

SEARCH GUIDE

Walter Wey Library

Basic search In this option the search will range over all the databases (bibliographic archive, special collections, controlled vocabulary, and exhibitions). All of the terms entered will be searched simultaneously.



Library catalog

Entry one or more words

pintura fotografia [search filter](#)

Collections overview

Library Research Tools
General Catalog, Special collections, Thesaurus

Thus, the above example will return records that contain the terms painting and photography.

The result will show the hits in each database separately.



ABCD Search

home > ABCD Search

Entry one or more words

pintura fotografia

Result

Exhibitions Database (1 Result)

Exhibitions Database (1)

Library Research Tools (78 Result)

General Catalog (77) 

Special collections (0)

Thesaurus (1) 


Choose the desired option and the results will be presented

Basic search in a specific database In this option, the search will be made in the selected database.

Library catalog

Entry one or more words


Collections overview


Library Research Tools
 General Catalog, Special collections, Thesaurus 

After selecting the database, type the term to search.

Database BIBLIOTECA : Free form ? help 🔍 Advanced form

Enter one or more words



All words (AND) Any word (OR) 

When you select “All the words” the search will look for records that contain all the words entered. Thus, in the above example, the search will look for records that contain the terms painting and modernism.

Another possibility is to select the option “Any word,” which will return records that contain either of the words desired. Thus, in the above example the search would return all the records that contain either the word painting, or modernism, or both.

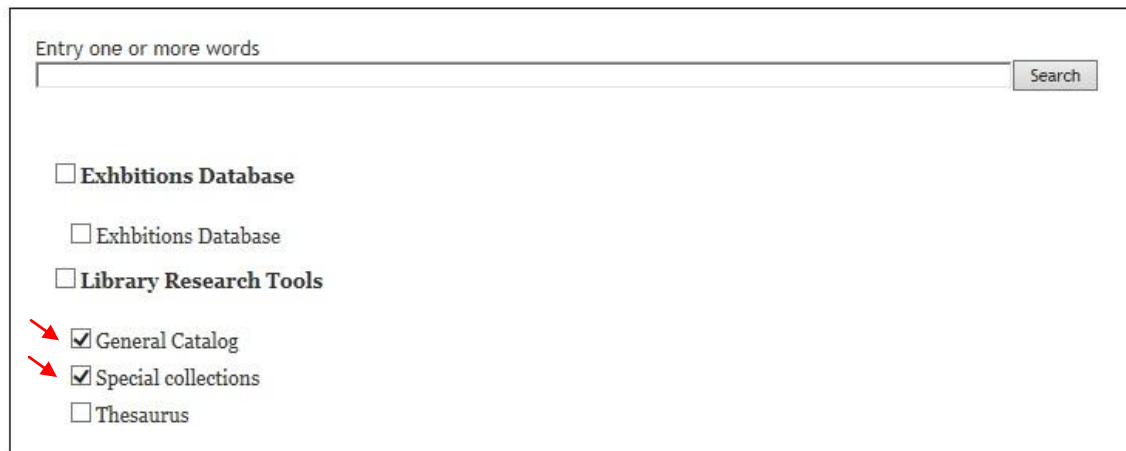
The above option allows you to search just one database. If you want to choose the databases to be searched, do the following:

Select the option “Search filter,”

Library catalog

Entry one or more words

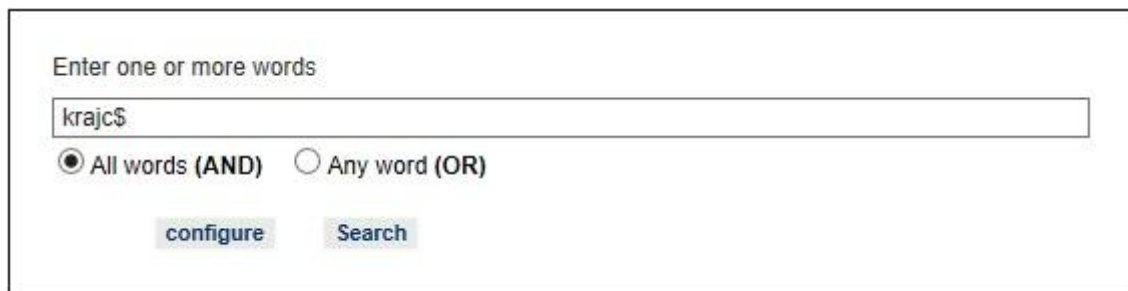
Then, choose which of the databases you want to search (one or more)



Entry one or more words

 Exhibitions Database
 Exhibitions Database
 Library Research Tools
 General Catalog
 Special collections
 Thesaurus

- In the basic search options you can enter truncated words, using the dollar sign (\$). This allows you to search for a term you are not sure how to spell.



