



# Searching The Digital Collections: Cross-Collection Searching

## Definition

Cross-collection searching is a *catalog search*. When you use the cross-collection search forms, you *only* search *metadata* (descriptions) for the items in the digital collections, not the full content. This searches across all the collection formats.

## URLs

The Basic cross-collection search can be accessed from <http://www.lib.virginia.edu/digital/collections/>

The Advanced cross-collection search can be accessed from <http://www.lib.virginia.edu/digital/collections/advanced-search.html>

## Search Rules

Search on a SINGLE WORD –or– an EXACT PHRASE

Search is not case sensitive (capitalization does not matter) and quotation marks are not needed for phrases

Default search is RIGHT TRUNCATED

Searching on **hen** returns results including *hen, hens, Henry, Henrietta, etc.*

Turn off right truncation by typing a period at the end of your search term

Searching on **hen.** returns only results for *hen*

## Basic Search

Basic search allows you to enter a *single word* (aka *keyword*) or an *exact phrase* to quickly search the digital collections. This is a search with no limits.

The screenshot shows the University of Virginia Library website. At the top, there is a navigation bar with the text "UNIVERSITY of VIRGINIA LIBRARY" and a logo of a building. Below the navigation bar, there are two buttons: "Advanced Search" and "Help". The main content area is titled "Search the Catalog" in orange text. Below this title, there is a search input field. Underneath the input field, there is a label "Number of results on each page:" followed by a dropdown menu showing the number "25". At the bottom of the search box, there is a "submit" button.

## Advanced Search

Advanced search allows you to enter *multiple single words or exact phrases*, as well as offering the ability to limit a search. For more targeted full-text content searches, use the simple or advanced search forms for the specific format you are interested in.

Use the default *anywhere* to search across all categories. This is always the best place to start because not all categories exist for all items -- i.e., some may not have a known creator or location, or include descriptive notes or comments. Or you may use the drop-down box to select a specific category to search.

The screenshot shows the "Digital Collections" section of the University of Virginia Library website. At the top, there is a navigation bar with the text "Digital Collections" and a logo of a building. Below the navigation bar, there are four buttons: "UVa Library Home", "Digital Collections", "Texts", "Images", and "Finding Aids". The main content area is titled "All Collections" in blue text. Below this title, there is a section titled "Advanced Cross-Collection Catalog Search" in orange text. Below this title, there is a search input field. Underneath the input field, there is a label "in" followed by a dropdown menu showing the text "anywhere". Below this, there is a label "and" followed by a dropdown menu showing a downward arrow. Below this, there is another search input field. Underneath this second input field, there is a label "in" followed by a dropdown menu showing the text "anywhere". Below this, there is a label "on" followed by a dropdown menu showing a list of categories: "anywhere", "title", "creator", "date created or changed", "location", "subject", "subject (date)", "subject (place)", and "description". Below this list, there is a label "Limit By Collection" followed by a dropdown menu showing the text "All Collections". At the bottom of the search box, there is a "SEARCH" button.

You can limit your search using any of the following:

<b>Title:</b>	The title of the item, including alternate titles
<b>Creator:</b>	The name(s) of individuals or organizations that bear some important relationship to the item, i.e. painter, architect, museum
<b>Date created or changed:</b>	Dates associated with the creation of the item, i.e. the publication date of a book or the creation date of a sculpture. -You may enter four digit dates or a date string, i.e. 8 <sup>th</sup> century
<b>Location:</b>	A physical location associated with the item, i.e. the place of publication of a book, the location of a building, the museum housing a painting
<b>Subject:</b>	Topic of the item, or significant associations with people, events, or other contextual information
<b>Subject (Date):</b>	Dates represented by the item, i.e. a painting depicting an 8 <sup>th</sup> century event or a book about 18 <sup>th</sup> century history. -You may enter four digit dates or a date string, i.e. 8th century
<b>Subject (Place):</b>	A physical location represented by the item, i.e. the representation of Athens in a painting, or a book about Virginia
<b>Description:</b>	Descriptive text, notes, remarks, or comments

You can choose how many items you see at a time in your search results – 25, 50, or 100.

You can limit your search to a single format (images, texts, finding aids, etc.), or to a specific sub-collection (American Poetry, Westward Exploration, etc.). Use the default *all collections* to search everything.

It is not necessary use to all the boxes.

The screenshot shows the 'Digital Collections' search interface. At the top, there are navigation tabs: 'UVA Library Home', 'Digital Collections', 'Texts', 'Images', and 'Finding Aids'. The main heading is 'All Collections'. Below it is the 'Advanced Cross-Collection Catalog Search' section. This section contains three search input boxes, each with a dropdown menu set to 'in anywhere' and an 'and' dropdown. Below the search boxes is a 'Number of results on each page' dropdown set to '25'. A 'Limit By Collection' dropdown menu is open, showing a list of collections including 'All Collections', 'African-American Poetry', 'American Poetry', 'Architecture of Jefferson Country', 'Archivision Photo Library', 'Early American Fiction', 'University of Virginia English Poetry', 'PO Box 13010 English Verse Drama', 'Charles Lewis and Clark', 'Smithsonian Catlin Indian Paintings', 'UCLA Fowler Museum', 'Westward Exploration', 'Images Only', 'Finding Aids Only', and 'Texts Only'.