Refining, expanding and ordering your results in iDiscover

1. Using filters to refine your results

After completing a simple or advanced search, you can refine your results further using the filters.

- Go to 'Refine my results' on the right side of the results screen:

It is possible to refine your search in the following different ways:

- Availability
  - o Peer reviewed journals
  - o Full text online: This refines a search to only electronic items available (full text or eLegal Deposit)
  - o Available in the library: This refines a search to only print (physical) items
- Resource type (e.g. book, review, article)
- Library (you can select one or more libraries to refine results)
- Subject (e.g. Philosophy)
- Author/Creator
- Creation Date (from – to)
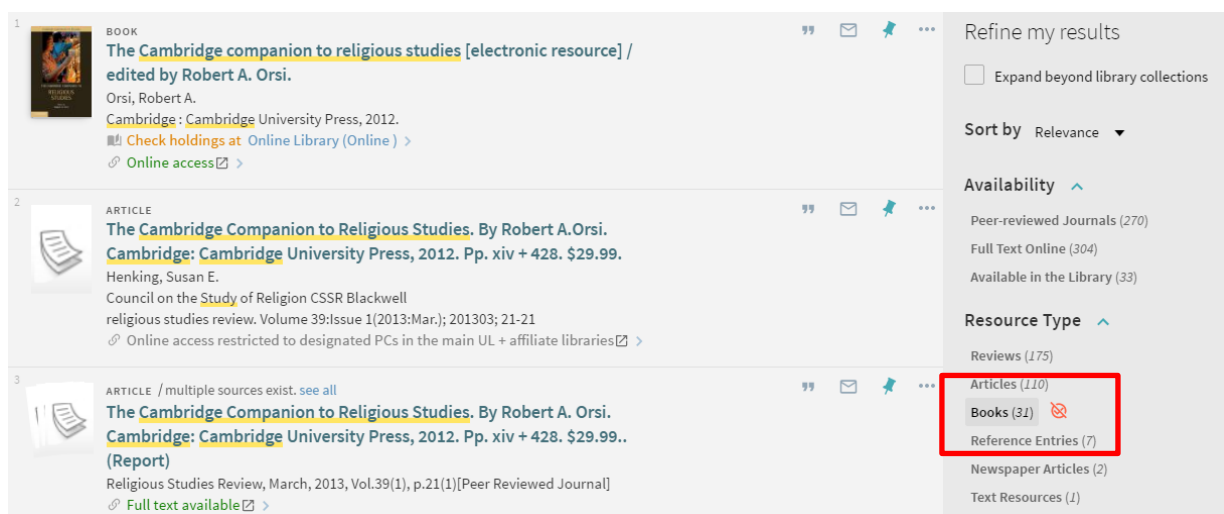- Collection (items belonging to particular electronic collections)

**Note:** Use the inner scroll bar to scroll up and down the list of options for refining your results:

2. Including filters

In the 'Refine my results' area, you can choose to include filters to refine your search.

- Click on the name of any filter (e.g. book) and this will be included:

Any refining options (filters) you select automatically appear at the top of the 'Active filters' section:
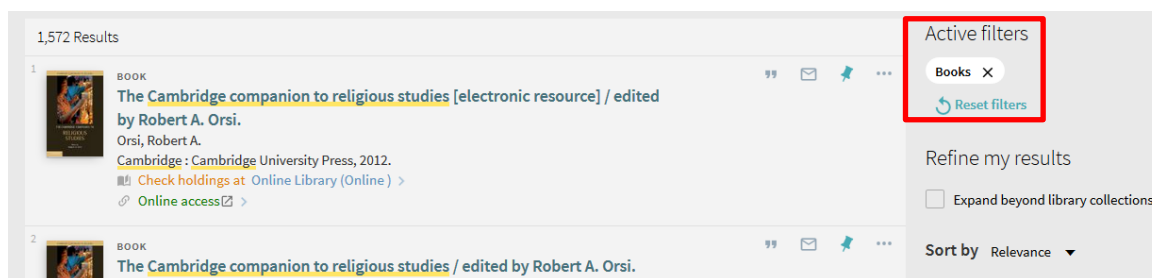
- To cancel a filter, click the X next to the filter name in this active filters list.

