only at the Custer and Hermosa libraries, I am only interested in items currently available (checked box), and I have asked for them to be sorted by copyright date -- newest to oldest. Once you have made all of your choices, click on the green "Search" button.

Publication date range

Date range:

[   ]

For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

Language

Language:

No limit ▾

Location and availability:

Library:

Custer ▾

OR

Groups of libraries

Custer County Libraries ▾

☑ Only items currently available for loan or reference

Sorting:

Sort by:

Publication/Copyright date: N ▾

Audience

Any audience ▾

Content

Any content ▾

Format

Any format ▾

Additional content types for books/printed materials

Any ▾

[Search] [Fewer options] [New search]

8. Let's look at other ways to narrow results. Let's pretend I need two book sources for a paper on "Martin Luther," so I entered his name as a Keyword search and did not provide other limiting factors, such as item type, shelving location or collection. My search reveals 22 results. I notice right away that some of the results are for Martin Luther King Jr., the civil rights leader, not Martin Luther, the reformer. There's a simple way to use Advanced Search to narrow down the results.

Your search returned 22 results.

| 1 | 2 | Next » |

Return to the last advanced search

✎ Unhighlight

Select all Clear all | Select titles to: Add to... ▾ Save 📖 Place h

☐ **Martin Luther**
by Stepanek, Sally.
Material type: 📘 Book; Format: print ; Literary form: Not fiction
Publisher: Chelsea House 1986
Availability: **Items available for loan:** Custer [Call number: J 921 LUT] (1).
★★★★★
🔖 Place hold   📖 Save to Lists   🛒 Add to cart

☐ Let the Trumpet Sound; the life of **Martin Luther** King, Jr.
by Oates, Stephen B.
Material type: 📘 Book; Format: print ; Literary form: Not fiction
Publisher: Harper and Row c1982
Availability: **Items available for loan:** Custer [Call number: 921 KING] (1).
★★★★★
🔖 Place hold   📖 Save to Lists   🛒 Add to cart

☐ **Martin Luther** King; the Peaceful Warrior
by Clayton, Ed.
Material type: 📘 Book; Format: print ; Literary form: Not fiction
Publisher: Prentice-Hall 1968
Availability: **Items available for loan:** Custer [Call number: J 921 KIN] (1).

9. Go to the Advanced Search and enter "Martin Luther" once again. Use the second search field to choose "not," then enter "King Jr." and conduct the search. Now, the search has narrowed to 6 results because results that contain "King Jr." have been filtered out.

Search for:

| Keyword ▾ | Martin Luther |

| not ▾ | Keyword ▾ | King Jr. |

| and ▾ | Keyword ▾ | |

Search

Your search returned **6 results.**
Return to the last advanced search

✎ Unhighlight

10. Here's a few other tips about using the Advanced Search:
    a. Use *and* in a search when you want to narrow your results to those that have both words/phrases in them. For example, "photo" *and* "journalism."
    b. Use *or* in a search when you want to broaden your results to contain any of your search terms. For example, enter "cloning" *or* "reproduction"
    c. Use *not* in a search when you want to narrow your search as in the example above with Martin Luther *not* King Jr.

11. You can use the facets on the left to narrow your search further. For example, you can click on "Book" under "Item Types" to get rid of "Video" results.