

GUIDELINES OF USING LIBRARY WORLD TO SEARCH THE AMERICAN CENTER COLLECTION

The American Center at the U.S. Embassy Hanoi is pleased to announce the availability of a new online library search tool that will allow you to search our book and DVD collections from anywhere at any time.

Please follow these steps for the best search results:

Visit <http://tinyurl.com/achanoi> to access our collections.

There are three methods for searching our library: **Basic**, **Range** and **Advanced**.

1. Basic Search allows you to search all fields for specific words. In the Search box, you can search materials by All Words, Title, Author, Subject, or ISBN/ISSN.

- Example: If you search Titles that include the word “History”, there are 74 records found.

2. Range Search allows you to retrieve records that match between two terms, including two numbers or two character strings. To range search, select the “Advanced Search” link. A new search page will appear. The second section of that page addresses range searching. First, select the indexed field in which you want to do the range search, then enter the beginning and end terms of your search. Click on the “Range Search” button.

- Example: Range search by location: From “Fiction” to “Fiction”, there are 533 records which are located on Fiction shelf at the American Center.* You can also search a range of author names or barcode numbers, etc.

- **Please note** that you can range search by these locations within the American Center: *Reference, Government, English, Easy Reader, Biography, Arts, Foreign Policy, History, Business, Society, Culture, Non-Fiction, Fiction, Law, Asian Studies, Health, Journalism, Religion, Library Science, Technology, Environment, Sport and Presentation Books*. There are 23 major categories.

3. Advanced Search allows full Boolean searches between multiple index fields and includes the Boolean operators of ONLY (“with the exact phrase”), AND (“with all the words”), OR (“with at least one of these words”) and NOT (“without the words”). To do an advanced search, select the words “Advanced Search”. The Advanced Search page will appear. Enter one or more search terms in the appropriate search field listed.

- Example: If you search records “with the exact phrase” of “American short stories” 7 records will appear. For a more complicated search, if you enter “Chicago Illinois” in the “with at least one of these words” field and “tourism” in the “without these words” field, you will find all of the books in our collection related to Chicago or Illinois *not* having to do with tourism.

Using Clipboard:

When searching a library, it is often necessary to write down the titles and call numbers of the items found. This can be quite time consuming. In Library World, you can quickly copy a record to a temporary location called the Clipboard. Each record found has an “Add to Clipboard” function at the far right of the record. Click on each record that you would like added to your Clipboard. When you are finished collecting records, click on the word Clipboard at the top right of the page and you will be able to print out a listing of your titles.