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Cambridge Books Online- Searching Tips

This document will provide the basic information on how to go about the search using the Quick and Advanced Search feature of *Cambridge Books Online.*

QUICK SEARCH

Found in the uppermost part of the pages in the entire site, this feature allows the user to input keywords in the field and system searches the Book and Chapter metadata, snippets of the book, article metadata and article content. Users may search using a single word, group of words or exact terms.

Example:

Using a Single Term:

- Type **'women'** in the quick search field.

- Click **Search** button or press the **Enter** key to execute search.

- System will search book and article content matching the inputted search term and displays the corresponding title in the search result.

Using Group of Words:

- Type **'institute of technology'** in the quick search field.

- Click **Search** button or press the **Enter** key to execute search.

- System will search the book's contents matching the inputted search terms **'institute'** and **'technology'** and displays the corresponding title in the search result.

Searching for exact terms:

- Type **"institute of technology"** in the quick search field.

- Note: System will search for the exact inputted terms when the search term is enclosed in quotation marks.

- Click **Search** button or press the **Enter** key to execute search.

- System will search book and article content matching the inputted search term **'institute of technology'** and displays the corresponding title in the search result.

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ADVANCED SEARCH

The Advanced Search allows the users to construct a query and simplify their searches. Users have the option to refine their search to include/exclude search results from *Cambridge Books Online, Cambridge Library Collection* and *Cambridge Journals Online*. The system has provided a group of criteria and operators in which the users may select or combine in order for them to have more accurate search results.

CRITERIA	
Anything	Search for titles that include the inputted search term in all the below criteria.
Author/ Editor/ Contributor	Search for titles having an author name that matches the inputted search term.
Title/ Volume	Search for titles having Title and Volume that matches the inputted search term.
Subject	Prompts system to search for titles associated with the inputted subject.
Publication Date	Search for titles published within the specified Publication Date.
ISBN	Search for a title that matches the inputted 13-digit ISBN of either the print copy or online version of the book.
Series Name	Search for titles that are included in the inputted series.
Digital Object Identifier (DOI)	Search for titles / contents that matches the inputted DOI .
Keywords	Prompts the system to search for titles associated with the inputted keywords.
Author Affiliation	Search for titles based on the author affiliation.

QUALIFIERS	
Contains	Includes the inputted term in searching the selected criteria.
Does not contain	Excludes the inputted term in searching the selected criteria.
Is exactly	Specifically search the selected criteria by the inputted search term.
Is between	Allows users to search titles having ISBN's or Publication Dates included in a given range.
Is from	Allows users to search titles by the indicated start of values or date to search.

OPERATORS	
And	Used to add other criteria to search
Or	Used to search either of the selected criteria

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Advanced search example:

Search in ALL criteria:

- Select **Anything** in the criteria drop-down.
- Select **Contains** in the qualifiers drop-down.
- Type **'women'** in the search text field.
- Click **Search** button or press the **Enter** key to execute search.
- System will display the titles that have **'women'** in all the criteria.

Search in a single criteria:

- Select **Title** in the criteria drop-down.
- Select **Contains** in the qualifiers drop-down.
- Type **'ancient'** in the search text field.
- Click **Search** button or press the **Enter** key to execute search.
- System will display the titles that have **'ancient'** in its title.

Search excluding the inputted search term:

- Select **Series Name** in the criteria drop-down.
- Select **Does not contain** in the qualifiers drop-down.
- Type **'Cambridge'** in the search text field.
- Click **Search** button or press the **Enter** key to execute search.
- System will display the titles under the series that does not have the term **'Cambridge'** in the series name.

Search titles by specific terms:

- Select **Author** in the criteria drop-down.
- Select **Is exactly** in the qualifiers drop-down.
- Type **'John Haines'** in the search text field.
- Click **Search** button or press the **Enter** key to execute search.
- System will display the titles authored by **'John Haines.'**

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Search titles by range of values:

- Select **'ISBN'** in the criteria drop-down.

- System will display other qualifiers 'Is between' and 'Is from.'

- Select **Is between** in the qualifiers drop-down.

- Fields to input the values of the range will appear.

- Input **9780511481819** in the first text field and **9780511481850** in the second text field.

- Click **Search** button or press the **Enter** key to execute search.

- System will display the titles having ISBN that fall within the given range of ISBN's.

Search by several criteria:

- Select **Title** in the criteria drop-down.

- Select **Contains** in the qualifiers drop-down.

- Input **'ancient'** in the search text field.

- Select **AND** in the operators drop-down. Select **Title** in the criteria drop-down.

- Select **Contains** in the qualifiers drop-down.

- Input **'anger'** in the search text field.

- Click **Search** button or press the **Enter** key to execute search.

- System will display the titles containing both **'ancient'** and **'anger'** in the title.

