# SEARCH TIPS


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STIFTUNG GESCHICHTE DES RUHRGEBIETS

# Library Catalog

The library catalog provides an overview of the library's print and digital collections – including books, journals, articles, and other media. Available full-text articles can be accessed directly. Licensed content is accessible after logging in.

### Personalized features after logging in

With your library account, you can view your loans, fine and fees, requests, saved records and searches, search history and more results.

# Search

### Select a search profile

Select a search profile in the drop-down selector next to the search box to narrow or expand your search in different ways:

- **„Library Catalog“**: Books, journals, articles, maps, as well as e-books and e-journals
- **„Articles and more“**: Scholarly articles, book chapters, and other academic resources, including full-text articles and open-access content
- **„Everything“**: Both search scopes combined for a comprehensive search

### Basic search

The basic search searches for authors, titles, publishers, publication years, call numbers, and ISBNs, as well as abstracts and full texts, if available.
Enter one or more search terms in the search box and start the search by pressing the enter key or clicking the search icon ( ). Multiple terms are automatically combined with AND. This is a keyword search and does not answer questions in natural language (e.g., „How do I cite an article?“).

As a result, you will see all results that contain these words. By default, the list of results is sorted by relevance.

***Note**:*
You can use the Boolean operators AND, OR, and NOT (in capital letters) to specifically combine search terms or exclude them from the search. If no operator is used, multiple terms are automatically combined with **AND**.

- **OR**: Expands the set of results. Titles are found that contain either one term or the other, or both terms.
  *Example: populism OR Populismus*

- **NOT**: Excludes search terms from the search. For example, titles are found that contain the term „Ruhrpott“ but not the term „women“.
  *Example: Ruhrpott NOT women*

- When using multiple operators, it is recommended to enclose the search terms in parentheses.
  *Example: (social AND movement) NOT (USA OR France)*
  This example returns results that contain the terms „social“ and „movement“ but excludes results containing „USA“ or „France“.

- You can use wildcards to account for different spellings and word endings:
  - ? stands for exactly one character: *wom?n finds „woman“ and „women“*
  - * stands for none, one, or more characters: *Architect* finds „Architect“, „Architects“ and „Architecture“*

- Enclose two or more search terms in quotation marks to search for an exact phrase:
  *Example: „climate change“*

- Use parentheses to group search terms.
  *Example*: To search for „women” and „history“ or for „movement“, enter the following in the search field: *women (history OR movement)*

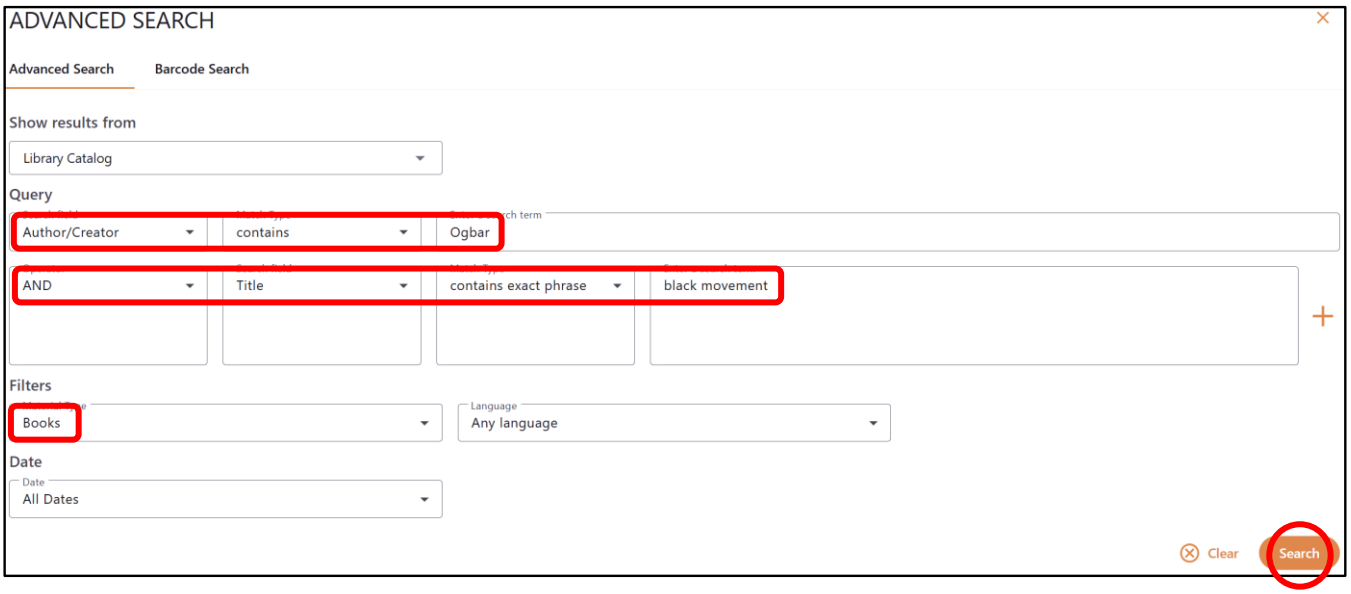
- If you are searching for a shelf mark, enter it in quotation marks:

- Special characters in your search term – such as a hyphen – may result in no hits or only a few hits. In this case, try different spellings.
  *Example: „Euro-krise“, „Euro Krise“ or „Eurokrise“*

## Advanced search

The advanced search feature allows you to narrow down your search. You can access it by clicking the button next to the search button.

Combine multiple search fields – such as title, author, keyword, or ISBN – using AND, OR, or NOT. You can also select the desired search scope.
*Example*: *Author/Creator: Ogbar – AND – Title: black movement – Material type: Books*




Search options:

- Contains: searches for the exact phrase you entered
  *Example for Title: „Moving the social“*
  *Example for Author: „Jenny Jansson“*
- Starts with: searches for terms that begin with your entry
  *Example*: *Moving – „Material type”: Journals*

- Contains exact phrase: earches for the exact phrase in Title, Author, Subject, ISBN/ISSN, or any field

You can also filter by publication type, language, and date.

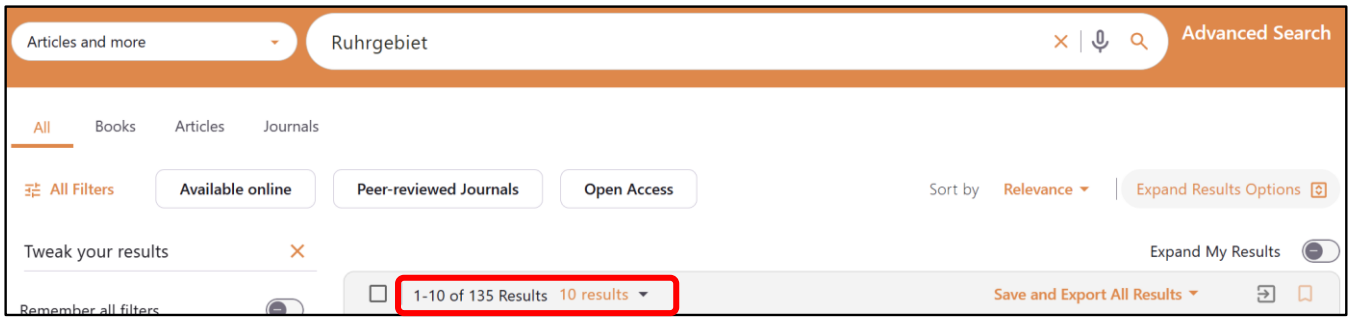
In the advanced search, you can also search for a barcode.

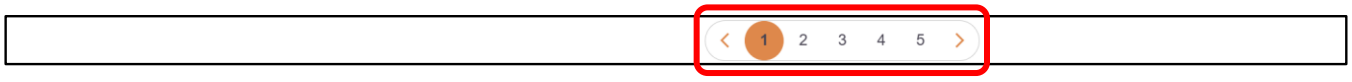
### Voice search

Click the microphone icon to enter your search query using your voice. Voice search automatically converts your input into a text search and starts the search.
The first time you use this feature, you must grant microphone access. The voice recording is transmitted to Google (Web Speech API) for processing; neither the library nor the search engine provider has access to the recordings.
You can revoke your consent by closing the browser. You will be asked again the next time you use the feature.