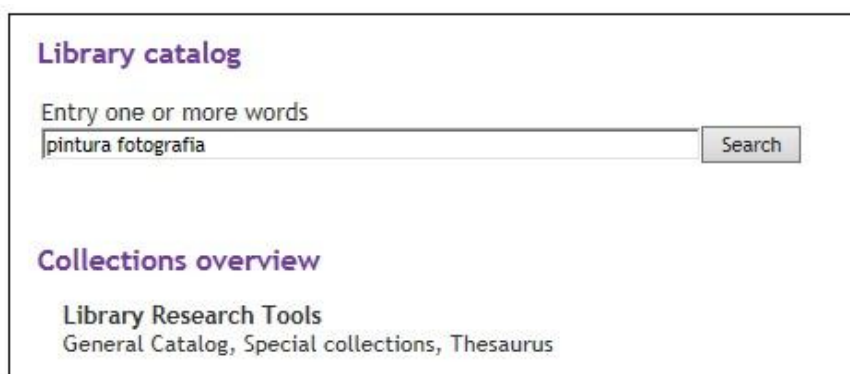
Enter one or more words

 All words (AND) Any word (OR)

In the above example, the search will return records that contain the name Frans Krajcberg, or any other instance of the string of five letters entered before the dollar sign.

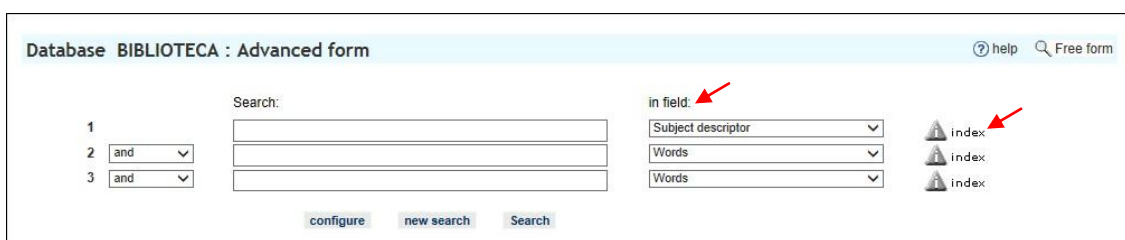
Advanced search in this module it is possible to specify more precisely the sort of search to be made.

On the first page, select the database you wish to search in;



The screenshot shows a web interface for a library catalog. At the top, it says "Library catalog". Below that is a search bar with the text "Entry one or more words" and a "Search" button. The search bar contains the text "pintura fotografia". Below the search bar, there are links for "Collections overview" and "Library Research Tools", which includes "General Catalog, Special collections, Thesaurus".

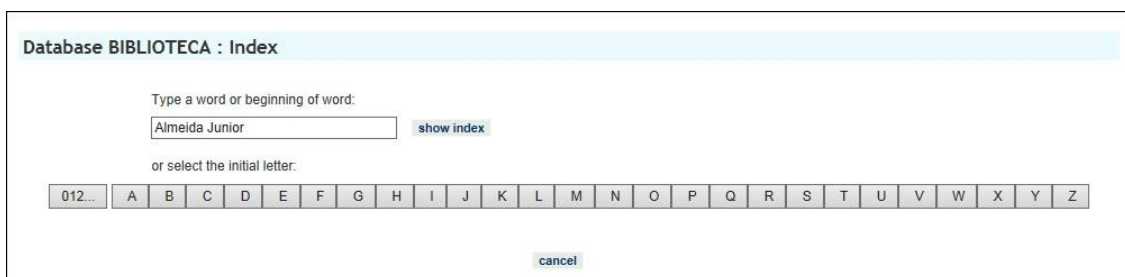
Then, select the option “Advanced search form,” located at the upper right corner of the page. Then a new search screen will be displayed.



The screenshot shows the "Advanced search form" for the "Database BIBLIOTECA". It features three search rows, each with a dropdown menu for "and" and a search input field. To the right, there is a section for "in field:" with three dropdown menus: "Subject descriptor", "Words", and "Words". Each dropdown menu has a corresponding "index" button. Red arrows point to the "in field:" label and the "index" buttons. At the bottom, there are buttons for "configure", "new search", and "Search".

To search, select in the option “in the field” the sort of information you wish to search for (title, author, subject, genre/form, place of publication, publisher, type of material or control number). Then, click “index,” located to the right of the option selected.

On the new screen, type the term desired or part of it and select “show index”, or else select the first letter of the desired word.



The screenshot shows the "Index" search screen for the "Database BIBLIOTECA". It has a section for "Type a word or beginning of word:" with a search input field containing "Almeida Junior" and a "show index" button. Below that, there is a section for "or select the initial letter:" with a row of buttons for each letter of the alphabet (A-Z) and a "cancel" button at the bottom.

Choose from among the list of words the one you want. When you click “search terms” the system will do the search. If you want to add other information to the search, click on “add terms.” You will be sent to the first page of the advanced search form and can include more terms for your search.

Select one or more terms in the list below:

ALMEIDA JUNIOR, 1850-1899 - ACERVO	
ALMEIDA, BELMIRO DE, 1858-1935 - ACERVO	▲
ALMEIDA, CAETANO DE, 1964- - ACERVO	
ALMEIDA, DERLON.	
ALMEIDA, EDUARDO LUIZ RIESENCAMPF DE, 1933 -	
ALMEIDA, EFRAIN, 1964- - ACERVO	
ALMEIDA, ELVIRA DE.	
ALMEIDA, JOSE AUGUSTO COSTA DE, 1965-	
ALMEIDA, MARIO DE.	▼
ALMEIDA, PATRICIA.	

[next](#) [add terms](#) [search terms](#)

- Note: To search for a person's name, on the advanced search form, type it in the order Last Name, First Name.