# LSMU LIBRARY: SEARCH

LSMU Library is a search, discovery and delivery information system providing print, electronic and digital content from LSMU Library resources, licensed databases and open access resources.

Click **Sign In** (top right of the screen) signing into your LSMU Library account ensures you have full access of your searches. When you sign into LSMU Library, you are able to do the following: you can set your preferences so that they reflect the way usually search, and save them for future sessions; you can save items and queries for future use; the institution offers licensed information resources to its users. Once you sign in, you can search retrieve items from these additional resources; use LSMU Library services such as requesting or recalling items. To keep your personal data safe, do not forget to sign out.

For registration use LSMU general username and password (FirstClass, LSMUSIS, LSMU e-mail, etc.).
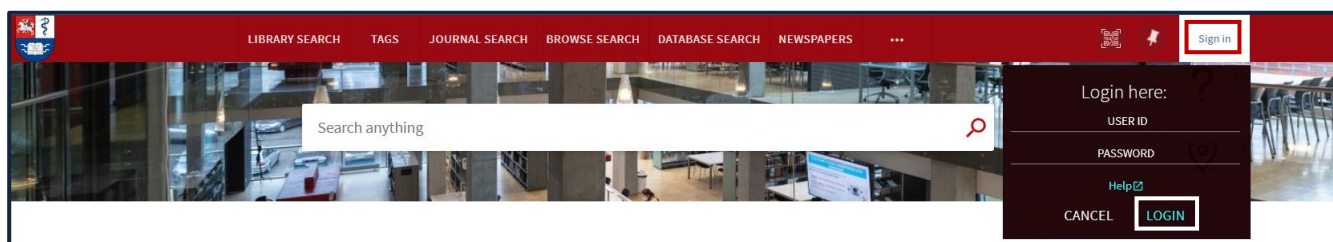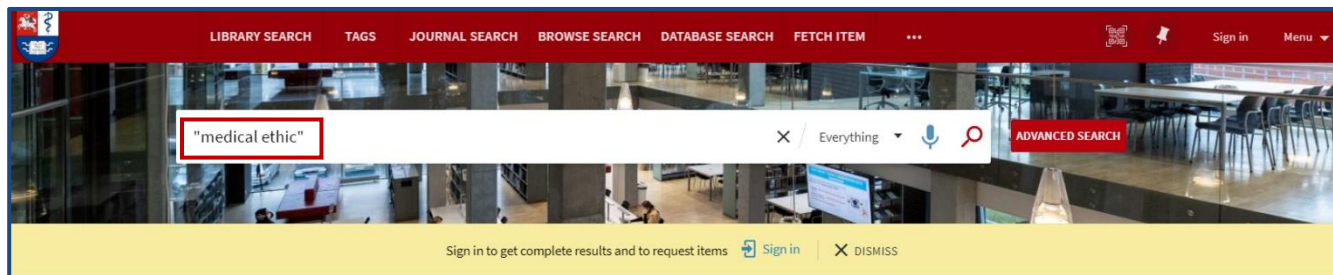

Choose the required language or the scope of your search from the pop-up menu.

Just type one or more words that you are looking for and click the **Search**. If you enter multiple words, LSMU Library will return results that contain all of the specified terms.
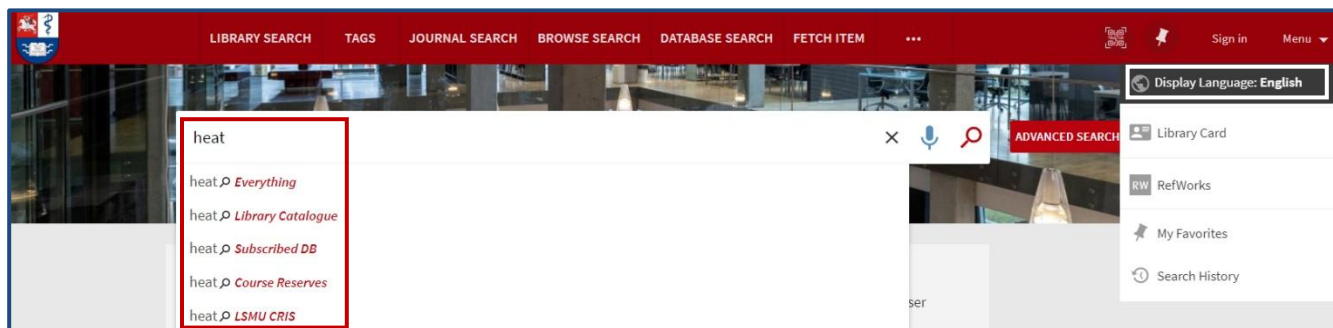
To search for an **exact phrase** (words next to each other and in exact order) type quotation marks around the phrase.

