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# Guide to Searching in Katalog PLUS

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## Getting started

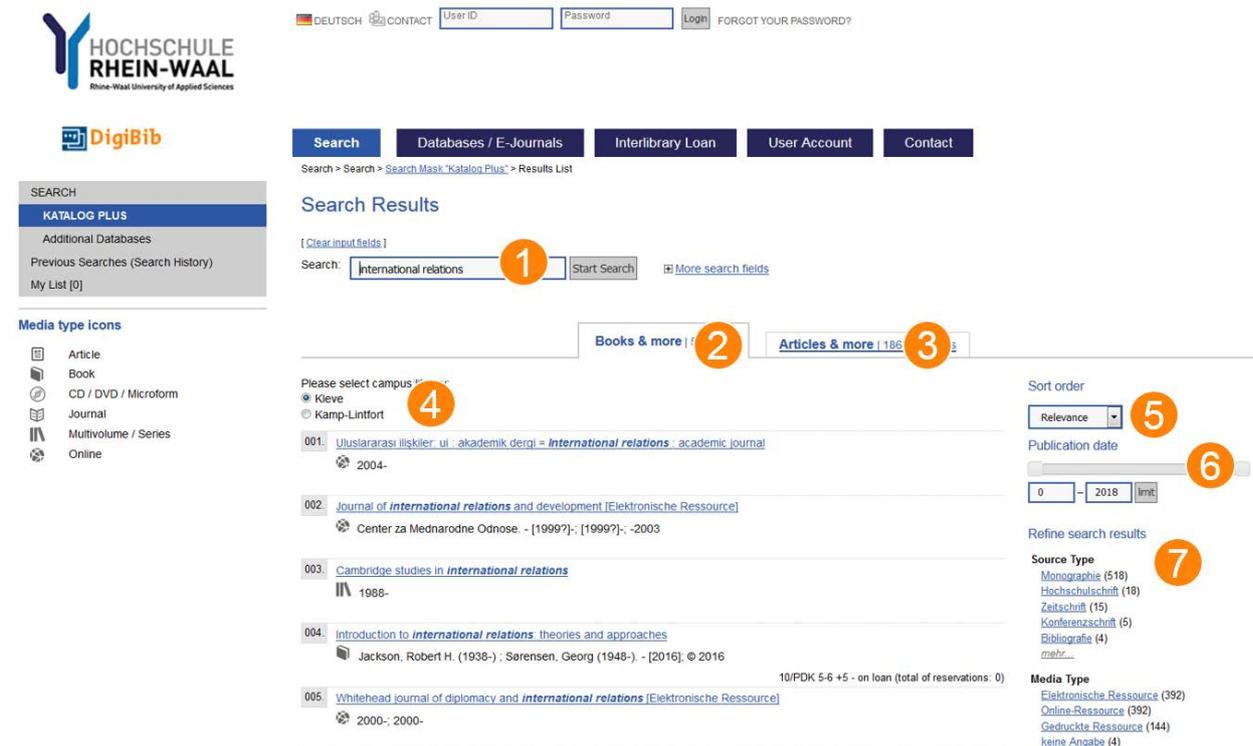
After opening Katalog PLUS, you're immediately greeted with this start screen:



A free text search, which includes multiple categories simultaneously, is immediately available in the centre of the screen (2). For more advanced search options, click "More search fields" (4) to display a number of additional search categories such as title keywords, author or shelfmark.

The results of your search are organised into two separate lists:

"Books & more" (2) and "Articles & more" (3).



## Books & more

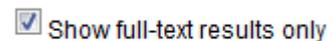
This list of results shows media currently found in the **holdings** of Rhine-Waal University of Applied Sciences. Our holdings primarily include books and journals, both print and digital. Individual articles or databases are not displayed here.

You can also check the availability of books according to your campus (4). Books available at the selected campus will be shown as “available for loan”. Books available at the other (non-selected) campus will be shown as “available for request”.

## Articles & more

Unlike “Books & more”, the results under “Articles & more” are not related to our current library holdings. Instead, you’ll find results from the EDS Index (**EBSCO Discovery Service**), which includes publications from around 22,000 publishers (as of 2018). These results include **individual journal articles** and **e-book chapters**. Not only that, they also include hits from **databases** licensed for use by Rhine-Waal University of Applied Sciences, as well **as a range of texts available online**. This search index allows you to comb through vast amounts of data from a range of different sources with a single query.

