

HIP* Searching (*Horizon Information Portal) <http://library.ugdsb.on.ca>

Tips, tricks & techniques for effective use of UGDSB's online library catalogue

Search Screens

There are 2 templates or screen flavours used with the UGDSB HIP:

1. **Kids HIP** is used **with all K-8 schools**. It is an icon-based graphical search tool that also can be searched by inputting words. (Figure 1)
2. **Regular HIP** offers more search and limiting capabilities. It is used with the **Terry James Resource & Video Libraries, all secondary schools and 7-8 schools**.(Figure 2)

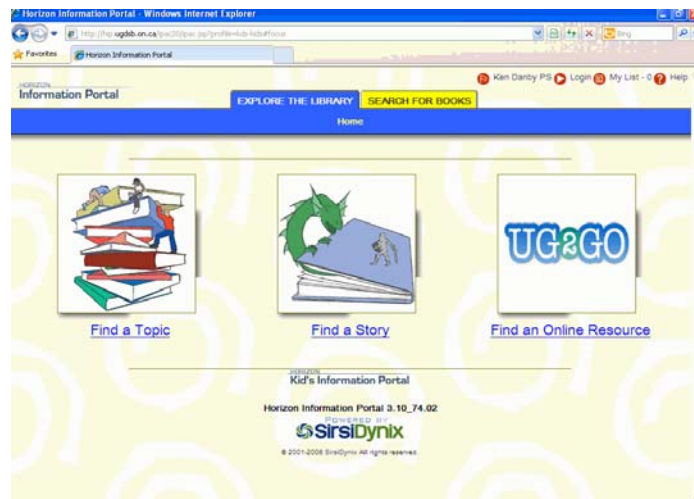


Figure 1

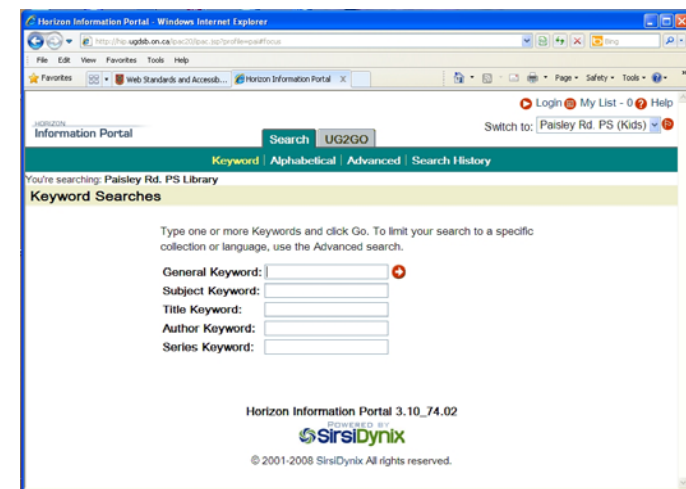


Figure 2 *amesLibrary\TJRC\Accessible HIP docs\Hip Search Tips.doc*

Keyword Searching

General Keyword

The default search in **HIP** is **General Keyword**. It will look for your term in all fields of the record. These include title, series, author, publisher, contents, notes, summary, audience level and subjects. Keep your searches simple, specific and short. Type the whole word. Example: **volcano** (Figure 3)

If you want to make your search as comprehensive as possible, use **truncation**. The truncation symbol in HIP is the asterisk *. For example, to find everything on volcanoes, enter the following search term: **volcan***.

This will find materials that begin with the **volcan** root such as **volcano**, **volcanoes**, **volcanic**, etc. The truncation symbol can also be used within a word. For example **wom*n** will locate both **woman** and **women**.

If you want to narrow your search to a specific **audience level**, enter the term and the audience level. For example, **bridges junior** will give you all titles on bridges that are considered appropriate for the junior level.

The audience levels used in HIP are:

- **Primary (JK-3)**
- **Junior (4-6)**
- **Intermediate (7-8)**
- **Senior (9-12)**
- **Adult (Professional resources for teachers)**

All resources held by the **Terry James Video Library** are assigned one or more audience levels.

