



# Fact sheet swisscovery UniNE

Welcome to swisscovery! swisscovery provides access to the resources of over 470 Swiss scientific and academic libraries. Please log in or <u>register</u> to use the services offered by swisscovery UniNE.

## simple search



Searches are very easy to perform in simple search. Just type one or a couple of words, click on the search button and select a search scope. The scope allows you to limit the results to resources available at UniNE (University of Neuchâtel scope), to extend them to the entire Swiss network (swisscovery scope) or to limit the results to UniNE course reserves (course reserves' scope).

When several keywords are entered, swisscovery UniNE will display results containing all the specified terms.

#### Tricks for simple search

- use Boolean operators AND, OR and NOT in simple search computers AND processing OR converting NOT data
- use parentheses to group operators together Shakespeare AND (tragedy OR sonnet)
- use quotation marks to search for an exact phrase or words in an exact order "global warming"
- search directly with an ISBN or an ISSN, with or without dashes 97837283728 or 8273-7283
- use the question mark to search with a wildcard. wom?n (will display results for the terms woman and women)
- use the asterisk to perform a multiple wildcard search.
  cultur\* (will display results for the terms culture, cultural and culturally)
- Keywords are not case-sensitive (in titles, authors' names, etc.), but the Boolean operators must always be entered in upper case AND, OR and NOT. They can also be used in French in queries: ET, OU, SAUF.



- In order for swisscovery UniNE to display all the resources to which you have access, it is important to always *identify* yourself before launching the search
- The ampersand (&) is treated as the word "and" in queries: physics & atoms will return the same results as physics and atoms. However, in exact searches with quotation marks, the & sign is ignored: "physics & atoms" will not display the same results as "physics and atoms". In addition, special characters (such as \$, @, etc.) are also ignored by the catalog in exact searches

