This guide aims to assist library patrons with their research.

Included in this guide:
- Basic tips on how to construct a search query for better results.
- How to navigate and access information both on campus and via remote access.

Guide to SuperSearch
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What is SuperSearch?

SuperSearch is the library’s new search tool that provides a central location to find resources quickly and easily including:

- Books
- Journal articles
- Online resources
- DVDs and much more

SuperSearch will not search across all resources including:

- Joanna Briggs Institute content
- Berg Fashion Library content

For best results login to SuperSearch before you start searching. This will enable you to:

- Check and renew your loans
- Place a hold on items on loan
- Use the e-shelf to save items from your search results
- Use more of the functions that are available

Basic search tips

1. Using Boolean Operators (must be entered in uppercase)

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Using AND</strong></td>
<td>The AND operator finds documents where both terms exist anywhere in the text. This will narrow your search results.</td>
<td>Management accounting <strong>AND</strong> Hart.</td>
</tr>
<tr>
<td><strong>Using OR</strong></td>
<td>Use OR between terms to search for either term. This will broaden your search.</td>
<td>Finance <strong>OR</strong> Accounting.</td>
</tr>
<tr>
<td><strong>Using NOT</strong></td>
<td>Use NOT to exclude terms from your search.</td>
<td>Tertiary <strong>NOT</strong> Vocational</td>
</tr>
</tbody>
</table>

2. Using a Phrase Search

Use double quotation marks (“ “) around phrases. When you surround your search terms with quotation marks, you are telling
the system that the words must appear as an exact phrase. You get fewer results with **phrase searching** because all the results contain the exact phrase.

*Example*

“vocational education”
“kidney failure”
“climate change”

**Note:** Do not put quotation marks around single word.

### 3. Using Wildcard Characters

- **Asterisk **.*
  
  Use **Asterisk **.* symbol to perform a multiple characters search or find variations in word endings.

  *Example*

  Creat* = create, creation, creating
  Cell* = cellular, cellulite, cellophane
  Practic* = practice, practicum, practical

- **Question mark ?.**

  Use a **Question mark ?** to replace a letter within a word or to replace a single character. It is used a substitute for a missing character in search term, usually when you are unsure of a spelling or when you want to find two forms of one word.

  *Example*

  M?n = man, men
  S?t = sat, set
  Organ?ation = organisation, organization

**Note:** You cannot use * or ? as the first character in any term in a search expression. The system ignores it if you do so. For example, the system treats the search terms ?aying and *aying as if you had searched aying.

### 4. Grouping Terms Within a Query

Parentheses can be used to group terms to form sub-queries, which can be very useful to control Boolean logic in a query.

*Example*

Shakespeare (tragedy OR sonnet)
(heat OR shock) AND protein
Getting started

From your Internet browser, type in the SuperSearch navigation link as shown below:

http://primoapac01.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=TAFE_CYOC

You can access this link on any computer with Internet access. If you are on the CYOCI Northam campus you have free access in the library. This link is also accessible from the Library Homepage.

Why Sign In

It is a good idea to always Sign In to SuperSearch before you start searching. This will enable you to do the following.

- Set preferences for your current and future sessions
- Add items you found and queries you submitted permanently to your basket
- Set alerts for your queries
- Access external licensed resources
- Use library services

Login Details

Students – use your student ID and password to sign in
Staff – use your IMS username and password to sign in

Before searching it is useful to login
To do this “CLICK” on “Sign In”
This is the Login page.

For Students:
- Type in your student id no. with the prefix 10.
- Type in your date of birth (dd/mm/year) e.g., 12101980. This will serve as your password.
- Then click on Login.

For Staff:
- Use your IMS username and password to sign in. Staff can get their Login details from the CMIS department.

Your name will appear in the top right corner of the screen after login.
How to search

Before you start exploring the SuperSearch it is good to know the 3 search options available as shown below.

Searching is very easy via SuperSearch. Just type a title, author or keywords that you are looking for and click the “Search” button. The quickest way to find most items is by typing the “keywords” or “title keywords.” See sample below:
Once you are familiar with the basic search, you may try using the advanced search. This will make your search more precise and enable you to get more specific results. To do this click on “Advanced Search.”
This is the “Advanced Search” feature.

You can use different fields. To do this use the dropdown menus in Advanced Search to specify a field for your search term. Advanced Search assumes AND as the Boolean Operator.

