Selecting a search scope

Books & more – Here you can search for physical items available in our libraries, as well as e-books, online journals and databases.

Articles & more – This search option finds journal articles, conference papers, newspaper articles, reference entries, datasets and much more.

Cronfa – This searches Swansea University institutional repository.

Everything – This is the three previous searches combined. Although called ‘Everything’ it is not absolutely everything provided by the library. Some, often more specialised, resources cannot be found using iFind. This includes legal information such as legislation and cases and business reports such as market research and company or industry profiles. To make sure that you are finding all the information provided for a particular subject you still need to use the Library Guide for your subject.

If you want to receive results for items that do not contain full text, select the Expand beyond library collections check box on the results page.

Searching

Searching iFind is easy. Just type one or more words you are looking for and click the Search button.

NOTE: iFind assumes that you are searching for all the words you type unless OR or NOT are specified between the words and phrases.

You can do more than just a simple search with the Search box. Try the following search tips below to get the best results for your search: these options offer numerous features for making your searches more precise and enable you to get results that are more useful.

Searching for a phrase

To search for a phrase, type quotation marks around the phrase. You can combine both words and phrases in your search.
NOTE: If you do not enclose the phrase with quotation marks, the system will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.

**Searching for any specified words or phrases**
You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type OR between the words or phrases.

NOTE: If you search for words or phrases without specifying OR or NOT, iFind assumes that you are searching for all the specified words or phrases.

NOTE: To use Boolean operators (AND, OR, NOT) within search phrases, you must enter them in uppercase letters. Otherwise, iFind removes them and performs a simple search that includes all search phrases.

**Excluding words or phrases**
You can exclude items that contain specific words or phrases. To do so, type NOT and then type the word or phrase to exclude.

NOTE: If you search for words or phrases without specifying OR or NOT, iFind assumes that you are searching for all the specified words or phrases.

**Searching using wildcard characters**
You can include the following wildcard characters in your searches:
?—enter a question mark to perform a single character wildcard search. For example, type wom?n to search for records that contain the strings woman, women, and so forth.
*—enter and asterisk to perform a multiple character wildcard search. For example, type cultur* to search for records that contain strings, such as culture, cultural, and culturally.

NOTE: The system ignores wildcard characters placed at the beginning of search terms. For example, the system treats the search terms ?aying and *aying as if you had searched for aying.

**Grouping terms within a query**
You can use parentheses to group terms within a query. For example, to search for Shakespeare and either tragedy or sonnet, type the following in the search box:

Once you are familiar with the basic iFind search, you might want to use the Advanced Search or some of the other search option.

**Advanced search**
Advanced search allows you to combine search terms and limit your search to specific date/s and/or material type.

Browse search
The Browse search allows you to browse items included in the Books & more search (physical items available in our libraries, as well as e-books, online journals and databases). You can browse by subject, author, or title. In the results, you can click an underlined entry to see its associated records. It is also possible to browse by call number, which returns a list of associated records in brief format. Clicking a title displays its full record.

A-Z Journals
An A-Z list of all of the journals that we provide access to. You can see information about our holdings and access the journal online.

Your account in iFind

Why should I sign in?
When you sign into iFind, you are able to do the following:
- Set preferences for your current and future sessions. You can set your preferences so that they reflect the way you usually search, and save them for future sessions.
- Add items you found and queries you submitted permanently to your favourites. You can save items from your results list to your favourites and you can save queries that you have performed for future use.
- Set alerts for your queries. You can set a query to become an alert, that is, to run automatically and send you email notification once it locates new items answering your search criteria.
- Access external licensed resources. The library offers licensed information resources to its users. Once you sign in, you can search and retrieve items from these additional resources.
- Use library services. You can benefit from library services such as requesting or recalling items.
- Manage your library account, including renewing books on loan.

Why should I sign out?
You should sign out of iFind so that your searches remain private and your personal settings and favourites are not tampered with by anyone else.

My account
My Account enables you to view items that you have on loan and perform library services, such as renewing a book or cancelling a request. In addition, it lets you define your personal iFind settings. To access My Account, click the My Account link, which appears at the top of each page in iFind.

Personal settings
You can tailor the iFind user interface so that it reflects the way you usually search. For example, you can specify the default language, the maximum numbers of search results per page, and your default e-mail address. To set your preferences, click the Personal Settings option on the left side of My Account.
NOTE: To keep your settings for future sessions, you must sign in and save your preferences.