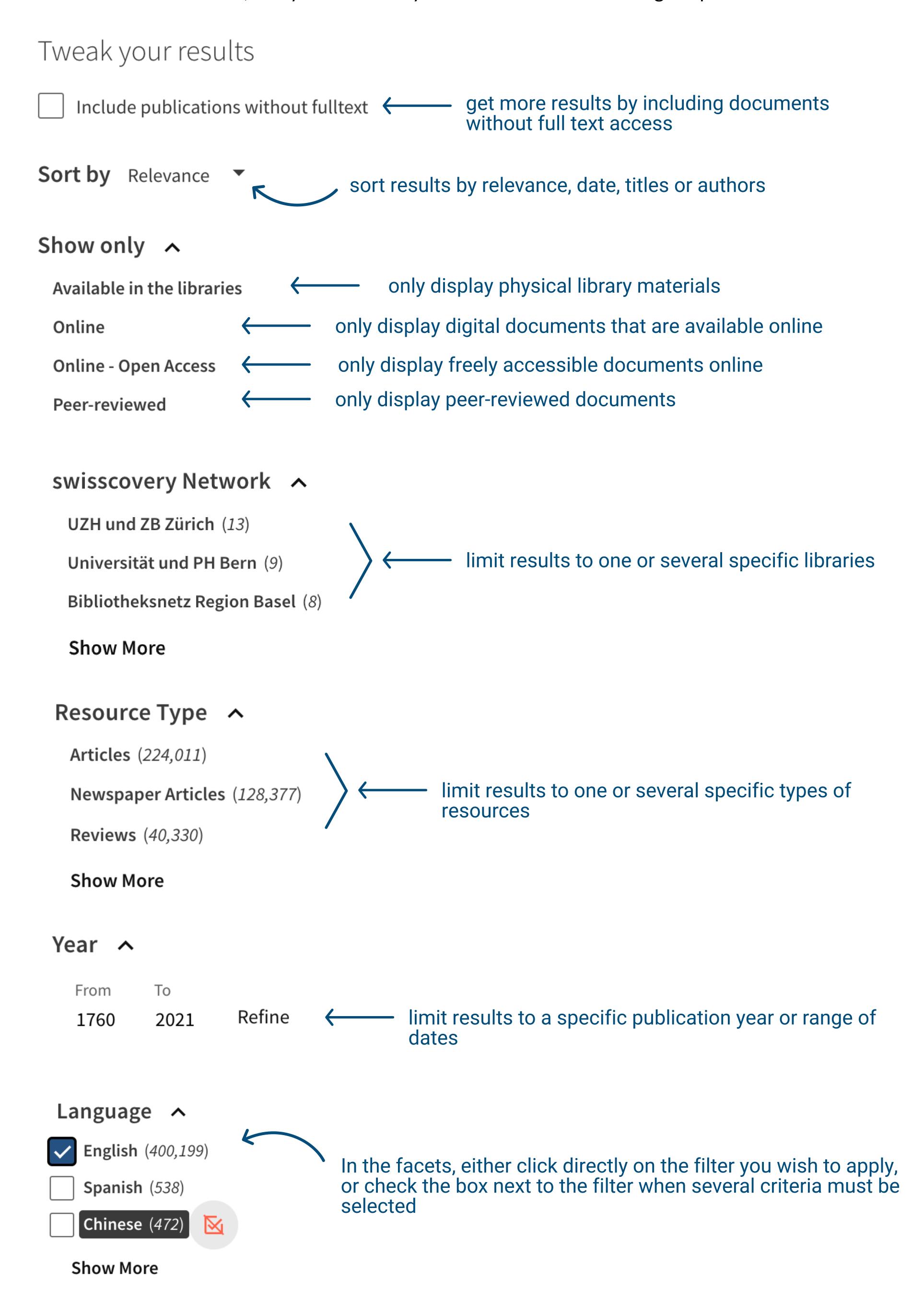


The pin allows you to save queries and documents when you are identified



## swisscovery's facets

