

Tips for DOORS Search Strategies

Advanced Search

Click "Advanced" on the Doshisha Univ. tab to define the search conditions in detail.

Simple Search **Advanced** Classification

Advanced Search enables you to define search conditions and find the material accurately.

① Use drop-down menu to select search items such as Title words, Author, Subject, and so on.

② Select the logical operator to combine search conditions.

*See the next section for the details on logical operations.

③ Document Type: Specify the material type.

④ Library: Specify the library.

⑤ Search Option: Specify some options such as Year Published, Country, Text Language, and Subject, etc. You can also search for materials only by the Search Option.

Logical Operations : AND, OR, NOT

■ AND (A and B)

Insert a space between the search terms when entering several terms into a search item. (e.g.: osaka festival custom).

When you enter search terms into two or more search items, and select "AND", the materials matched all the terms will be found. (e.g.: a material with the title includes the word "genji", written by "murasaki shikibu")

AND

genji Title words

murasaki shikibu Author

■ OR (A or B)

When you enter search terms into two or more search items, and select "OR", the materials matched either of the two terms will be found. (e.g.: a material with the title includes the word "festival" or "matsuri")

OR

festival Title words

matsuri Title words

■ NOT (A not B)

When you select "NOT", the materials matched the second term will not be found, but the materials matched the first term will be found. (e.g.: a material with the title includes not "tokyoto" but "kyoto")

NOT

kyoto Title words

tokyoto Title words

When you select some operators at a time, you can search materials more precisely. (e.g.: a material written about "Kyoto", with the title includes "festival" or "matsuri")

AND

kyoto Any (Keyword)

OR

festival Title words

matsuri Title words

Other methods for search

■ Exact match search (Title)

When you know exactly the title of the material you want to read (e.g.: "Kyoto"), you can search DOORS effectively by entering the title and selecting "Full Title" from drop-down menu of the search items.

kyoto Full Title

■ Prefix search

When you insert * (asterisk) to the end of the search term, you can do the prefix search. In the example below, "library" or "libraries", etc. are included in the search terms.

librar* Title words

■ Partial match search

When you enclose the search term in " " (double quotation marks), you can do the partial match search. In the example below, the materials matched the term with the words "public library" in this word order will be found (e.g.: "A report of the Public Library Inquiry"). In this case, the material "Library public relations, promotions, and communications" is not found.

"public library" Title words

When you search without " " (double quotation marks) like the example below, the materials matched the term with the words "public" and "library" regardless of the word order will be found.

public library Title words

You can learn other methods from "Help" on the top right of DOORS.

Advanced Search on Other Tab

Advanced search is also available on the tabs other than "Doshisha Univ.". Search items are different depending on the tabs.

*Refer to *Tips for DOORS 1 - Search & Reservation* - to see the details about each tab.

*You can see more detail information about materials on each tab of DOORS linked to external sources. Please use DOORS in the network environment that you can access external websites.

Classification Search

Click "Classification" on the Doshisha Univ. tab to search the materials by the classification.



In Doshisha University Library, materials are classified on the basis of subjects. Classification Search enables you to find materials that are not found by keyword search.

Click **+** to see middle or small classification.

Check **●** to select a subject of the materials you want to search.

In addition to the subject, you can search by search terms.

Click "Search" to start searching.

When you find a book that meets your needs, you can use the bibliographic data of that book to perform a search similar to classification search.

Try to search by clicking the links in "Subjects" or "Classification" in the **details**.

Subjects LCSH:Kyoto (Japan) -- History

Classification LCC:DS897.K857
DC23:952/.1864

"Classification" is based on the Nippon Decimal Classification by fields and themes indicated by numbers. You can use the link to search for materials classified by the same number.

"Subjects" is words that describe fields and themes. Since the subject is used the controlled vocabulary, the word that represents words with the same meaning, you can search efficiently for materials containing similar content.

On the Advanced search screen, you get same search results by setting search items to "Bibliographic classification" or "Subject".



Output of Search Results

You can output and save the search results in three ways.

① Select materials to output.

①-1 Click "Select All" to select all materials in this page.

①-2 Check the box to select each material.

② Select one of the three ways; "Send Mail", "Output File", or "Export Refworks", and follow the instruction.
*You need to make an account in advance to export Refworks.

"Library Service" Menu

Click "Library Service" to see each menu.



New Books List

The list of classified materials which become available within a month (by subject)

New Journals List

The list of Journals which become available within a month

New Audio Visual Materials List

The list of audio-visual materials which become available within a month (by media type)

Journals Title List

The list of serial collection

Audio Visual Title List

The list of audio-visual materials collection

Borrowed Ranking

The lists of the most frequently borrowed books by period, library, and classification

Access Ranking

You can check the frequently accessed material.

Course reserves

Books for courses limited to in-library-use only

Teachers Writing Books

You can search for books written by faculty authors.

Extensive Reading Books

You can search for the extensive reading books in English as second language by level set by Doshisha University.

Recommendation

By clicking "Recommendation" on the home page of DOORS, you can search for books with each theme.