You can edit your personal settings; this can include added your ‘degree’ and ‘discipline’. Adding this information will affect the way the search results are ranked.

**Degree:**

- Select your degree

**Discipline:**

- Agriculture & Forestry
- Anthropology
- Arts & Humanities
- Biology
- Business
- Chemistry
- Computer Science
- Earth Sciences
- Economics
- Education
- Engineering
- Geography
- Languages & Literature
- Law
- Library & Information Science
- Mathematics
- Medicine
- Nursing
- Pharmacy, Therapeutics & Pharmacology
- Philosophy & Religion
- Physics
- Political Sciences
- Psychology
- Public Health
- Sciences
- Social Sciences
- Sociology
- Veterinary Medicine

**Favourites**

Favourites allow you to save and organise items that you find during your iFind session.

NOTE: Favourites can be saved without logging in, but these would only remain until the end of that session. If you are logged in the favourites will be saved until you remove them.

**Saving items to favourites**

Add items to your favourites by clicking on the star icon next to the title. Alternatively you could add an entire page of search results by clicking on the star icon on the left-hand side of the results. When an item is added to your favourites the star will become orange. Clicking on the star again will remove it from your favourites.
Managing your favourites

To access your favourites use the link at the top of the page or select the Favourites tab in My Account. Here you will see a list of the favourites that you have just added. Select an item you get the item information (including any links) at the bottom of the screen. You can print or email items from your favourites, as well as sending (multiple) items into EndNote.

To view items that are saved in your favourites, click the Basket folder or any of its subfolders. From the list of items, click the item that you want to display.

Managing folders

From the Favourites tab, you can perform the following operations on folders:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="folder.png" alt="Folder" /></td>
<td>Create Folder — Click this button to add a new folder under the selected folder.</td>
</tr>
<tr>
<td><img src="rename.png" alt="Rename" /></td>
<td>Rename Folder — Click this button to rename the selected folder.</td>
</tr>
<tr>
<td><img src="copy.png" alt="Copy" /></td>
<td>Copy Folder — Click this button to copy the selected folder into memory. The original folder will not be changed or deleted.</td>
</tr>
<tr>
<td><img src="paste.png" alt="Paste" /></td>
<td>Paste Folder — Click this button to paste the last folder placed into memory into the selected folder.</td>
</tr>
<tr>
<td><img src="delete.png" alt="Delete" /></td>
<td>Delete Folder — Click this button to delete the selected folder from Basket.</td>
</tr>
<tr>
<td><img src="add_note.png" alt="Add Note" /></td>
<td>Add Note — Click this button to add a note to a folder.</td>
</tr>
<tr>
<td><img src="modify_note.png" alt="Modify Note" /></td>
<td>Modify Note — Click this button to modify a folder's note.</td>
</tr>
</tbody>
</table>

Managing items

From the favourites tab, you can perform the following operations on items:
### Item Operations

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="cut_icon" alt="Cut Items" /></td>
<td>Cut Items—Click this button to cut the selected items and to place them into memory.</td>
</tr>
<tr>
<td><img src="copy_icon" alt="Copy Items" /></td>
<td>Copy Items—Click this button to copy the selected items into memory.</td>
</tr>
<tr>
<td><img src="paste_icon" alt="Paste Item" /></td>
<td>Paste Item—Click this button to paste the last items placed into memory into the current folder.</td>
</tr>
<tr>
<td><img src="delete_icon" alt="Delete Items" /></td>
<td>Delete Items—Click this button to delete the selected items.</td>
</tr>
<tr>
<td><img src="email_icon" alt="E-mail" /></td>
<td>E-Mail Items—Click this button to email the selected items.</td>
</tr>
<tr>
<td><img src="print_icon" alt="Print" /></td>
<td>Print Items—Click this button to print the selected items.</td>
</tr>
<tr>
<td><img src="go_icon" alt="Go" /></td>
<td>Go—Select an option (such as Push to EndNote) from the Save drop-down list and then click this button.</td>
</tr>
<tr>
<td><img src="note_icon" alt="Add Note" /></td>
<td>Add Note—Click this button to add a note to an item.</td>
</tr>
<tr>
<td><img src="modify_icon" alt="Modify Note" /></td>
<td>Modify Note—Click this button to modify an item's note.</td>
</tr>
</tbody>
</table>

### Understanding your search results.

The Brief results display all the items that match your search query. For each item, the following information displays:
**bX Hot Articles**

At the top of your search results you will have the option to ‘show bX hot articles’. In each subject area, the bX Hot Articles service displays a list of the 10 articles that researchers selected the most times in recent weeks. If you select All Subjects, you see the top 10 articles overall. The service is based on selections made by millions of researchers from thousands of academic institutions around the world and is updated once a month.