- Select **Title** in the criteria drop-down.

- Select **Contains** in the qualifiers drop-down.

- Input **'centuries'** in the search text field.

- Select **OR** in the operators drop-down.

- Select **Title** in the criteria drop-down.

- Select **Contains** in the qualifiers drop-down.

- Input **'century'** in the search text field.

- Click **Search** button or press the **Enter** key to execute search.

- System will display the titles that have either **'centuries'** or **'century'** in the title.

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Search titles by Start and End Date of publications:

Print Publication Year

- Select **Print Publication Year** in the criteria drop-down

- System will display other qualifiers '**Is between'** and '**Is from.**'

- Select **Is from** in the qualifiers drop-down.

- Fields to input the values of the range will appear.

- Click on the blank field.

- Enter **From** and **To dates** (e.g. **1990** to **2010**)

- Click **Search** button or press the **Enter** key to execute search.

- System will display the titles published from the inputted Start Date and End Date of Print Publication.

Online Publication Date

- Select **Online Publication Date** in the criteria drop-down

- System will display other qualifiers "**Is between** and "**Is from.**"

- Select **Is from** in the qualifiers drop-down.

- Fields to input the values of the range will appear.

- Click on the blank field.

- Enter **From** and **To dates** (e.g. **yyyyMMdd** to **yyMMdd**)

- Click **Search** button or press the **Enter** key to execute search.

- System will display the titles published from the inputted Start Date and End Date of Online Publication.

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Faceted Search

The **Faceted Search** feature means that users will see search results from both *Cambridge Books Online* and *Cambridge Journals Online* when they do a basic search from the homepage. All of these results will then be shown on a single page. Users may then narrow their results by various **'facets'** namely:

- **Content Type** (Book Chapters or Journals Articles)

- **Subject**

- **Series** (books only)

- **Author**

- **Year**

- **Top Books & Top Journals** (i.e. books and journals with the greatest number of results for the search term)

Example

- Users can select **facets** one at a time by clicking on the chosen item (e.g. '**History'**)

- Users can also apply multiple facets (e.g. **subject: History and content type: Book Chapters**) by clicking the checkboxes next to the facets and clicking **'Submit.'**

- *Cambridge Books Online* users who perform a books search result will then be taken to the book/chapter landing page in CBO as usual.

- *Cambridge Books Online* users searching for Journals content will be taken to the appropriate page on *Cambridge Journals Online*.

- Each platform whether *Cambridge Books Online* or *Cambridge Journals Online* can only show users access rights related to its own content (ie. a user of *Cambridge Books Online* will see a **'P'** icon beside titles they have access to but would need to visit *Cambridge Journals Online* to see what titles they do or don't have access to).

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Search within a Book:

This will allow users to limit their search within the book's contents. Returned results will be specific to the book or part of the book (chapters, references, indexes) where the inputted search term has matched any content of the book.

Note: Procedure below assumes that the user has performed a quick search using the term 'prose' and is viewing the search results. Search results display several titles containing the term 'prose.'

- Click on a title (e.g. *Knowledge and Indifference in English Romantic Prose*) to view the Book Landing page.
- From the Book Landing page, input 'Wordsworth' in the Quick Search field.
- Tick the 'Search within this book' **checkbox**.
- Click **Search** button or press the **Enter** key to execute search.
- System will search the chapter metadata and chapter snippets and displays the part of the book (e.g. chapters, references, indexes) containing the term **'Wordsworth.'**

Book reviews within a title search:

This will allow users to read a review of a title that they have searched for by any method of searching options highlighted above.

- Use the 'Quick' or 'Advanced' searching options to view the preferred title(s).
- Example, enter the title **'Weak Chaos and Quasi-regular Patterns'** into the search box on the homepage and press the search box to execute.
- On the 'Show search results page,' Click on the title **'Weak Chaos and Quasi-regular Patterns.'**
- The user will then see the tabs underneath called 'Book Description' and 'Table of Contents.'
- Select 'Book Description.'
- System will display all book review entries for this title.

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Reference linking options within a title search:

This will allow users to use all of the reference linking features where available, once they have performed a search using any of the methods highlighted above.

- Use the 'Quick' or 'Advanced' searching options to view the preferred title(s).

- Example, enter the word **'cyberbullying'** into the search box on the homepage and press the search button to execute.

- The 'Show Search results page' brings up a title called **'Confronting Cyber-Bullying.'**

- Click on title **'Confronting Cyber-Bullying.'**

- The user will then see 3 tabs underneath called 'Book Description', 'Table of Contents' and 'References.'

- Select 'References.'

- The user will have a list of options to choose from each available reference that has been listed.

- Options available to the user here are:
  - Open URL
  - Google Scholar
  - Google Books