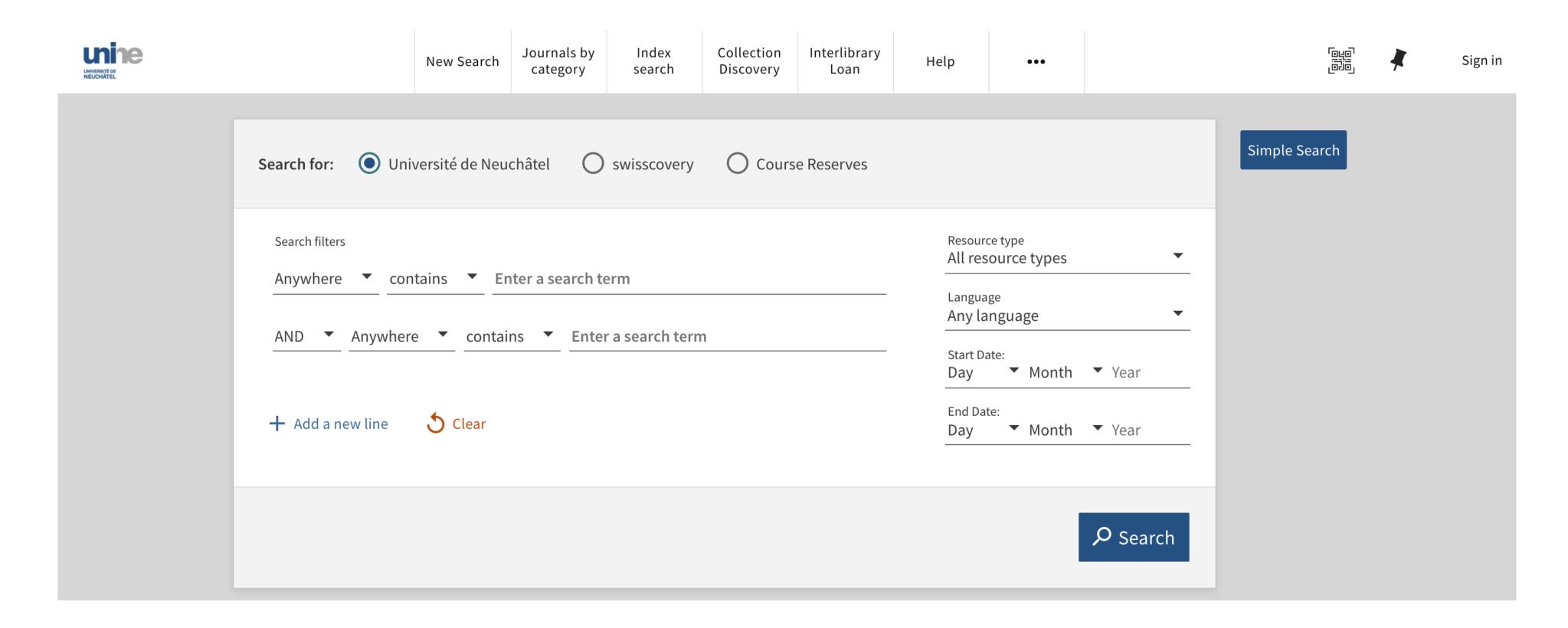
On the left side of the results, many facets allow you to limit results according to specific criteria.