Many (not all at this point) **curriculum resources** held by the **Terry James Resource Library** and the **School Libraries** have the same audience levels assigned.

Please note: *Audience level searching can only be done in General Keyword.*

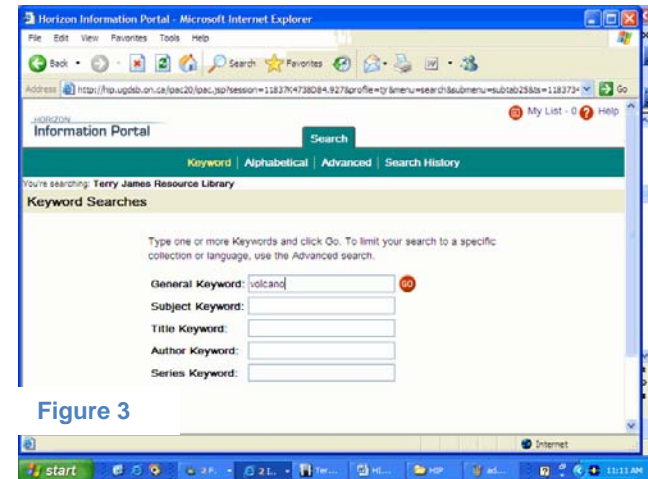


Figure 3

Subject Keyword

Use this when a search term is too common or results in too many matches for example, **Canada**. It is also useful when you're searching for information **about** a person instead of books by that person for example, **Robert Munsch**.

Title Keyword

Use this when you know a word of the title but can't remember the exact title. This will search both the **Title** and the **Series** fields. For example, the term **geography** results in too many matches in a **General** or **Subject Keyword**, but will result in far fewer hits using a **Title Keyword**.

Author Keyword

Use this to search by an author's first name, middle name or last name, or, if you are not sure of the spelling. For example, if you cannot recall how Chris Van Allsburg is spelled, search for Van.

Series Keyword

Use this when you know a word of the series but can't remember the exact series title. This will search the **Series** field only. For example, the term **monsters** results in too many matches in a **General** or **Title Keyword** search, but will result in far fewer hits using a **Series Keyword**.

Alphabetical (Browse) Searching

Title Browse

Use this search when you know how the title begins. (Figure 4) It is **not** necessary to include leading articles such as "**a**", "**an**" and "**the**". However, if you do include them, the system ignores them. This searches the entire UGDSB library database. The title closest to what you entered is displayed as number three (3) in the list.

Author Browse

To use this search, enter the author's last name followed by the first name. It

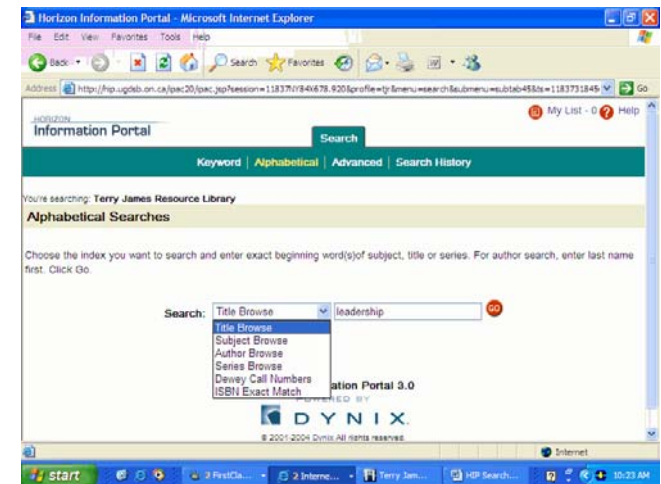


Figure 4
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is **not** necessary to enter the comma to separate the last and first names. This searches the entire UGDSB library database. The author name closest to what you entered is displayed as number three (3) in the list.

Series Browse

Use this search when you know how the series title begins. It is **not** necessary to include leading articles such as "a", "an" and "the". However, if you do include them, the system ignores them. The title closest to what you entered is displayed as number three (3) in the list.

Subject Browse

Use this search when you know **exactly** how the subject begins. ***We strongly recommend that you use the General or Subject Keyword instead.*** The subject closest to what you entered is displayed as number three (3) in the list.