Use **AND** in a search to: narrow your results, tell the database that ALL search terms must be present in the resulting records.

Use **OR** in a search to: connect two or more similar concepts (synonyms), broaden your results, telling the database that ANY of your search terms can be present in the resulting records.

Use **NOT** in a search to: exclude words from your search, narrow your search, telling the database to ignore concepts that may be implied by your search terms.

Wildcard characters (**?** and *****) can be used in the middle or at the end of search words. The Wildcard character entered at the beginning of the search word will be ignored.

? – 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 **asthma*** to search for records that contain strings, such as **asthma**, asthmatics, and so forth.

You can use parentheses to group terms to clarify the order when searching for more than one type of logical operator. For example, when searching for records that contain Shakespeare and either tragedy or sonnet the search query should be written as **Shakespeare AND (tragedy OR sonnet).** If no parentheses are specified in the above query, Primo will instead group the words as follows: **(Shakespeare AND tragedy) OR sonnet** and will search for Shakespeare tragedies and any sonnet.

ADVANCED SEARCH

The Advanced Search allows you to specify additional lines of criteria, specify filters prior to executing the query, combine queries with logical operators.

On the search results page you can tweak your results. The **Tweak your results** section contains a list of categories, which are referred to as facets. By including and excluding these facets (such as **date, author**, **record type**, and so forth), you can narrow the search results to get the results you are seeking. You can specify more complex filtering if you select multiple facets and then apply them to the results at the same time.

You can make some customizations on the search results page by choosing **Personalize** at the top of the search results. Here you can choose what your preferred subject areas are.

If you are signed in, you can save a query or pin individual items from the result list. Saved queries and items are found by clicking the pin icon in the top menu (**My Favorites**).
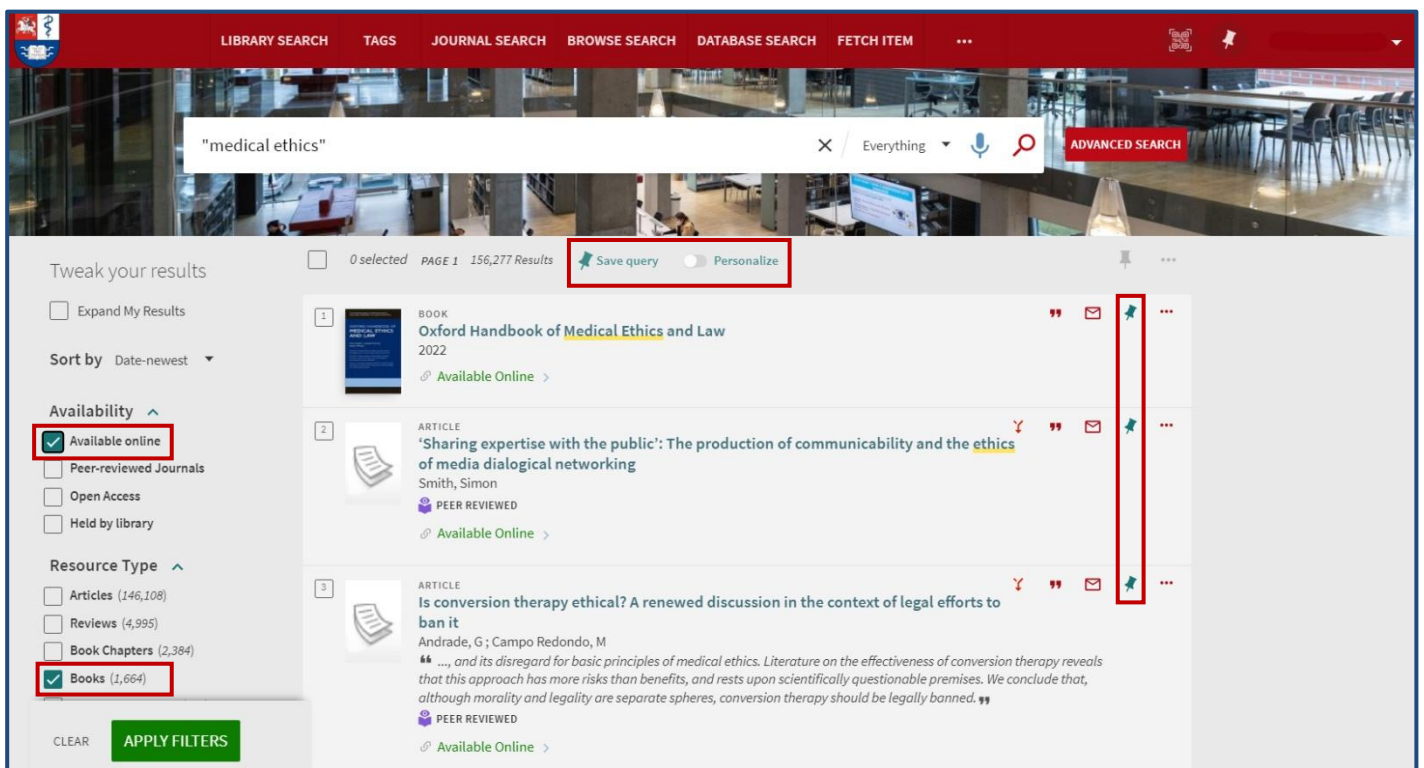
Click on the record you are interested in to find more information about it. You will under the **Get it** section find information about where to find it and after signing in there will in many cases be request options.