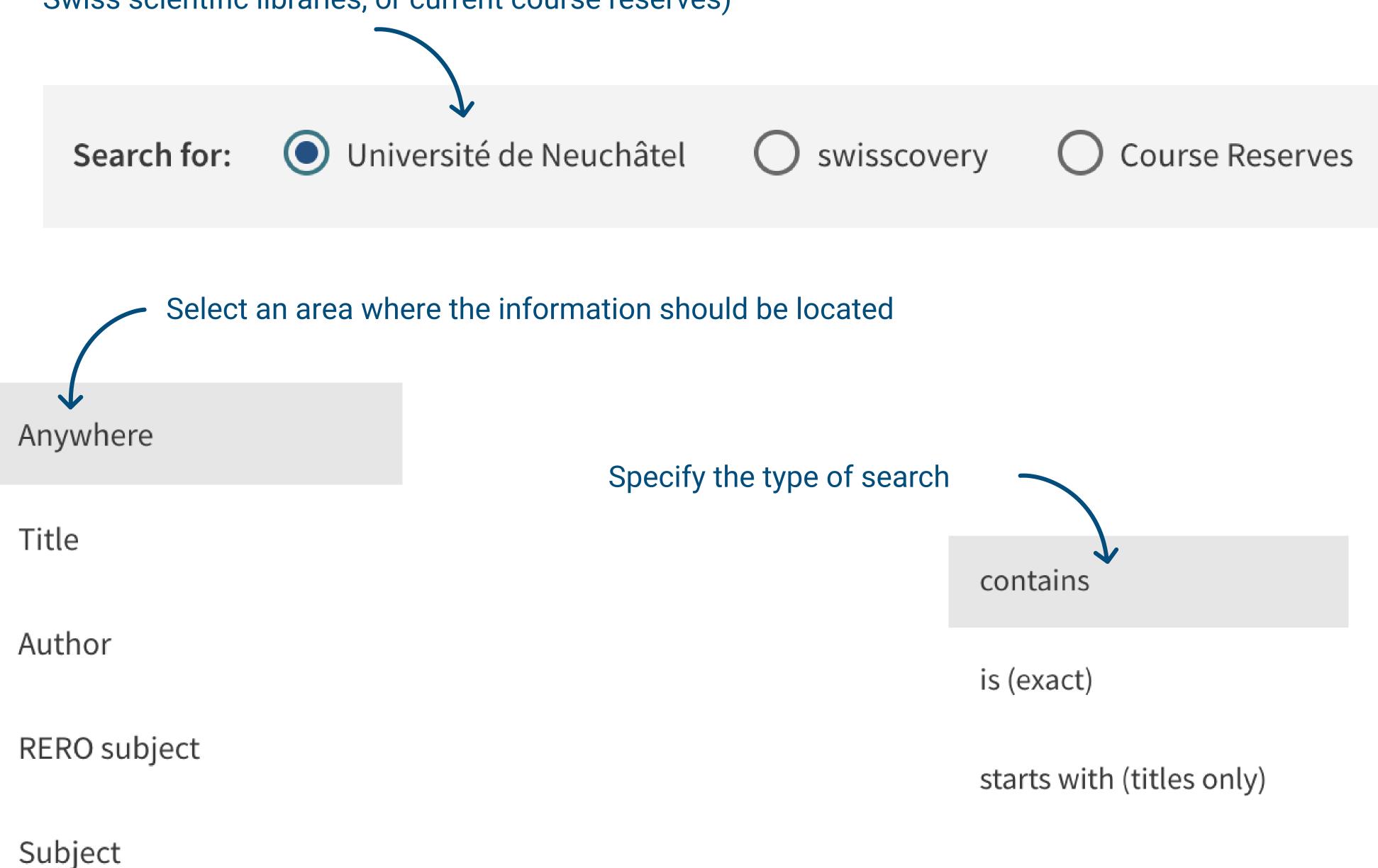
### advanced search

The advanced search allows you to specify rows of criteria. It also allows you to specify filters before running the query.



The advanced search allows you to specify additional rows of criteria, which are not available in the simple search. The tricks of