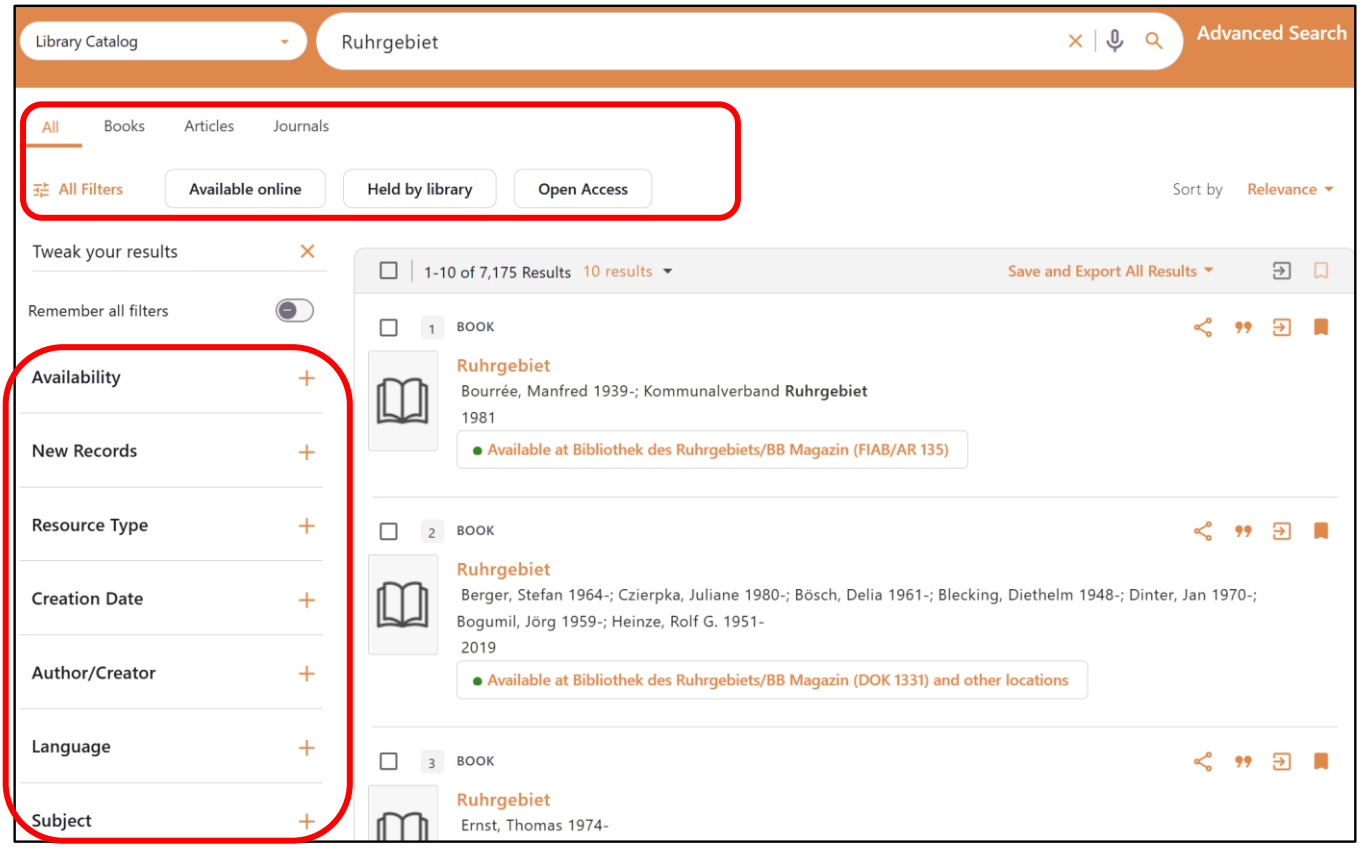
## Search Results

Above the list of results, you'll see the total number of results and the number of results per page. The page number is displayed at the bottom. You can use this information to decide whether to narrow or broaden your search.



