

# How Do I Conduct an Advanced Search

These instructions will teach you how to use the Advanced Search option in order to narrow down search results to more efficiently find the materials you need.

1. Visit our online catalog at <http://custer.blackhills.bywatersolutions.com/>. Log into your account with your 4-digit library card number in the “Barcode” field (preceded by HP for Hermosa patrons) and your last name in lowercase letters in the “Password” Field.

The screenshot shows the Custer County Library website. At the top left is the logo for Custer County Library. Below it are navigation buttons for eBooks, SD Share-It, Online Resources, Calendar, Facebook, and Foundation. A search bar is present with a dropdown menu set to 'Library catalog' and a 'Go' button. Below the search bar are links for ADVANCED SEARCH, RECENT COMMENTS, TAG CLOUD, PURCHASE SUGGESTIONS, and HOME. The main content area features a 'Home' section with library contact information and hours, a 'Library News' section with a welcome message and a list of features, and a 'Log in to your account' section. The login section includes fields for Barcode (with '9999' entered) and Password (with '\*\*\*\*\*' entered), and a 'Log in' button. A red circle highlights the login section. Below the login fields, there is a note: 'First time online? Use your library card number and your last name (all lowercase letters) as your password. Hermosa patrons will need to precede their 4-digit library card number with HP'.

2. Click on the “Advanced Search option below the search field.

This screenshot shows the same website as the previous one, but with the 'ADVANCED SEARCH' link in the navigation bar circled in red. The search bar and other elements are the same as in the previous screenshot.

3. Enter your search terms in the search fields. The search field defaults to a keyword search, but you can change to other options in the drop down menu, such as title, subject, author, series, etc... These are handy to narrow down the search if you already know what you are looking for. For example, if you wanted to see everything in the library that related to Mark Twain at all, you could leave “Keyword” in the field. If you wanted to find books about Mark Twain, you would change the dropdown menu to “subject.” If you wanted to find books written by Mark Twain, you could change the dropdown menu to “author.”

Search for:

Keyword Mark Twain

and Keyword

and Keyword

Search

4. Use the “Item Type” tab to narrow down the type of material you are interested in. For Example, if you are only interested in books, check “Books.” *Note: If you are interested in materials in the Custer Library, please only use Item Types of “Audiobook,” “Book,” “Circulating Reference,” “Large Print,” “Music CD,” and “Videos.” The others are used by various libraries in the Consortium.*

Item type Shelving location Collection

Limit to any of the following:

<input type="checkbox"/> Audiobook	<input type="checkbox"/> Bag Collection - Kit	<input type="checkbox"/> Board Game	<input checked="" type="checkbox"/> Book
<input type="checkbox"/> Books to Go	<input type="checkbox"/> Circulating Reference	<input type="checkbox"/> Community Mentor	<input type="checkbox"/> Device
<input type="checkbox"/> Equipment	<input type="checkbox"/> Great Courses	<input type="checkbox"/> Image	<input type="checkbox"/> Large Print
<input type="checkbox"/> Literacy Council	<input type="checkbox"/> Lucky Day	<input type="checkbox"/> Maps	<input type="checkbox"/> Microfilm
<input type="checkbox"/> Music CD	<input type="checkbox"/> Musical Instrument	<input type="checkbox"/> New Audiobook	<input type="checkbox"/> New Video
<input type="checkbox"/> Other	<input type="checkbox"/> Periodical	<input type="checkbox"/> Reference	<input type="checkbox"/> South Dakota Books
<input type="checkbox"/> Video	<input type="checkbox"/> Video Game	<input type="checkbox"/> Videorecording	

5. Use the “Shelving Location” tab to limit your results by location. For example, if you are only interested in “Adult” and “Young Adult” materials, check those boxes.

Item type Shelving location Collection

Limit to any of the following:

<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Audio Books	<input type="checkbox"/> Children	<input type="checkbox"/> Equipment
<input type="checkbox"/> Holiday	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Large Print	<input type="checkbox"/> Music
<input type="checkbox"/> Reference	<input type="checkbox"/> See Librarian	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Video
<input checked="" type="checkbox"/> Young Adult			

6. Use the “Collection” tab to limit the results by type. For example, if you are only interested in “Non-Fiction” materials, check that box.