the simple search (e.g. \* and ?) can all be applied in the fields of the advanced search as well.

Select the desired search perimeter (only documents available at UniNE, swisscovery and thus all Swiss scientific libraries, or current course reserves)



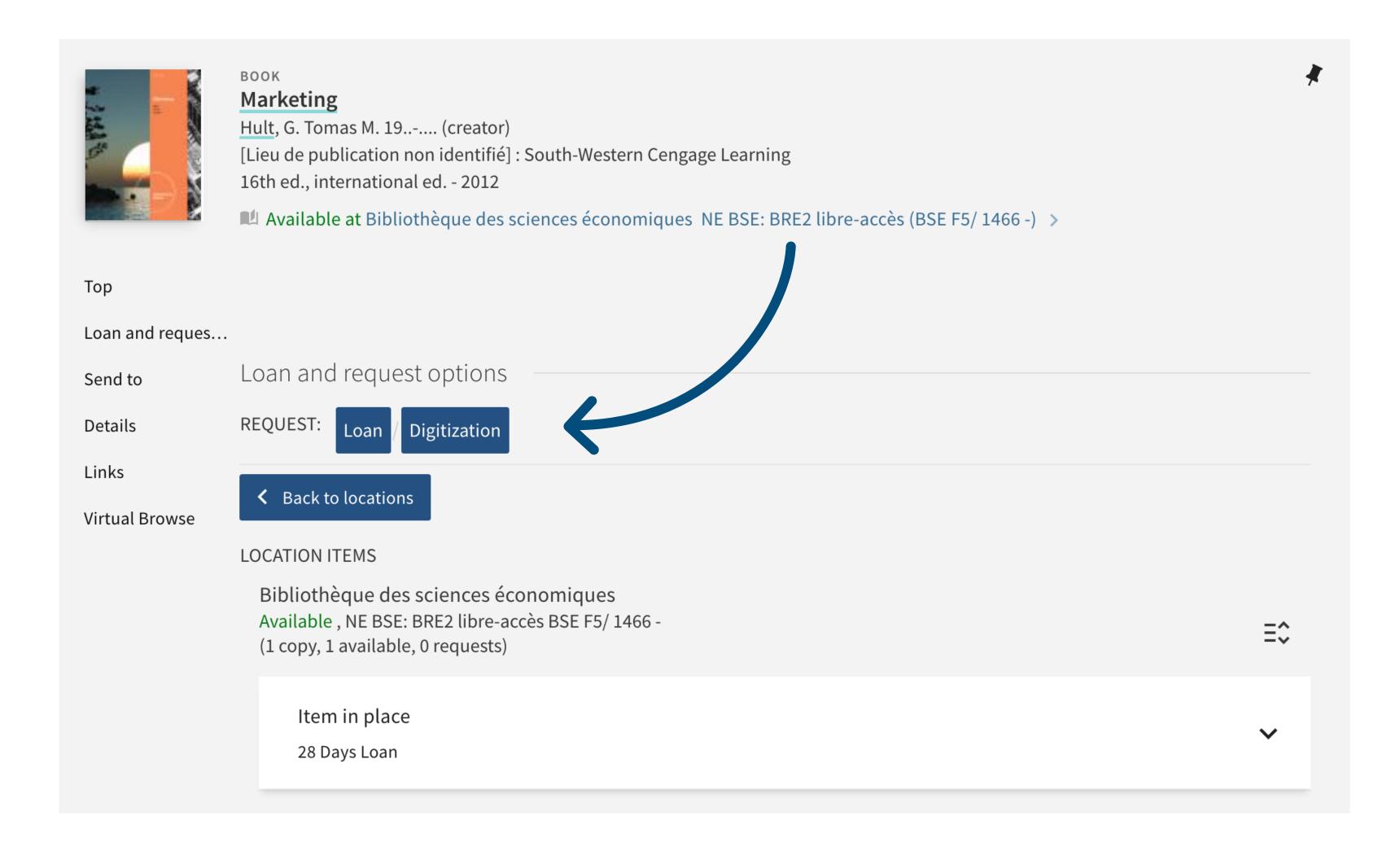
#### Then, if necessary:

- add a search line with an AND, OR, NOT operator between the different lines
- use the additional filters on the right

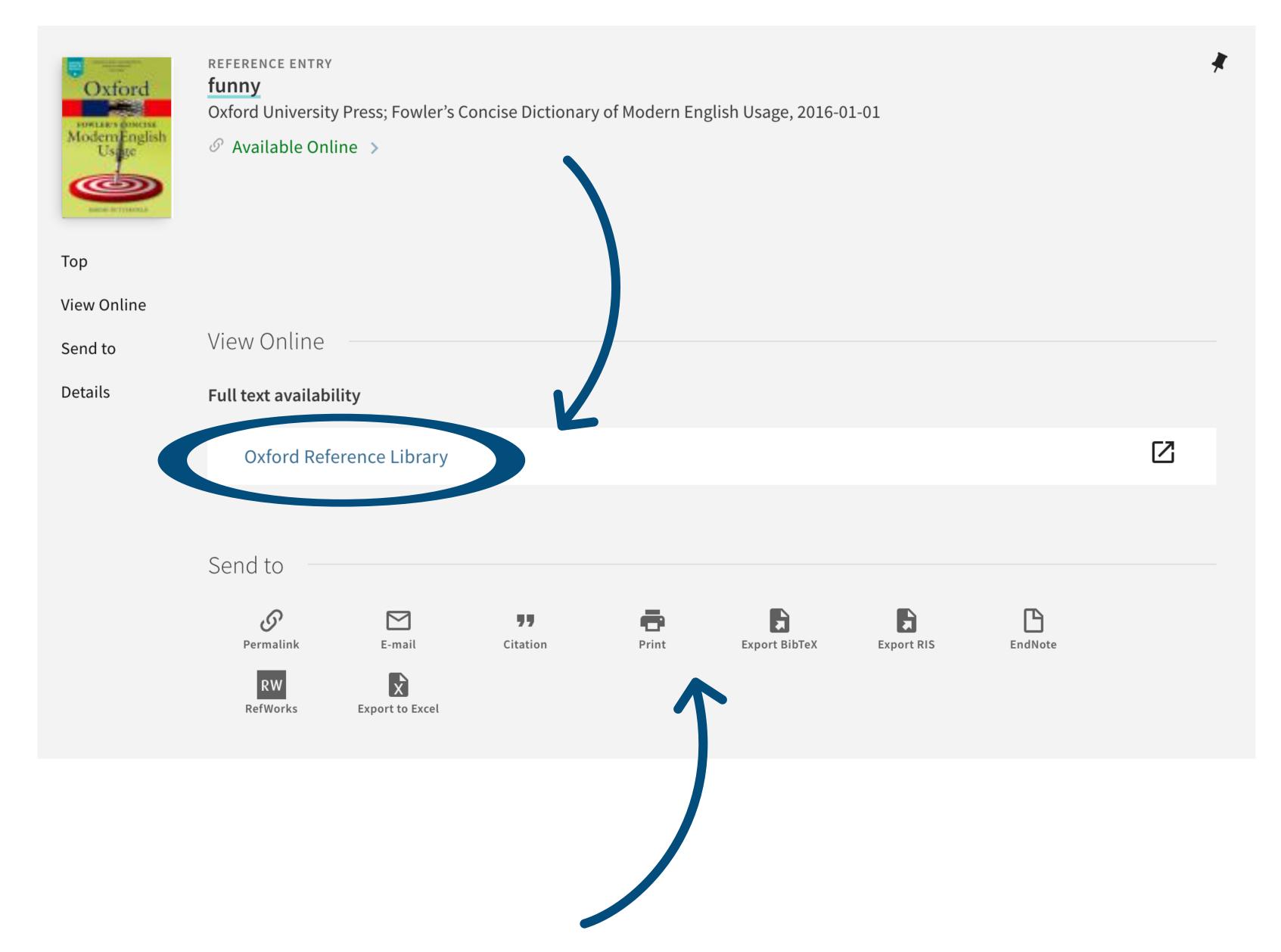


## full records

When viewing full records, swisscovery UniNE will display the loan (free of charge) and digitization (5.-for 20 pages) options available for print resources. By clicking on the "Loan" button, you can also select home delivery for print resources (12.- per item)



For electronic resources, swisscovery UniNE will display one or more links to the full text in the "View online" section. Be careful to be connected to the UniNE VPN if you are not on a campus PC. The provider will only grant access to the full text with a UniNE IP address. See information about VPN here

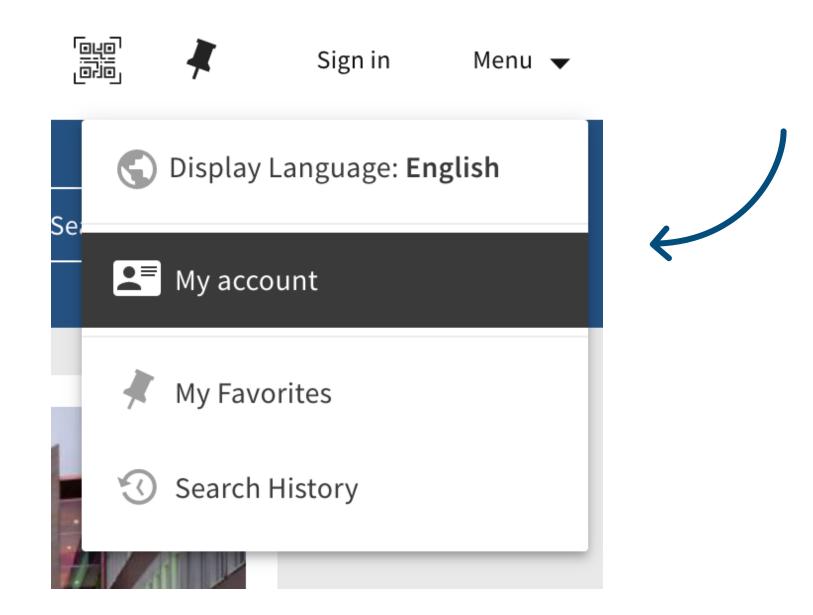


For all types of documents, electronic and print, swisscovery UniNE will offer sharing, printing and exporting options in the "Send to" section

