



# Searching The Digital Collections: An Overview

## 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.

## Advanced Search

Advanced search allows you to enter *multiple single words* or *exact phrases*, as well as offering the ability to limit a search by scope, date, or collection.

## Cross-Collection Catalog Searching:

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.

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>

## Text Searching

The text collection includes literary, historical, and critical works that may be read online. Using the text search forms allows you to search the *transcribed contents* of the texts, as well as *metadata* describing them.

The Basic Text Search can be accessed from <http://lib.virginia.edu/digital/collections/text/>

The Advanced Text Search can be accessed from <http://lib.virginia.edu/digital/collections/text/advanced-search.html>

## Image Searching

The image collections integrate library images, licensed images, and images from faculty projects. Using the image search forms allows you to search the detailed *metadata* describing what the images depict.

The Basic Image Search can be accessed from <http://lib.virginia.edu/digital/collections/image/>

The Advanced Image Search can be accessed from <http://lib.virginia.edu/digital/collections/image/advanced-search.html>

## Finding Aid Searching

Finding aids are annotated inventories of rare and archival primary source materials: manuscripts, papers, pictures, etc. Using the finding aid search forms allows you to search the *full text contents* of the finding aids, as well as *metadata* describing them.

The Basic Finding Aid Search can be accessed from <http://lib.virginia.edu/digital/collections/findingaid/>

The Advanced Finding Aid Search can be accessed from <http://lib.virginia.edu/digital/collections/findingaid/advanced-search.html>