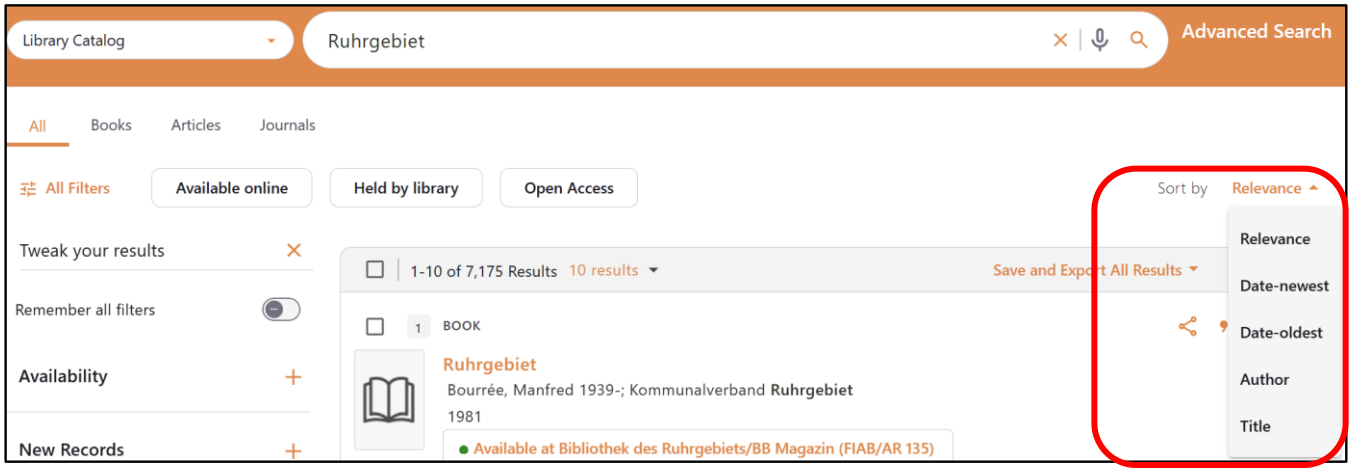




With facets and quick filters, you can narrow down the results in a targeted manner, e.g., by availability, recency, resource type, creation date, author/creator, language, or subject. Filters can be combined and included or excluded.




Save filters: You can save selected filters for your current search session by clicking „Remember all filters“.

By default, results are sorted by relevance. Alternatively, you can sort by Newest, Oldest, Author, or Title. Once you log in, your selected sort order will be saved.




Too many results?
Add to or refine your search terms, use the advanced search, or combine search terms specifically with AND.

Too few or no results?
Broaden your search terms or use fewer terms; try alternative spellings with OR (e.g., *color OR colour*); use wildcards (e.g., *slave* or wom?n*); remove special characters or test alternative spellings (e.g., Euro-krise OR Eurokrise); or select the „Everything” search scope.

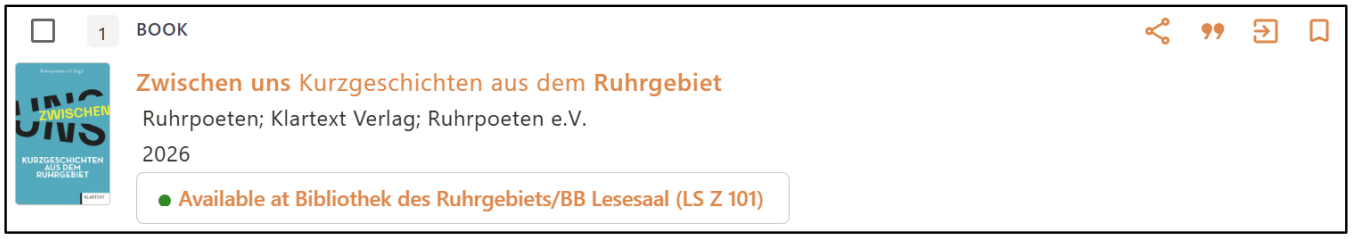
***TIP**: To search specifically for books in the library, select „Library Catalog“. The advanced search allows you to search by author, title, or publisher and to combine multiple search fields.*

## Displaying Search Results

The results are displayed as a list of hits containing the most important details about the titles found. Registered users can save search searches and records and access them again later.

For each result, you will see:

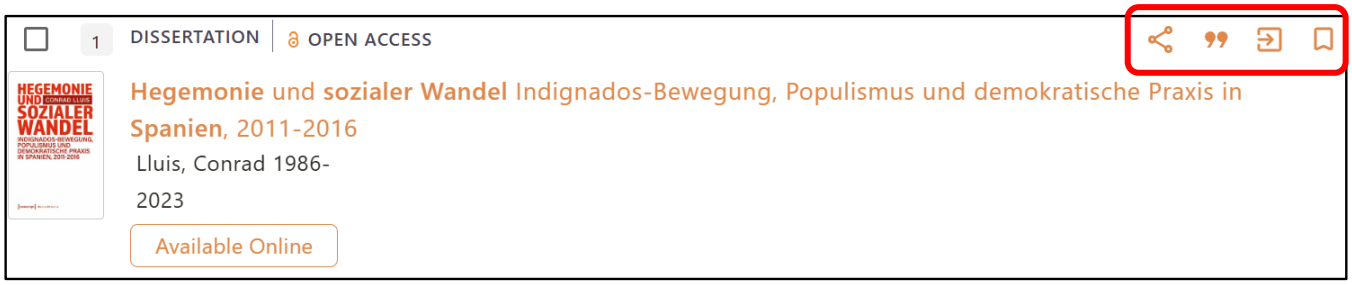
- Resource type: e.g., book, article, or journal
- Title, author, and other contributors
- Year of publication and availability
- For printed copies, call number and location (under “Available/Not available”).




Click on a title to open the full view. Under „Location items“, you’ll find additional information on locations, call numbers and loan status. You can place a request on checked-out copies after logging in.

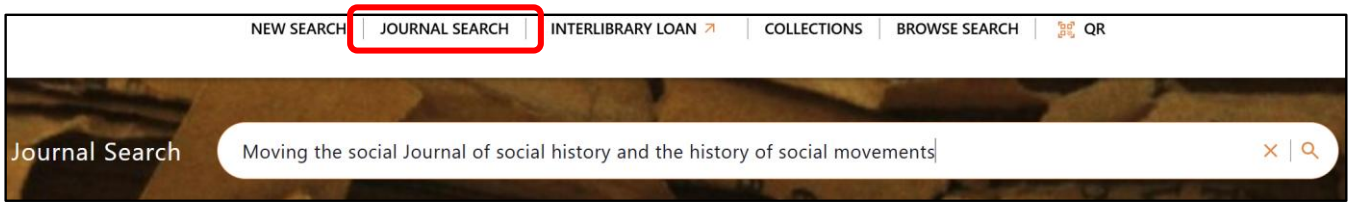
For electronic resources, „Available Online“ takes you directly to the full text or to information about full-text access.

Logged-in users can save search searches and records, as well as export, print, or share titles via a permalink or QR code.



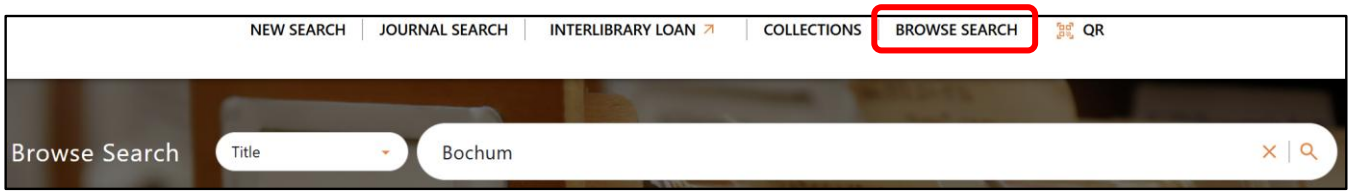

## Journal Search

Use the „Journal Search“ option in the menu bar to find journals available at the library. Search by title or ISSN, or browse the journals alphabetically.




## Browse Search

Using the „Browse Search“ in the menu bar, you can search by author, title, or call number.
The browse search is useful for specifically checking whether a term or title is available in the catalog or for verifying the spelling of a name.



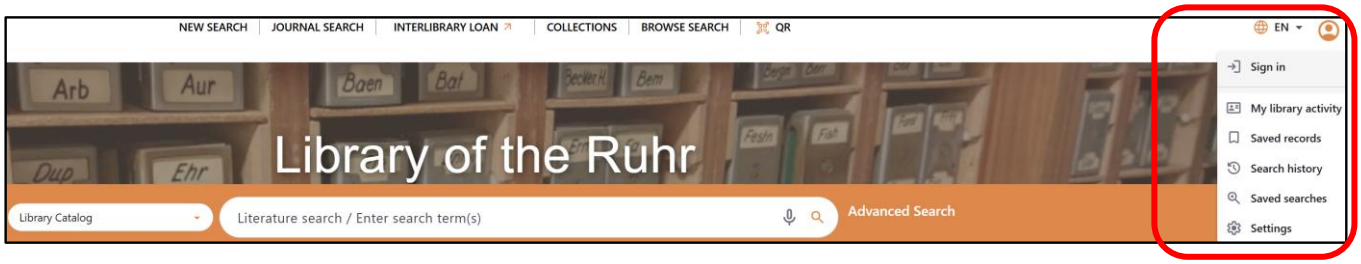

## Sign In

> ***Note**: To register, you'll need a valid library account and a library card. You can get both for free at the information and circulation desk by presenting a valid ID or proof of residence. You'll then receive the link to the library catalog via e-mail!*