**Example**

In the sample below the different fields and limiters were used. Note that the search results give you the exact book you are looking for. In most cases it will narrow down your search results.
Some tips to remember in Advanced Search

1. Using different fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>is (exact)</td>
<td>The A to Z of special needs</td>
</tr>
<tr>
<td>Author/Creator</td>
<td>contains</td>
<td>Vize</td>
</tr>
<tr>
<td>Subject</td>
<td>contains</td>
<td>Learning disabilities</td>
</tr>
</tbody>
</table>

   **Note:** Use “is (exact)” if you know the item you are looking for.

2. Using Limiters

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication Date</td>
<td>Last 5 years</td>
</tr>
<tr>
<td>Material Type</td>
<td>Books</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
</tbody>
</table>

   **Note:** Make sure the Material Type that you are looking for is correct along with the other limiters, otherwise it will not return accurate results or narrow the results down.

Understanding your search results

The following items will be discussed in this section.

- Request Tab
- Locations Tab
- Details Tab
- View Online Tab
In this example you searched for a “Wound care” resource.

Let’s have a closer look on the first 2 resources on the screen. The first one is an online resource and the second is a book. Take note of the different Tabs on the screen.
Request Tab

The Request tab lists the different actions you can perform.

- Illustration to Hold an item
Locations Tab

The Locations tab list the locations that hold this item, and if you have logged into SuperSearch it will allow you to take actions (if desired) with this resource.

Sample of some actions applied

- E-mail
This is what the system will ask you to do when you choose the action “E-mail.”

Sample of system generated email

Hi,

I would like to borrow this book. My Library Barcode Number is 26001050000000. Thank you.

This message from the Library contains the details of the following item.

Please do not reply to this message.

ENG993 Arc welding 1 : basic arc welding information book : learning resource.

- **Subjects**: Electric welding
- **Publisher**: West Perth, W.A.: WestOne Services
- **Creation Date**: 2007
- **Format**: l. 194, [46 p. ill. ; 30 cm.]
- **Language**: English

**Availability and location:**
- Kimberly Broome Campus Class Set Collection
- Kimberly Broome Campus - Class Set Collection (671.5212 ENG)
- Kimberly Derby Campus Non Fiction Collection
- Kimberly Derby Campus - Non Fiction Collection (671.5212 ENG)
- Kimberly Kununurra Campus Non Fiction Collection
- Kimberly Kununurra Campus - Non Fiction Collection (671.5212 ENG)
- C Y O'Connor Northam Campus Non Fiction Collection
- C Y O'Connor Northam Campus - Non Fiction Collection (671.5212 ENG)
- Polytechnic Thornlie Book Polytechnic Thornlie - book (671.5212 ENG)
- Pilaria Holland Adult Library
- Pilaria Holland - Adult Library (671.5212 ENG)
- Pilaria Holland Class Set
- Pilaria Holland - Class Set (671.5212 ENG)

**Available:**
- SWIT Bunbury Campus Non Fiction Collection
- SWIT Bunbury Campus - Non-fiction collection (671.5212 ARC)

This email has been scanned by the Symantec Email Security.cloud service.
Sample illustration when you “Add item to e-shelf”

From the e-shelf tab you can perform the following operations:

- Click this button to add a note to an item.
- Click this button to delete the selected items.
- Click this button to email the selected items.
- Click this button to print the selected items.
- Click this button to cut the selected items & to place them into memory.
- Click this button to copy the selected items into memory.
- Click this button to paste the last items placed into memory into the current folder.
- Select an option (such as Push to EndNote) from the Save pull-down list and then click this button to save the selected items.
Details Tab

The Details tab displays the item’s full record, subject headings, and a permanent link to the record. Both the physical collection and online resources have a Details tab.

View Online Tab

The View Online tab displays items that are available online. If the item is subscription access only, or available through multiple sources, the SFX window will display. You need to click anywhere on the list to access the item.

You can click the “Open source in a new window” if you need a larger view of this window.
Refining your results

Use the facets on the left corner of the screen to refine and narrow your results.

Note: The refine options you have chosen are shown with your results. Click the X to remove them from your search.
My account

My account enables you to view the contents of your library card and perform library services, such as:

- renewing a book
- cancelling a request
- define personal settings
- checks blocks & messages

To access My Account, click the My Account link, which appears on the top right corner of each page of the SuperSearch screen.

Why Sign Out

You should sign out of SuperSearch so that your searches remain private and your personal settings and basket are not tampered with by others.

If you have further questions or queries you may call the Library Supervisor, Digna P. Verlinden on (08) 96226740 for assistance. Alternately, you can send an email to library@cyoc.wa.edu.au