- To cancel all the filters, click on the Reset filters link.
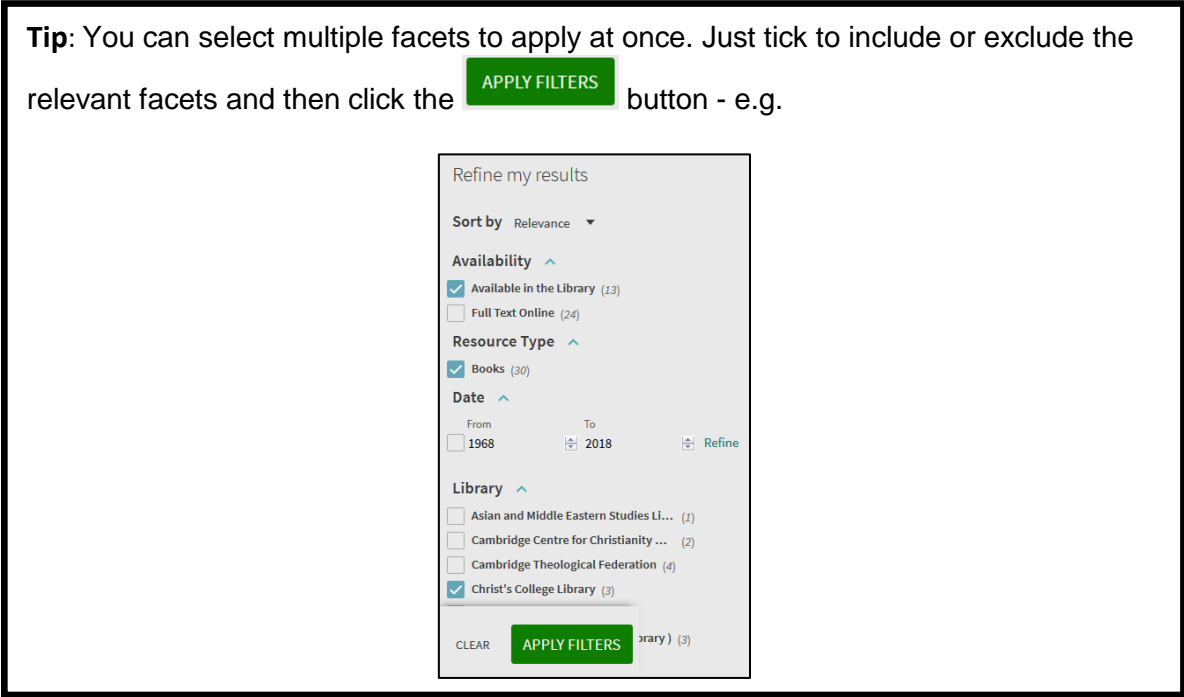
3. Excluding filters

- In the 'Refine my results' area, you can choose to exclude filters to refine your search.

- Hover over the title of the filter (e.g. books) and a icon will appear.

- Click on ⊘ to exclude the filter. The option will turn red and an 'Exclude this' label appears:

- Any refining options (filters) you select automatically appear at the top of the 'Active filters' section. Excluded results appear in red with a line through the title:
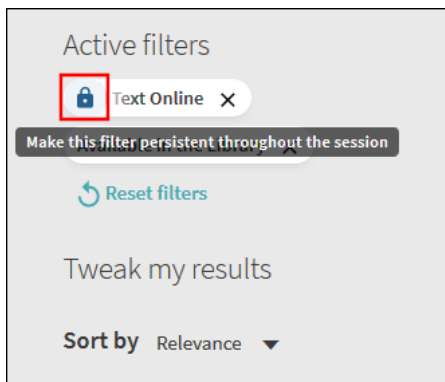
- To cancel a filter, click the X next to the filter name in this active filters list.

- To cancel all the filters, click on the **Reset filters** link.

Tip: You can select multiple facets to apply at once. Just tick to include or exclude the relevant facets and then click the [APPLY FILTERS] button - e.g.

Refine my results

Sort by Relevance ▾

Availability ⌃
☑ Available in the Library *(13)*
☐ Full Text Online *(24)*

Resource Type ⌃
☑ Books *(30)*

Date ⌃
From To
☐ 1968   2018   ⟲ Refine

Library ⌃
☐ Asian and Middle Eastern Studies Li... *(1)*
☐ Cambridge Centre for Christianity ... *(2)*
☐ Cambridge Theological Federation *(4)*
☑ Christ's College Library *(3)*
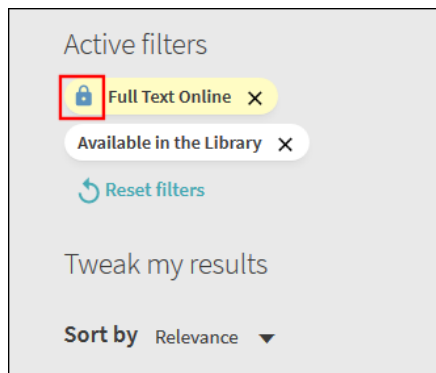
CLEAR   APPLY FILTERS   rary) *(3)*

4. Sticky facets

You can make active facets persistent for an entire session. To make a facet persistent, hover the cursor over the facet in the Active filters section and then click the padlock 🔒.