**Brief item record**

- Resource type - the format of the item, such as book, article, journal, and so forth.
- Star icon – for adding items to your favourites. A highlighted star indicates that you have already added it to your favourites.
- Title
- Author/creator and date
- Availability information

**Tabs**

If you would like to see more information on an item, select the tabs below the brief record. The tabs that you see will vary depending on the resource type and the format of the item.

**Books and Journals**

- If we provide access to the e-book or online journal you will get an **online** link. If you have not already logged in you will be asked to do so after clicking on this link.
- The **Library** link shows you details about our physical holdings. Here you will find the location of the book or journal, loan details and the option to **Request** a copy if one is not currently available.
- Clicking on **Details** takes you to more information, which often includes a description or abstract.
- The **Virtual Browse** link is available for the resources held in our libraries and shows items that are at the same location.

**Articles**

- To view the full article click on **Online**. If you have not already logged in you will be asked to do so after clicking on this link.
- Clicking on **Details** takes you to more information, which often includes a description or abstract.
- Select **Recommendations** to see other articles that have been accessed by people that have viewed the article you have found.
- Click on **Library** to check if the library holds print copies of the journal in which that article is published.
- **Times Cited** links to Web of Science that will list other, more recent, work that reference the article.
Requests
You have to be logged in to see the request options.

You can request loanable items that are not currently available to you. This includes:
- Items on loan to others
- Loanable items at other Swansea University libraries

The link to the request form can be found on the library tab.

Ensure that you enter your preferred 'pick-up location' on the request form.

Please note: you cannot place requests on items that you have on loan and there is a maximum of 5 requests per person.

Actions
There is an actions drop-down list that lets you 'do things' to an individual item in iFind. The actions drop-down list is available when you open up any of the tabs in the results view.

Some of the most useful actions are …

Print / E-mail - The information that is printed/emailed is the same no matter which tab you are in, but will vary depending on the resource type. For physical items in the library, basic bibliographic information about the item as well as availability and location is provided. For online resources, you will get the basic bibliographic information and often a description/abstract. All emails contain a hyperlinked title that takes you to the iFind record.
Permalinks – This is the way to create links to library resources (outside of reading lists). Clicking on Permalink will open a box with a URL that you can copy and paste. If you want the link to library resource to be permanent you have to use this method.

Citation – This can be used to get a reference for the item in APA (6th edition) style. As with any computer generated citations it is important to check it against our guide before using it.

EndNote – Selecting this option will send the individual item to EndNote. If you want to send multiple items to EndNote save them to your favourites; from there you can ‘push’ up to 30 items into EndNote at a time.

Queries, Alerts, and RSS Feeds

What is a query?
A query is a word or phrase you specify in the search panel to request information. You can do the following with queries:

- View the current session’s queries and results.
- Save a query from the current session in order to use it later.
- Activate alerts on your saved queries to have them run automatically at scheduled times to provide you with updated results from queries.
- Activate RSS feeds to receive updates for your favourite queries.

Saving queries and alerts
To save a search or to set up an alert in iFind you need to Save Query. This is displayed on the brief results page above the filters.
NOTE: you need to be logged in to see this.

You can access your saved and session queries by clicking either the Favourites or My Account link and then clicking the Queries tab in My Account.
This Session's Queries—this folder lists all of the queries that you have performed in the current session.

Saved Queries & Alerts—this folder lists all of the queries and alerts that you have saved.

It is possible to run the search again by clicking on the Query name or create/manage alerts by selecting Update.

To configure an alert for a saved query, click the Update link for that query and then specify the alert settings.

**RSS feeds**

Syndicated content, otherwise known as Really Simple Syndication (RSS), is a popular way to distribute information from Web sites. For example, using RSS, a news site or a blog can automatically feed its news articles or entries to a group of subscribers. RSS feeds in iFind are used to notify you of new items found by the query. RSS feeds can be activated from either the search results or the Saved Queries & Alerts folder on the Queries tab in My Account. All that you need is to have an RSS reader installed on your computer. If your browser supports RSS, click the RSS button. A window from which you can subscribe to the RSS feeds opens. Follow the instructions in the window. If your browser does not support RSS, right-click the RSS button, copy the URL, and paste it into the RSS reader.