



MELBOURNE CRICKET CLUB

## Performing an Advanced Search in the MCC Library Catalogue

### Summary

Anyone who can access the library's Home screen can search the library's catalogue; however additional options such as saving searches, booking items ahead of a visit to the library or submitting book reviews are only available to registered users who are logged in.

There are several types of searches that can be used, in the Search interface, to retrieve a resource or a list of titles held in the library's catalogue. The *Advanced* search option provides users with selection criteria to tailor a search to ensure a narrowed set of results are returned.

The *Advanced Search* option, if it is not set by default, can be selected from the drop down list of Search Types.

1. Click on the down arrow at the end of the *Search Type* field and select **Advanced search**.

The screenshot shows the Melbourne Cricket Club Library website in a Windows Internet Explorer browser. The page features the MCC logo and the National Sports Museum MCG logo. The search interface includes a search bar with the text "Enter your search here ..." and a dropdown menu for search types. The dropdown menu is open, showing options: Basic search, Basic search, **Advanced search**, Federated search, Authors, Corporate authors, Lists, Series, Subjects, and Titles. The "Advanced search" option is highlighted in blue. Below the search bar, there is a "Welcome to the MCC Library Catalogue" section with a list of services: Register to pre-book items, Receive notification, Rate and review books, and Keep up to date. There is also a "Celebrating Cricket World Cup history" section with a collage of cricket-related images and a "LIBRARY NEWS" section with text about the library's opening for the World Cup match.



THE PEOPLE'S GROUND



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2. Choose the applicable *Search (Match) Operator* from the drop down list. They are:
  - Find all words
  - Best match
  - Find any of the words
  - Find the phrase
  - Find exact match
  
3. Options which can be used will display. Use as many of the options as required to ensure the titles returned match your requirements.

The options include:

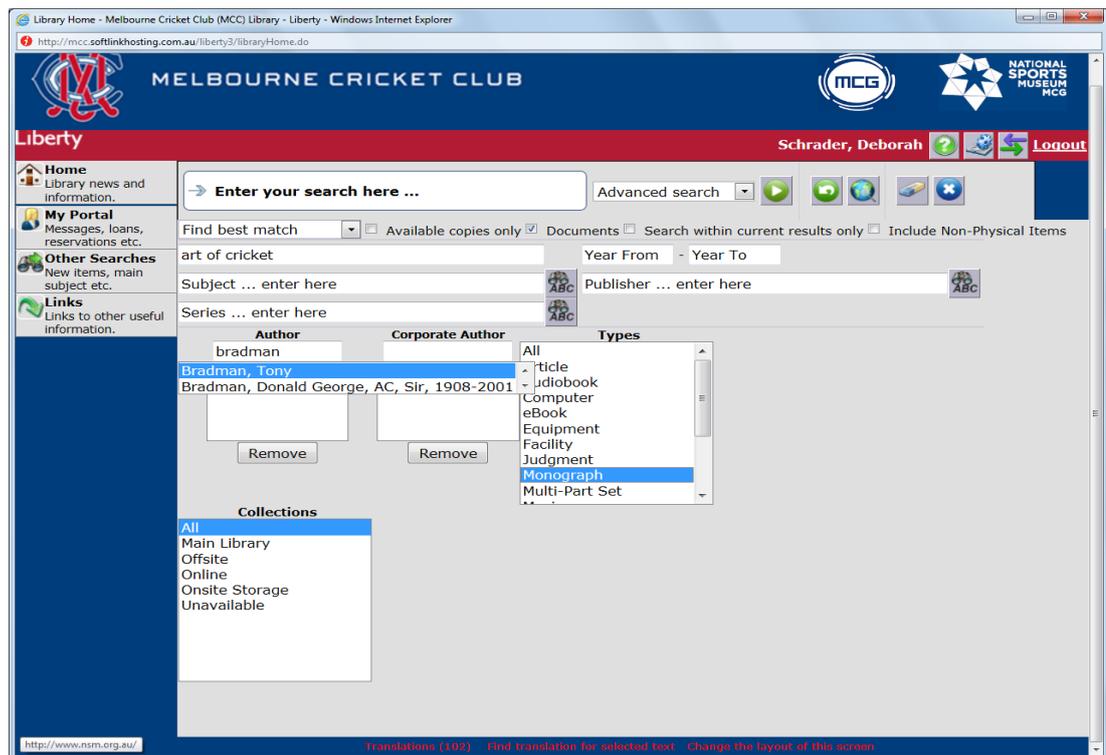
- Title
  - Author (Enter in format of *last name, first name* for best results)
  - Corporate author
  - Publisher
  - Subject
  - Series
  - Year From and To (publication date range)
  - Types (book, video, etc.)
  - Collections (Main Library = on the shelf. Otherwise, request item from staff)
  - Available copies only
  - Documents (search the content of electronic documents such as PDFs)
  - Include Non-Physical Items (e.g. websites)
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4. The subject, series and publisher fields can be searched. Click on the ABC icon  next to the field to bring up lists that match the text you have entered.





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### 5. Sample Advanced Search



6. Click the Go icon (the Enter key on the keyboard can also be clicked) to instigate the search.
7. The search term will be highlighted in the record. It may appear in the title or elsewhere. Not all fields in the record are displayed, so, if the term cannot be seen, it will be in a field that is not publicly displayed.
8. The *Result* list includes information such as the type of resource, title, and classification. For logged in users, there are also options to rate or review the item, or to book it.





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The screenshot shows a web browser window displaying the Melbourne Cricket Club library search results. The search term is "bradman, donald george, ac, sir, 1908-2001". The results are sorted by Relevance and show 21-40 of 200 items. The first result is "Australian Legends : Sir Donald Bradman / Australia Post" with a Reader Rating of 0 Reviews. Below this, there is a table of holdings:

Branch	Collection	Classification	Copies	Status
Bradman	Onsite Storage	915.2 BRADM	1 Copy	Available
Bradman	by A.G.Moyes; with a foreword by Arthur E.R.Gilligan (1948)	915.2 BRADM		Available
Bradman	Invitation : Sir Donald Bradman / [Weldon-Hardie Group] (1987)	915.2 BRADM		Available
Bradman	Sir Donald Bradman, cricketing legend 1908-2001 : 2002 commemorative calendar (2001)	915.2 BRADM		Available

9. Non-logged in users can print the result list by clicking the Print icon



Logged in users can print extra details.

10. Results can be also be shared on social networking site, for example Facebook or Twitter, by clicking on the Share icon



**TIP:** A Search Type of *Advanced* can be set, in the *Details* option under *My Portal*, by logged in users. Once the user has **Saved** the change, the default search will be *Advanced*.