Active filters

🔒 Text Online ✕

Make this filter persistent throughout the session

⟲ Reset filters

Tweak my results

Sort by Relevance ▾

To remove a sticky facet, just click on the facet's padlock again 🔒. You can also remove a sticky facet by deleting the facet or resetting all filters.

Active filters

🔒 Full Text Online ✕

Available in the Library ✕

⟲ Reset filters

Tweak my results

Sort by Relevance ▾

## 5. Expanding your results beyond library collections

Within iDiscover, you have an option to expand your search beyond the University's collections to include results from databases and resources that the University does not have in its own collections of print and online material. Interlibrary loan requests may be made to access copies of such material (via your local librarian or ILL service in the University Library).

'Expand beyond library collections' returns results that include content to which the University does not subscribe. You will not have access to the content, but it may be useful to your research to locate such items.
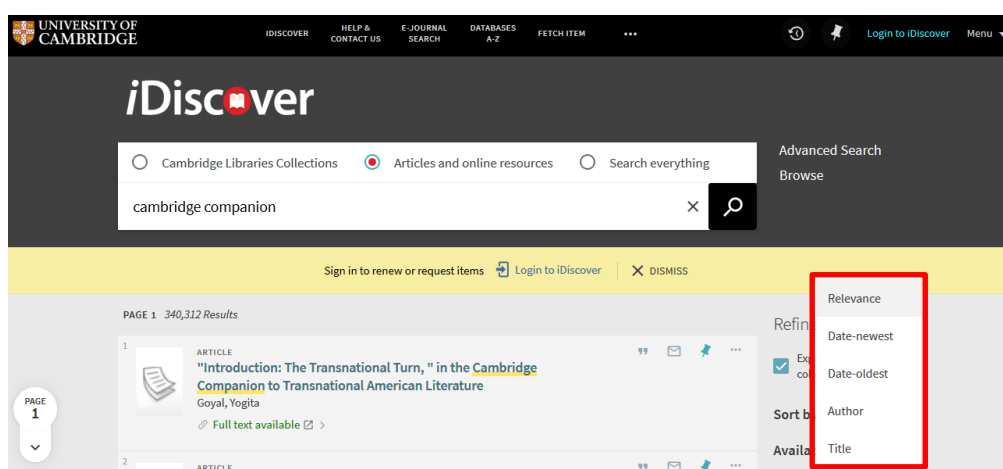
To do this:

- Go to the 'Refine my results' on the right hand side of the results screen.
- Check the 'Expand beyond library collections' box.
  This will return a larger number of results:
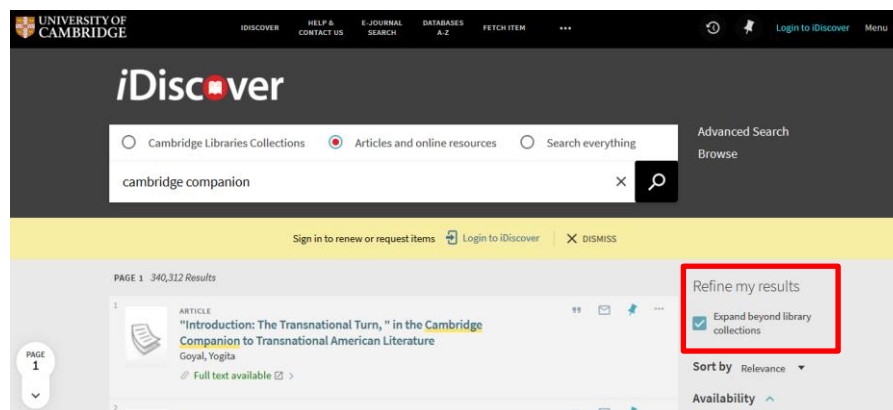
6. Ordering your search results

You can choose to sort your search results in different ways using the 'Sort by' option on the right of the search results screen:

The options for sorting your search results are:

- **relevance** (to your search term)
- **date – newest:** This sorts records from newest to oldest.
- **date – oldest:** This sorts records from oldest to newest.
- **author**
- **title**