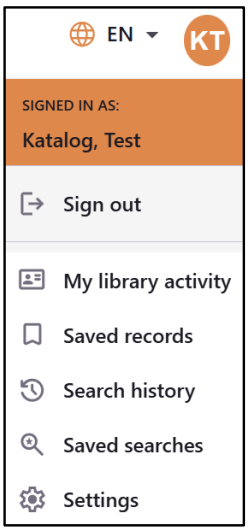
Use the „Sign in“ link displayed in the Library account drop-down menu in the top right and log in**:**

- User-ID: library card number
- Password for first-time login: date of birth in the format DD.MM.YYYY.

You can change your password later in the settings.



## My library account (My Library Activity)




Here you can access:

- **Loans:** View items you have checked out and their due dates, and renew them if possible
- **Requests**: Manage your requests
- **Fine + fees**: View any outstanding fees
- **Saved records**: Manage saved titles
- **Search history**: View previous search queries
- **Saved searches**: Manage saved search queries
- **Settings**: Manage personal information, password, and interface language

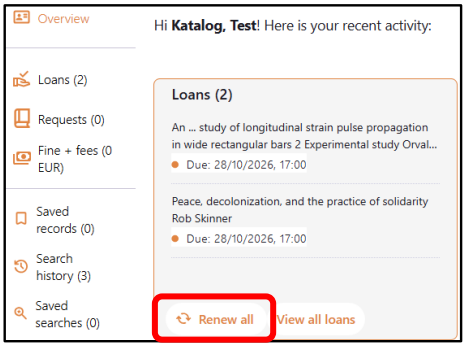
***Note*:** A renewal starts the new loan period immediately and may therefore shorten the maximum loan period.

You can contact the library directly to update your address or other account information, or to close your account.

### Renewing loans

You can renew your loans yourself with just a few clicks:

1. „Log in“ and select „**My Library Activity“** by clicking your name in the header.
2. In the overview, you'll see your current loans.
3. If a renewal is possible, click „**Renew All**“.



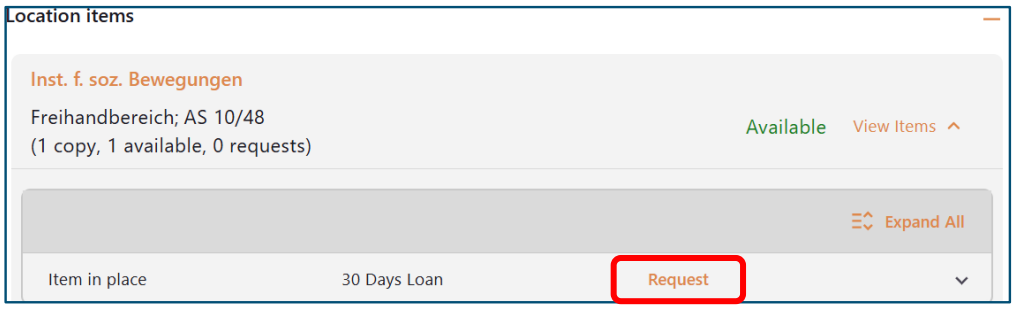

The loan period can generally be extended twice. An extension is not possible if the item has been reserved. In this case, „Not Renewable“ will be displayed.

> ***Note:*** *Even overdue items can be renewed. However, any late fees that have already been incurred will still apply.*