To read full textbooks and articles, go to the **Links** section and click one of the links from publishers.

BROWSE SEARCH

To access Browse, click the Browse link at the top of the page. The Browse search allows you to browse library material (local material only) in order to find information of relevance quickly. You can browse material by author, title, and subject. In the results, you can click an underlined entry to see its associated records.

TAGS

Tags are words or phrases that you can assign to items to help you organize and remember them. Because tags are shared with the community, users can see the tags that are assigned to items by other users. You can assign as many tags to an item as you want. In addition, the tags that you create and assign to items appear to all users on the Tags page.

FETCH ITEM

Fetch Item does not search for records in the same way as a regular LSMU Library search, which may return many results. Instead, it allows you to specify metadata (such as a title, ISBN, ISSN, and so forth) for a specific book, article, or journal to retrieve the item's available services (such as full text). The Fetch Item page provides a tab for books, journals, and articles so that you can specify search criteria (such as volume, author, and so forth) for the selected citation type.
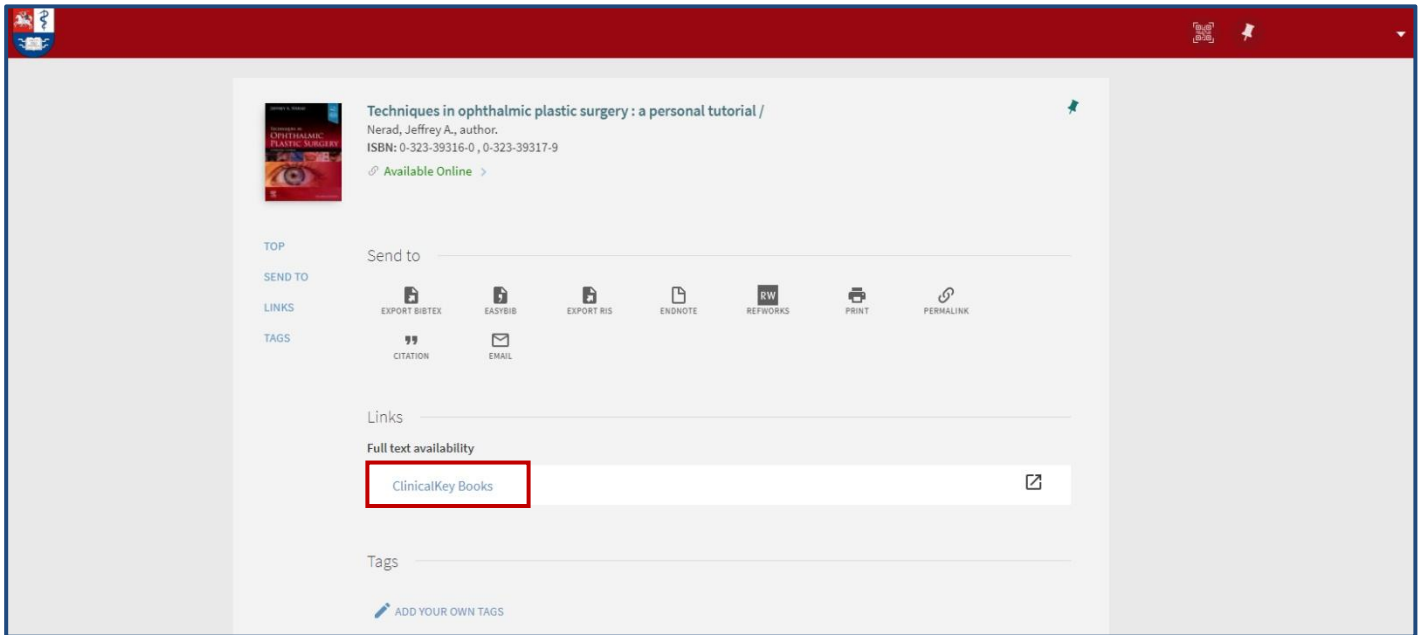
MY FAVORITES

