WELCOME TO OUR: "HOW TO" SERIES

1ST EDITION

HOW TO

use CPUT Libraries SEARCH

Cape Peninsula University of Technology Libraries
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SEARCH DEFINITION

SEARCH is a discovery tool to find all Information Resources from CPUT Libraries’ catalogue, subscription databases, and other digital collections.
FINDING SEARCH

To find SEARCH:

1 open an internet browser

2 type www.cput.ac.za/lib in the address box

3 then press enter on the keyboard.

The search box on the Libraries website homepage is the SEARCH discovery tool.
HOW TO USE SEARCH

Type the relevant search term in the search box, then click the magnifying glass icon.

The results of the search Sign-In(1), search term(2) used, scope(3), number of results(4), results tweaks(5), brief records(6).

Sign-In with CPUT logins to get full set of results and view full-text online resources.
CHANGING RESULTS

To include more or exclude some results use the following facets on the results page:

- Scope
- Filters

A. CHANGE RESULTS USING SCOPE

Scope enables you to search by your preferred collection:

Everything we have (our catalogue) – searches only resources purchased or subscribed to by the library.

Everything available – searches resources in all collections.

Everything full-text online – searches Only resources available online in full-text.
SEARCH has been setup to first search the Everything we have (our catalogue) Scope.

The current scope can be changed by clicking on the drop down menu, (black-arrow) next to the current Scope, and clicking on your preferred scope.
B. CHANGE RESULTS USING TWEAK YOUR RESULTS

SEARCH results can be changed by using the following Tweak your results.

Sort by

SEARCH sorts results by the most relevant. The results can also be sorted by:

1. Date-newest
2. Date-oldest
3. Author
4. Title

The 'Sort by' option can be changed by clicking on the drop down menu next to the current option and selecting the preferred option.
Filters

Results can be changed by using the Filter facets, as shown below. Applying filters will find information that matches your needs.

To use the Filter facets, first click on the drop-down menu next to the filter, for instance Library, in the example below. Next, click on the preferred option, then click on APPLY FILTERS, as per the example below.
SEARCH BRIEF RECORD

SEARCH results show brief records of resources matching the search terms, and filters if applied.

The brief record consists of:

1 bibliographic information
2 'send to' buttons
3 availability

The bibliographic information includes:

1 type of resource
2 title
3 author
4 publication details
5 availability
The brief bibliographic information differs according to the type of resource and availability.

Below are examples of brief bibliographic record information:

a. Electronic Article

\[\begin{verbatim}
ARTICLE / multiple sources exist. see all
Social Media
Spencer, Christine
Nursing in Critical Care, November 2014, Vol.19(6), pp.323-323
-peer reviewed
Available Online
\end{verbatim}\]

b. Physical Book

\[\begin{verbatim}
BOOK
Strategic social media : from marketing to social change
Mahoney, L. Meghan, author.; Tang, Tang (Writer on social media), author.; Dawsonera.; 2017
Available Online
\end{verbatim}\]

More bibliographic and availability details about the resources can be found by clicking on the title or availability links on the brief records.
SEARCH FULL RECORD

Clicking on the title or availability links on the brief records will show the Full Record view of the specific resource.

The Full Record View will include:

1 brief record
2 more availability information
3 more bibliographic information details
ACCESS RESOURCES

The availability information on the Full Record View shows where a resource can be accessed.

Available resources can be accessed either full-text online or physically on library shelves.

a. Online full-text

Online full-text resources can be accessed by clicking on the database link on the full record view. The Available from below the link indicates the start and end access period of the resource.

View Online

Full text availability

Wiley Online Library Database Model 2018
After clicking the database link, SEARCH will open the resource if the single **Sign-In option** on the results page was used.

If the single Sign-In was not used, the **CPUT login page** will appear to request authentication to access the Database.
a. Physical resources on library shelves

The full record view of resources available physically on the library shelves includes:

1. campus branch library name
2. shelves location
3. resource shelf location number
4. number of copies available
5. status of each copy of the resource

The shelf location number is also known as the Dewey Decimal Classification (DDC) number. DDC is a numeric system used by most libraries to organise their information resources (books, journals, etc.) to subject, so that they are easy to find.
Dewey number is usually located on the spine of a book.

For instance, the number '005.72 YOU' indicates the shelf location of the book in the Library.
THANK YOU

FOR CHOOSING CPUT LIBRARIES TO ASSIST YOU