# Requests

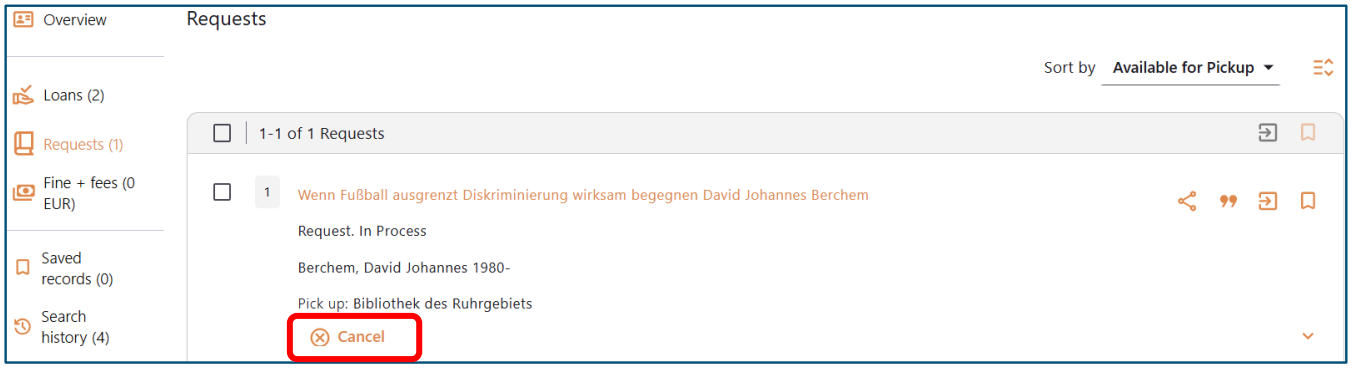
### Create a request

„Log in“ and select the desired title from the search results. Under „Location items“, click „Request“. Select „Bibliothek des Ruhrgebiets“ as the pickup location.



### Deleting a request

„Log in“ and select „My library activity“ under your name. Under „Requests“, you can delete the desired reservation by clicking „Cancel“.

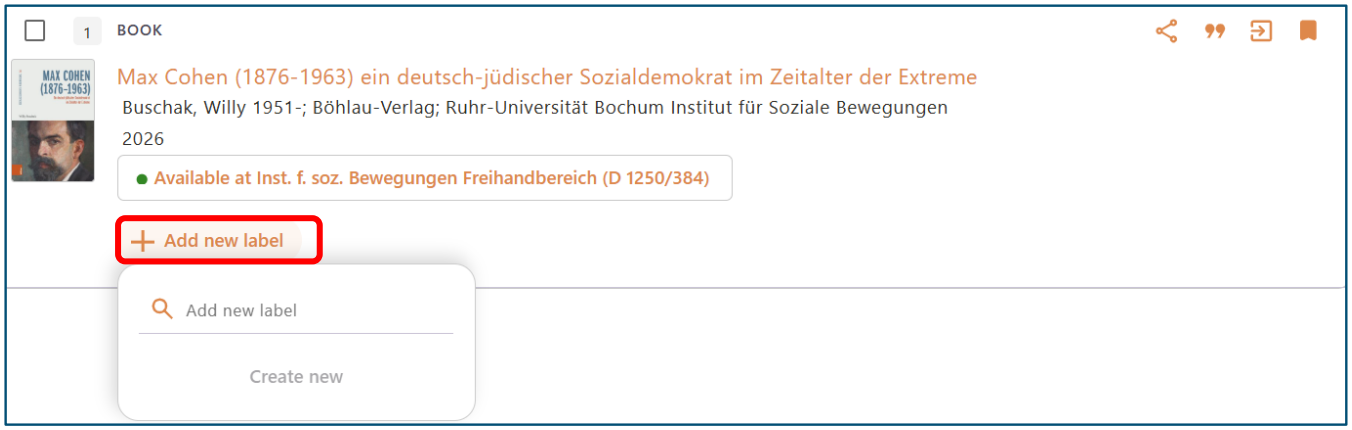



### A request / reservation is ready

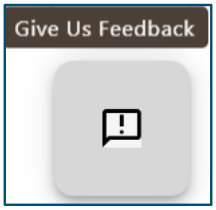
As soon as the reserved item is ready for pickup, you will be notified by e-mail. You can also view the status of your request in your account overview

## Adding Comments to Saved Records

You can assign „**labels**“ to saved records. The labels are visible only to you and help you organize your research.
„Log in“ and select „Saved records“. Under „**Add new label**“, you can enter your own keywords or short notes.




## Feedback




Are you having a problem with the catalog?
Use the „**Give Us Feedback**“ button in the lower right corner. Select the appropriate category and describe the problem.

Please provide your e-mail address so we can reply to you!

If you have any other questions, please feel free to contact us at ausleihe-bdr@rub.de.

Good luck with your research!

## The Ruhr Area Library Team