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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 an 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:

Shakespeare (tragedy OR sonnet)

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.

Journals Search
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 Library account
My Library 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 Library Account, click the Sign in link, which appears at the top of each page in iFind.

Personal settings
You can tailor the iFind user interface so you can specify the default language. To set your preferences, click the Personal Details option on the right side of My Library Account.

NOTE: To keep your settings for future sessions, you must sign in and save your preferences.

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 pin icon next to the title. When an item is added to your favourites the pin will become crossed out. Clicking on the pin again will remove it from your favourites.
Managing your favourites
To access your favourites use the pin icon at the top of the page or select the Saved items in My Library 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.

Managing items
From the saved items link, you can perform the following operations on items:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cite Items - Click this button to get the citation in APA style.</td>
<td></td>
</tr>
<tr>
<td>E-Mail Items - Click this button to email the selected items.</td>
<td></td>
</tr>
<tr>
<td>Unpin this Item - Click this button to remove this item from your favourites.</td>
<td></td>
</tr>
<tr>
<td>Show actions options - Click this button to show more options, including push to endnote and print.</td>
<td></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:
Personalize
At the top of your search results you will have the option to ‘Personalize’. You can add your ‘discipline’, by adding this information it will affect the way the search results are ranked.

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

If you would like to see more information on an item, click the title of the resource. The information that you see will vary depending on the resource type and the format of the item.

- If we provide access to the e-book or online journal you will get an online access or full text available link. If you have not already logged in you will be asked to do so after clicking on this link.
- The page 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.

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
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 list of action options that lets you ‘do things’ to an individual item in iFind. The actions 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 depended 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 a 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.

**Virtual Browse** - available for the resources held in our libraries and shows items that are at the same location.
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 results.
NOTE: you need to be logged in to see this.

You can access your saved and session queries by clicking Saved searches in My Library Account.

- Search History—this folder lists all of the queries that you have performed in the current session.
- Saved Searches—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. To configure an alert for a saved query, click Saved searches tab then click the bell icon, this will send you email notifications.

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 the Saved Searches folder. 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.