

Quick Guide to Electronic Library: SubjectSearch

1. What is SubjectSearch?

This feature of the Electronic Library allows you to search across the online resources available for your subject area. This search allows more control over which resources are searched and is especially suited to in-depth/structured searching for assignments and dissertations.

2. Using SubjectSearch

- Click on Subject Search. The search screen is split into two sections. In the left hand panel there are drop down menu options that allow you to search databases by:
 - Quickset-** Displays a list of the quicksets for you to select. A quick set is a list of databases, grouped together for you.
 - Categories/Subject-** Displays a drop-down menu from which you can select a subject and sub-heading
 - Locate-** If you want to identify a specific resource to search
- To start selecting resources to search, select search type **Categories/Subjects** then your area. You can search up to ten resources simultaneously.
- Use the check box to select resources.
- Enter your search terms into the box provided using either the simple or advanced search and hit GO.
- While your search is carried out, a screen showing the number of results being retrieved is displayed. Once the search has finished, the results will automatically be displayed.

The screenshot shows the 'Subject search' interface. On the left, there is a 'Select Search Type:' dropdown menu with 'Categories/subjects' selected. Below it is a 'Category/subject:' dropdown menu with 'Arts and Humanit' selected. Further down is a 'Sub Categories:' list with 'English' selected. The main search area has a search box containing 'gothic literature' and a 'GO' button. Below the search box, it says 'Category/subject: Arts and Humanities—English contains 11 databases'. A table lists databases with checkboxes and action icons. Annotations with arrows point to the 'Select Search Type:' dropdown and the checkboxes in the table.

Database Name	Type	Actions
<input checked="" type="checkbox"/> British Humanities Index (BHI)	Index	(i) (+)
<input type="checkbox"/> Early English Books Online (EEBO)	eBook	(i) (+)
<input type="checkbox"/> Eighteenth Century Online (Gale)	eBook	(i) (+)
<input checked="" type="checkbox"/> JSTOR Arts & Sciences Complement Collection	Online journal	(i) (+)

4. Search Results

When you search only a small number of the initial results are displayed. To retrieve more results, click on the **combine more** button towards the top of the screen.

The results screen displays a list of your results, if you want to see more detailed information choose **Search Results in Detail** or **Full View**.

Sorting Results

Results can be sorted by Rank, Title, Author, Year and Database. To change the sort option click on the drop-down menu in the right hand corner of the results screen.

Results can also be sorted by Topics, Dates, Authors and Journal Title. To change to these sort options click on one of the Topics or Dates in the grey box to the right of the results screen. To return back to the original list click on **All retrieved records**.


The screenshot shows a search results page for "Gothic literature" with 176 hits. The results are displayed in a table with columns for No., Rank, and Author. The first five results are:

No.	Rank	Author
1		Fincher, M
2		Dollard, P
3		Pierre, J
4		Webb, K
5		Aubrey S. Garlington, Jr.




Callouts in the image explain the following features:

- Use the **Brief and Full Record view** for more information about a particular result.
- Use **combine more** to see more results.
- Results can be sorted by rank, title, author, year and database.
- Results can also be sorted by Topics, Dates, Authors and Journal Title.
- Use the **Find it icon** (Find it US logo) to see if the full text is available.

Finding the Full Text

You can see if the full text of an article is available by clicking on the  logo. If the full text is not available you may want to check other Libraries from the further options or order an Inter Library request if it is not held locally.

Saving and Emailing Results

You can email or save an individual record within the full record view by clicking on the  icon or the  icon. To save or email several records at once click on the  icon next to each record you want and go to the **My Favourites** tab.

Printing Results

To print results from both QuickSearch and SubjectSearch you need to use the print function on your browser. This will usually be selecting File, then Print.

8. Further Help

You can get more help with using the Electronic Library from the Enquiries Desk on the ground floor, or by using our enquiry form:

<http://www.sussex.ac.uk/library/help/query.shtml>