Item type   Shelving location   **Collection**

Limit to any of the following:

<input type="checkbox"/> Equipment	<input type="checkbox"/> Fiction	<input type="checkbox"/> Holiday	<input type="checkbox"/> Large Print
<input type="checkbox"/> Locked Cabinet	<input type="checkbox"/> Music	<input checked="" type="checkbox"/> Non-Fiction	<input type="checkbox"/> Oversize
<input type="checkbox"/> Reference	<input type="checkbox"/> Transportation	<input type="checkbox"/> Video	

7. You can use the next section to further limit your options. In this example, I am choosing to look only at the Custer and Hermosa libraries, I am only interested in items currently available (checked box), and I have asked for them to be sorted by copyright date -- newest to oldest. Once you have made all of your choices, click on the green “Search” button.

Publication date range   Language   Location and availability:   Sorting:

Date range:

Language:

Library:

Sort by:

OR

Groups of libraries:

Only items currently available for loan or reference

Audience:

Content:

Format:

Additional content types for books/printed materials:

8. Let’s look at other ways to narrow results. Let’s pretend I need two book sources for a paper on “Martin Luther,” so I entered his name as a Keyword search and did not provide other limiting factors, such as item type, shelving location or collection. My search reveals 22 results. I notice right away that some of the results are for Martin Luther King Jr., the civil rights leader, not Martin Luther, the reformer. There’s a simple way to use Advanced Search to narrow down the results.

Your search returned 22 results. 

1 2 Next »

[Return to the last advanced search](#)

[Unhighlight](#)

[Select all](#) [Clear all](#) | **Select titles to:**

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**Martin Luther**  
by Stepanek, Sally.  
Material type:  Book; Format: print ; Literary form: Not fiction  
Publisher: Chelsea House 1986  
Availability: **Items available for loan:** Custer [Call number: J 921 LUT] (1).  
★★★★★  
[Place hold](#) [Save to Lists](#) [Add to cart](#)

**Let the Trumpet Sound; the life of Martin Luther King, Jr.**  
by Oates, Stephen B.  
Material type:  Book; Format: print ; Literary form: Not fiction  
Publisher: Harper and Row c1982  
Availability: **Items available for loan:** Custer [Call number: 921 KING] (1).  
★★★★★  
[Place hold](#) [Save to Lists](#) [Add to cart](#)

**Martin Luther King; the Peaceful Warrior**  
by Clayton, Ed.  
Material type:  Book; Format: print ; Literary form: Not fiction  
Publisher: Prentice-Hall 1968  
Availability: **Items available for loan:** Custer [Call number: J 921 KIN] (1).

9. Go to the Advanced Search and enter “Martin Luther” once again. Use the second search field to choose “not,” then enter “King Jr.” and conduct the search. Now, the search has narrowed to 6 results because results that contain “King Jr.” have been filtered out.

Search for:

Keyword

Your search returned 6 results. 

[Return to the last advanced search](#)

[Unhighlight](#)

10. Here's a few other tips about using the Advanced Search:

- a. Use *and* in a search when you want to narrow your results to those that have both words/phrases in them. For example, "photo" *and* "journalism."
- b. Use *or* in a search when you want to broaden your results to contain any of your search terms. For example, enter "cloning" *or* "reproduction"
- c. Use *not* in a search when you want to narrow your search as in the example above with Martin Luther *not* King Jr.

11. You can use the facets on the left to narrow your search further. For example, you can click on "Book" under "Item Types" to get rid of "Video" results.

The image shows a sidebar titled "Refine your search" with several categories of filters. The "Item types" category is highlighted with a red circle around the "Book" link.

**Refine your search**

**Availability**  
[Limit to currently available items.](#)

**Authors**  
[Allen, Tim.](#)  
[Cox, Claire.](#)  
[Firth, Jonathan.](#)  
[Ganz, Bruno.](#)  
[Stepanek, Sally](#)  
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**Holding libraries**  
[Custer](#)  
[Grace Balloch Memorial Library](#)  
[Hearst Library](#)  
[Keystone Town Library](#)  
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**Item types**  
[Book](#)  
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**Locations**  
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