The My Favorites page, which is accessed by clicking the My Favorites button ("Pin") at the top of each page, contains the following: **Saved Records** - displays all of your saved records and allows you to manage your saved records; **Saved Searches** - displays all of your saved searches and allows you to manage your saved searches. Lets you set up alerts and RSS feeds, which let you know when results have changed for saved searches; **Search History** - displays all of your searches for the current session and allows you to manage your current session's searches.

Labels allow you to group records in private lists so that you can access these records as needed in the future. One record can have multiple labels if you want to include that record in multiple lists.
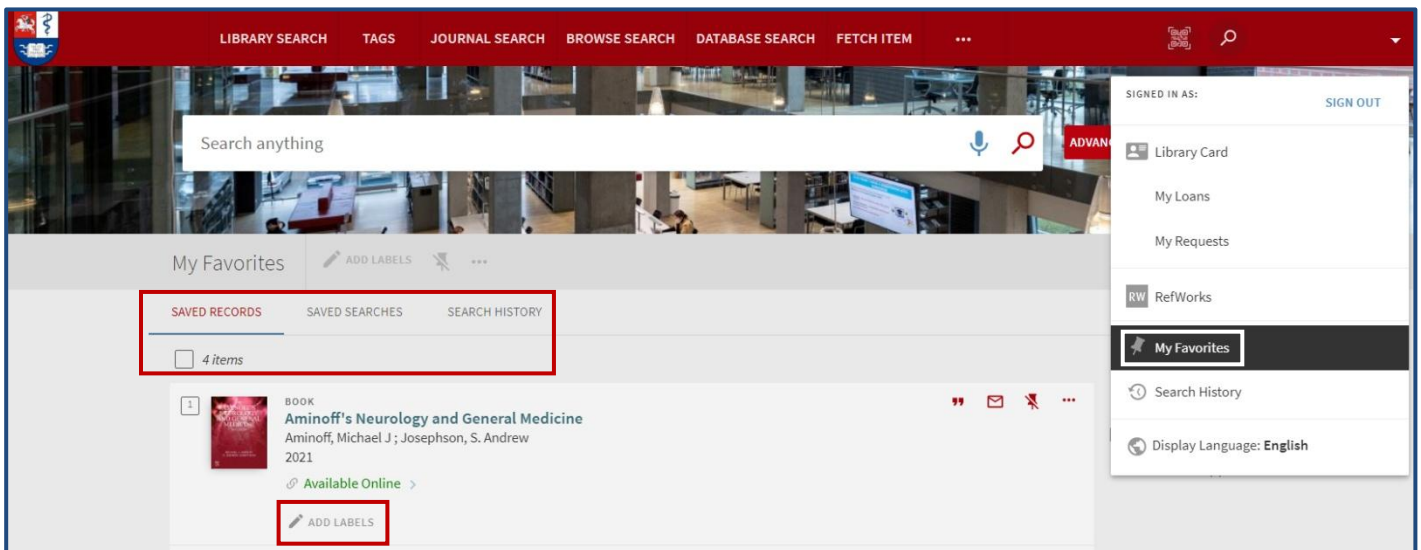
MY LIBRARY CARD

To view your Library card and keep your settings, you must first sign in. My Library Card consists of the following tabs, which enable you to view the contents of your library card and perform library services, such as renewing a book or canceling a request: **Overview** – newest active loans, fines, fees, requests, messages from library staff; **Loans** – active and historical loans; **Requests** – on hold requests; **Fine + fees** – displays all your current fees and fines; **Block & Messages** – displays all general messages and any blocks that may prevent you from accessing services in the library; **Personal Details** – user data validity, option to change default interface language.