As not all search results in “Articles & more” are found in our holdings or licensed for use, you can also restrict search results to online materials by clicking “Show full-text results only”.



## Filtering search results

Sort order  
 Relevance **5**

Publication date **6**  
 0 - 2018 limit

Selected filters **8**  
 [Source Type: Monographie](#)  
 [Media Type: Gedruckte Ressource](#)

Refine search results **7**  
**Source Type**  
[Monographie](#) (126)  
[Bibliografie](#) (4)  
[Hochschulschrift](#) (2)  
[Konferenzschrift](#) (2)  
**Media Type**  
[Gedruckte Ressource](#) (126)

**Next to the search results you’ll find a range of filtering options to tailor your search results.**

The dropdown menu “**Sort order**” (5) lets you sort hits by relevancy as well as in ascending or descending order by publication date. Relevancy is determined by how often your search term appears in certain fields (note: some fields are weighted more than others). For example: Search terms found in titles are considered more relevant than if they are found in abstracts.

“**Publication date**” (6) and “**Refine search results**” (7) can also be used to narrow down your search results. Publication dates can be set with the slider or manual entry.

To refine your search results, simply click on the source type, for example “Monographie”, to restrict all hits to monographs. An active filter is shown under “Selected filters” (8) and can be removed by clicking on the red “x” next to it.

Unfortunately, source and media types are displayed only in German, but we've compiled translations for English-speaking audiences below:

**Source types**

**German**

Bibliographie  
Festschrift  
Gesetz  
Hochschulschrift  
Konferenzschrift  
Monographie  
Nachschlagewerk  
Norm  
Schriftenreihe  
Schulbuch  
Sonstiges  
Teil eines Werkes  
Zeitschrift

**English**

Bibliography  
Commemorative publication  
Law  
University publications  
Conference publications  
Monograph  
Reference book  
Norm  
Publication series  
Textbook  
Other  
Part of a work  
Journals & magazines

**Media types**

**German**

Audio  
Elektronische Ressource  
Film, Dia, Video  
Gedruckte Ressource  
Keine Angabe  
Landkarte  
Online-Ressource

**English**

Audio  
Electronic resource  
Film, slide, video  
Printed resource  
Not specified  
Map  
Online resource

The search results themselves are displayed in the centre of the page:

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006. [The Routledge \*handbook\* of gender and development](#)

 Coles, Anne. - 2015

 [add to my list](#)  [print](#)  [save](#)  [export](#)

00/PFR 27+2 - available for loan

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Each entry starts with a title, followed by a symbol for its media type and information about the author(s), institution, association or publication year. Current availability is displayed in the lower right corner (if applicable).

Hover over an entry to show a series of additional functions. "Add to my list" saves the entry to the "My List" area of your account for quick future access. "Print" generates a detailed printable preview. "Save" allows you to save the entry to your computer as a file (a variety of formats are available), and "export" allows you to export it to BibSonomy, RefWorks or Mendeley.

## Detailed view of search results

Click on a title in your search results to expand a **detailed view**.

001. [Cite them right: the essential referencing guide](#)

Bibliographic Details
Content Details 1
✕

**Title:** *Cite them right: the essential referencing guide* / Richard Pears ; Graham Shields

**Author:** Pears, Richard ; Shields, Graham (1970-)

**Link:** [Inhaltsverzeichnis](#) 2

**Edition:** 8. ed.. - Basingstoke, Hampshire [u.a.]: Palgrave Macmillan, 2010

**Volume:** XIV, 98 S.

**Linked Works:** [Palgrave study skills](#)

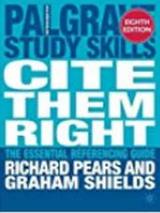
**ISBN:** 978-0-230-27231-6

**Type:** Book

**Other:**

- Cluster: Test
- [MAB JXML](#), [MODS Vergleich](#) [Aleph-OPAC](#)

Citeable link to this hit: <http://test.digibib.net/permalink/1383/FHBRHW-x/HBZ:HT017216707>



3	Status	Branch	Shelfmark	Media number
	<i>Not for loan</i>	Kleve	00/ALC 30	0036679
	<i>Loanable</i>	Kleve	00/ALC 30+2	0036680
	<i>Loaned (Due date 31.12.9999)</i>	Kleve	00/ALC 30+3	0036681

4 00/ALC 30+2 - available for loan

The tab **Bibliographic Details** provides detailed information about the selected work, including the full title, and sometimes additional helpful information such as a link to the table of contents (2). Below the bibliographic information you'll find a **citable link** that directs to this specific search result (even after the end of a login session). If it's a print book, its **current availability** will be shown under **Status** (3).