Dewey Call Number Browse

Use this search when you want to scan the database in the same order as the items are found on the shelves.

ISBN Exact Match

Use this search if you know the item's International Standard Book Number. Do not enter dashes or spaces. (e.g. 0888023014)

Advanced Searching

This method offers 'mix and match' searching and is used to search more than one index at the same time. It is particularly useful when a **General Keyword** search results in too many matches even when an **audience level** has been added. With **Advanced Search**, you are able to search a **Subject Keyword** and a **General Keyword** at the same time. For example, search the term **mathematics** as a **Subject Keyword** and the term **primary** as a **General Keyword**. This should result in more accurate hits. This also allows you to limit your search by collection and language. (Figure 5)

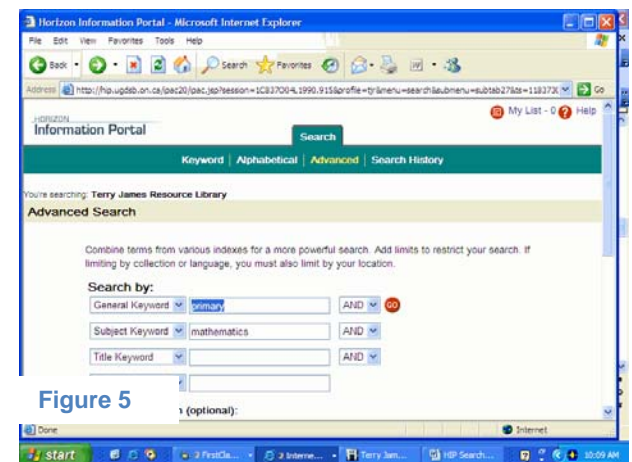


Figure 5

If limiting your search, you must always highlight the location. (Figure 6)

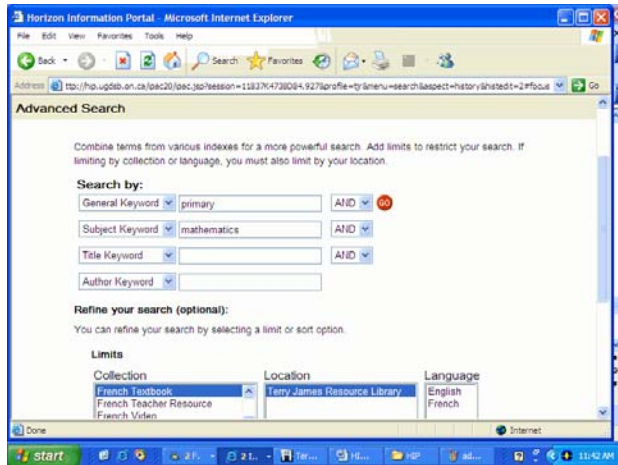


Figure 6

Search History

This lists your recent searches and allows you to repeat the search or edit first and then repeat it. (Figure 7)

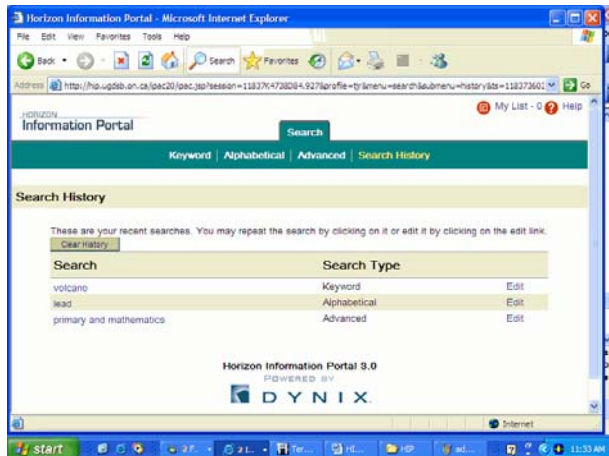


Figure 7

If you have any questions or comments about the HIP, please contact Michelle Campbell at 519-822-4420 ext. 550 or michelle.campbell@ugdsb.on.ca