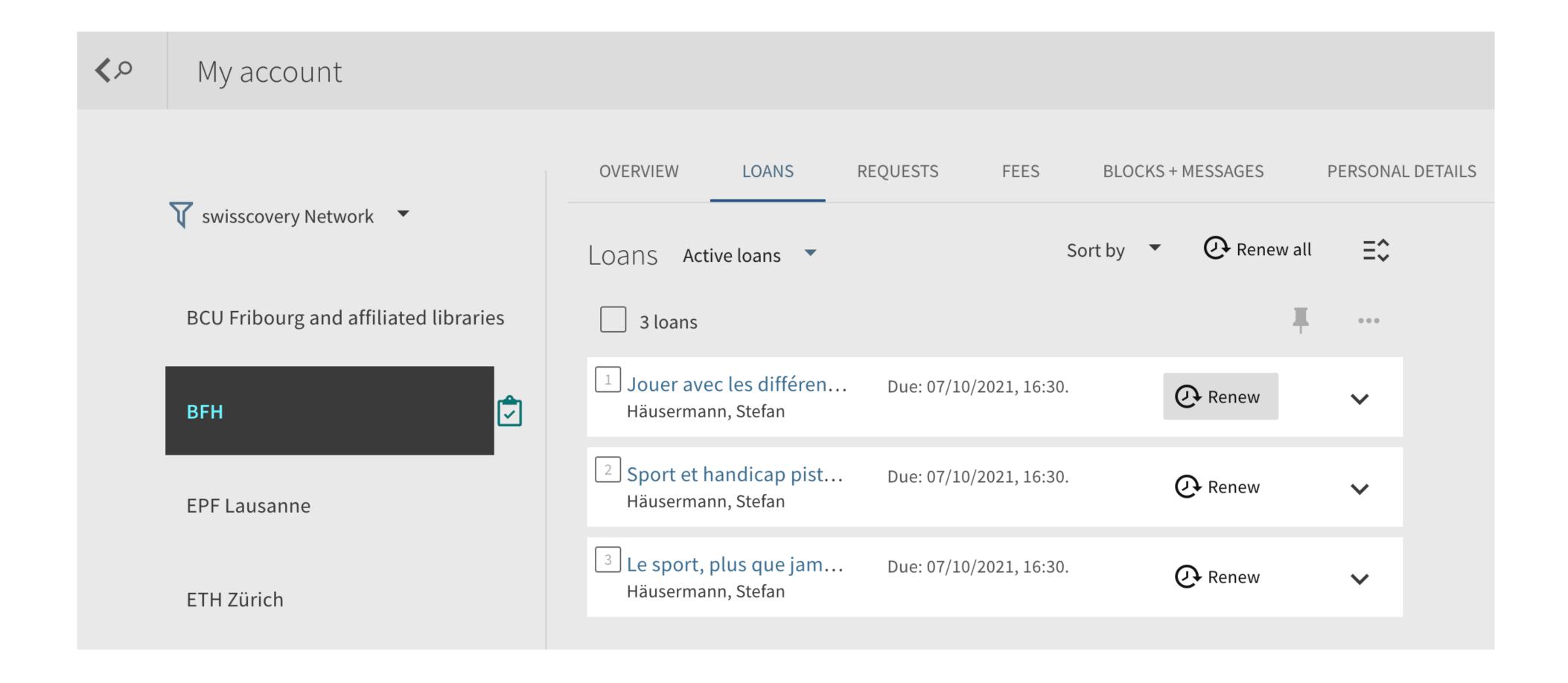


## your swisscovery account

Due dates and the list of borrowed items can be viewed any time in your account in the "Sign in" menu at the top right:



Once logged in, select the library that owns the document on the left and then choose the "Loans" tab to see due dates and renew loans if necessary (usually, loans are renewed automatically 5 times for 28 days, unless they are requested by another user):



Any notifications, such as withdrawal notices, reminders and open charges, are all sent to you by e-mail:





## swisscovery's menu

The menu at the top of the page provides access to additional functionalities:

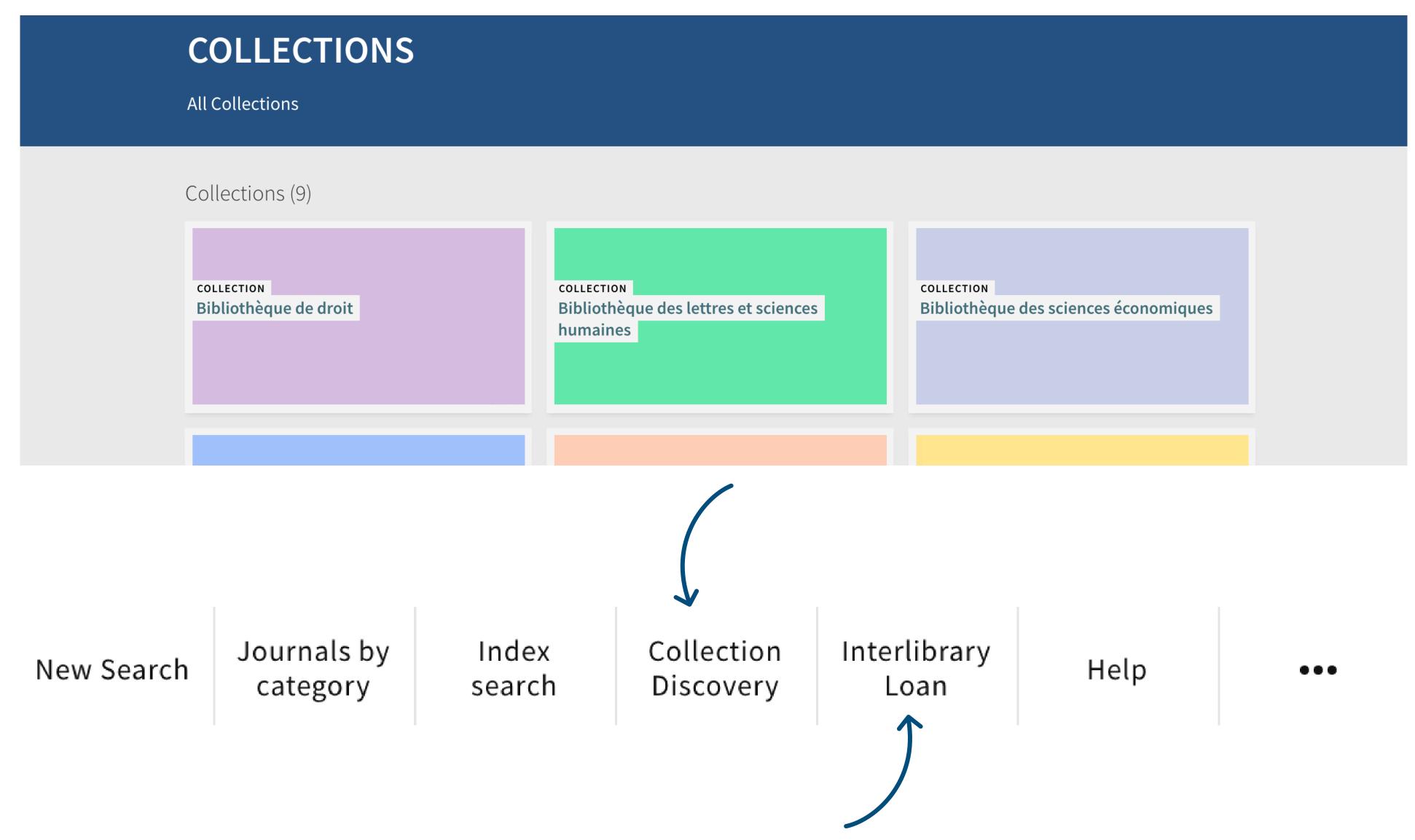


Journals or periodicals can be searched by title, ISSN or by subject



Authors, titles and collections can be searched in an alphabetical index

Materials highlighted by the libraries can be seen in the special collections:



Non existing documents in swisscovery UniNE can be requested with the interlibrary loan form (usually 12.- to 24.- depending on the origin of the document)