The tab **Content Details** (1) provides additional information about the content of the selected work. This includes subject headings and, if available, an abstract. To display both tabs in a single overview, right click the title in the search results and open it in a new tab.

## Additional functions

### Reserve, order, user account

If you've logged in to your account, you can reserve a work or order it from our other campus in the Status section of the detailed view (see right).

**Status**

*Not for loan*

*Loaned (Due date 19.04.2021)*

*Loaned (Due date 31.10.2019)*

[Reserve](#)

- Search
- Databases / E-Journals
- Inter-Library Loan
- User Account
- Contact

User Account > User Account

## Loans, reservations and more

**Borrowed media:** 9  
**Orders:** 0  
**Reminders:** 0  
**Reservations:** 0  
**Fees and Fines:** EUR 0,-

### Details

Borrowed media (9)

Under User Account you can see your currently borrowed media and renew loan periods. You can also change your account password here.

## Saving previous searches

**Previous Searches (Search History) (1)** in the left-hand menu shows up to ten previous search queries for a single search session.

If you're logged into your account, you can save up to ten previous searches by hovering over one and clicking **Save (3)**. These searches can be found under **Saved Searches (2)**.

## Saving title information

**My List** is a customisable quick-access list of titles. You can save any title from Katalog PLUS to My List, as well as any search result that offers the option "save to my list". This generally includes, for example, databases and journals found under Databases / E-Journals.

If you're in the middle of a search session and you open My List, you can return to your last search results by clicking Most Recent Search Results (1).

The sidebar "List functionality" (2) lets you export your list in multiple file formats, print it or forward it by email.

## Advanced look at searches

### Stemming and stop words

Similar to a search engine, Katalog PLUS uses a **stemming algorithm** to produce a wider range of search results. With stemming, search terms are automatically reduced to their word stems and searched for across a list of predefined word endings. This is particularly powerful when used in combination with highly inflected languages like German, which use word endings to indicate different grammatical categories.

Unfortunately, stemming in Katalog PLUS only applies to German word endings, **meaning search terms in other languages (like English) are only stemmed coincidentally**. For example, the search term “African” would be stemmed to “Africa” (returning hits containing either word) because “n” is also a valid German word ending.

**Stop words**<sup>1</sup> are automatically filtered out of searches as well. If you enter the title “Story of a typeface”, for example, the stop word (“a”) is excluded from the search. This offers a useful advantage: if you can’t recall the title exactly and you enter “Story of **the** typeface”, then you would get the exact same results as if you had entered “Story of **a** typeface”.

These algorithms ensure that Katalog PLUS will return, on average, more hits than other library catalogue searches, meaning you’ll often spend more time limiting your search than trying to expand it. Results can be filtered through built-in options, or by including additional search terms, which are automatically connected via the Boolean operator “AND”.

### Search masks

Katalog PLUS provides users with a number of different search masks. Entries in “full title”, “corporate name” and “shelfmark” will be ignored in “Articles & more”.

#### Free text search

Here you can search by **title, author, publication years, ISBN or subject headings** with a single query. Shelfmarks are not included in this search.

#### Title Keywords

This search mask can be used to find titles, and automatically returns **linked works** as well. For example, you can find the book titled “Control system applications” – the second of three volumes in the series titled “The control handbook” – by searching for *either title*. Title Keywords also include publication bylines in titles (e.g. “Published by John Smith”), meaning **authors** can also be found through this search.

#### Full Title

You can search for the full title of a work here. This is particularly useful for works that have short titles with common words, for example the journal “nature”. Please note that this search option only returns hits under “Books and more”.

#### ISBN/ISSN

ISBNs/ISSNs can be entered with or without dashes, and both 9-digit and 13-digit ISBNs are acceptable.

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<sup>1</sup> “Stop words” refer to the most common words in a language and usually do not contain content-relevant information, e.g. “the”, “is”, “at”, “which” or “on”.

### Author (surname, forename)

Here you can search for authors in various ways: “surname, forename”, “forename surname” or just “surname”. Names are **cross-referenced with the GND**<sup>2</sup>, meaning searches cover a range of different spellings and name formats, and even include pseudonyms (provided they are recorded in the GND). To the right you’ll see part of Stephen King’s entry in the GND, for example, which shows how much variation they can include.

