Hi! My name is Sara, and today I’m going to talk to you about using the Advanced Search feature of the library’s discovery search, Scout.

The Advanced Search page has three different categories for you to use to define your search.

At the top of the page, there are multiple search boxes corresponding to drop down menus that list specific designations. This allows you to search within a specific field of the record. For example, you can search for items by a specific author. Remember that this type of advanced searching means that you have to use a controlled vocabulary.

This works best if you already know the name of the author or the exact subject term before you do your search. In this area of the page, you can also select Boolean operators from a drop-down list. Boolean operators AND, OR and NOT allow you to define the relationship between two or more search terms. For more information about Boolean searching, watch our video!

The second category, search Modes allows you to choose how the search engine is going to analyze your search terms. Boolean/Phrase searching gives you the opportunity to enter exact phrases into the search box. Find all of my search terms inserts a Boolean AND in between each of your search terms.

You can copy and paste chunks of text (up to 5000) using the SmartText Search. This option summarizes text entered to the most relevant search terms then conducts search. The third category, limiters, allows you to place limitations on your search before it is performed. This option allows you to choose categories such as branch location, format, publication date, and even language.

Using the Advanced Search options is a way to reduce the number of items you have to sort through in your results list, and increases the relevancy of those results. However, it does take a bit more planning and sometimes some preliminary searching in order to properly use Advanced Search.

If you have any questions about Advanced Searching, remember you can always Ask A Librarian!