King, Stephen | 1947- |  
 Bachman, Richard | 1947- | pseu |  
 Swithen, John | 1947- | pseu |  
 Bachmann, Richard | 1947- |  
 King, Stephen Edwin | 1947- |  
 King, Stephen Edward | 1947- |  
 King, Stiven | 1947- |  
 King, Stiven | 1947- |  
 Kingu, Suteiwan | 1947- |  
 King, Stephen Edwin | 1947- |

### Corporate Name

Searches for corporate names are **cross-referenced with the GND**, meaning corporate bodies can be found by more than one designation. For example, “Court of Justice of the European Union”, “CJEU” or the German equivalents “EuGH” and “EU-Gerichtshof” all return the same hits.

### Publisher

The names of publishers are stemmed, but not cross-referenced with the GND.

### Subject Headings

Subject headings are **cross-referenced in the GND**, meaning synonyms for search terms can also be found (see right). Unfortunately, not all entries in Katalog PLUS are linked to standardised subject headings. English-speakers take note: most headings are also in German!

Fantastischer Film |  
 Phantastischer Film |  
 Fantasy-Film |  
 Phantastische Filme |  
 Fantastische Filme |  
 Fantasy films |  
 Films fantastiques |

### Year of Publication

Here you can search for publications released in a specific year, for example “2015”, but also publications released during a larger time period (“2000-2015”) or before or after a specific year. The search query “2000-” would return works published **after** the year 2000, while “-2000” returns works that appeared **before** 2000.

### Shelfmark

You can search for specific shelfmarks here. This search also supports truncation, meaning you can substitute part of your search with an asterisk (\*). For example, the shelfmark “00/DDR 11(A1, Kursb.+43” can be found by searching for “\*A1, Kursb.+43\*”, “00/DDR 11\*+43” or “\*DDR 11(A1\*”.

<sup>2</sup> The Integrated Authority File, or GND (German: Gemeinsame Normdatei) is an international authority file used primarily for library documentation. It contains a comprehensive list of personal names, corporate bodies, conferences, geographical place names, subject headings and titles of works, and is managed by the German National Library (see: [http://www.dnb.de/EN/Standardisierung/GND/gnd\\_node.html](http://www.dnb.de/EN/Standardisierung/GND/gnd_node.html), accessed June 6, 2018).

## Tips for advanced searches

### Truncations

You can search for fragments of a word by substituting the truncation symbol (\*) for any number of letters. Please note that only right truncation is supported for words (unlike shelfmarks, which can be left or right truncated).

Truncation is particularly useful for returning hits in both German and English. For example, the following search:

will return any title containing the letters “psychol”, which includes the German terms “Psychologie” and “psychologisch”, as well as the English terms “Psychology”, “psychological”, “psychologically” etc.

### Phrase search

You can use quotation marks to search for set phrases, for example “Social Media” or “Climate Change”.

You can also limit the number of words separating the words in a phrase by including a tilde “~” and number immediately after the phrase in quotation marks. For example, the search “ “Climate Change”~2 ” will return titles containing the word “Climate” followed by “Change”, **provided these words are not separated by more than two words**. Example results include “Environmental Issues Under Climate and Social Changes” and “On the Frontiers of Climate and Environmental Change”.

### Combining search terms (Boolean operators)

#### AND

All search terms, whether entered in a single or multiple search masks, are automatically connected by the Boolean operator “AND”. In other words, the search below would return hits containing both “marketing” and “management”. Stop words are automatically excluded from searches.

Search:

#### OR

You can also limit searches with the operator “OR” (using the vertical line symbol “|”). This operator returns all hits containing **at least one** of the linked words.

Search:

#### NOT

The operator “NOT” is used to **exclude** terms from a search. Simply include a minus sign “-” (with a space **before** but not after) next to the term you wish to exclude. For example, the term “management” is excluded from all hits in the search below:

Search:

## Parentheses

Parentheses can be used to generate even more targeted searches.

Example 1: (marketing -management) | advertising

This query instructs Katalog PLUS to search for titles containing either the term “marketing” without the term “management” OR the term “advertising” (regardless of whether “management” also appears or not).

Example 2: (tourism | travel) (sustainab\* | environment\*)

The second example instructs Katalog PLUS to only return titles containing at least one term from each of the parenthetical pairs, for example:

010. [Polar tourism: an environmental perspective](#)

 Stonehouse, Bernard (1926-2014) ; Snyder, John M.. - 2010