Spartan Search Cheat Sheet

Use this to quickly navigate some of the basics of JSCC’s Spartan Search.

LIBRARY WEBPAGE

- Use the Search Box to quickly search keywords.
- Click “Advanced Search” to access the Advanced Search Tools.
- Click “Classic Library Catalog” to search for only materials in our physical collection.
- Click “NC Live” to search only for online databases.

BASIC SEARCH

- Enter keywords in Search Box at top of page.
- Sort your results by Relevance, Date(newest), Date(oldest).
- Limit your search to specific formats to find what you need.
  - Selecting Full Text Online will help you find online materials.
  - Selecting Scholarly & Peer-Review will help you find academic materials.
  - Selecting Library Catalog will limit your search to ONLY physical items.
  - Selecting Items at my Institution will limit your results to ONLY items that a part of JSCC Library’s collection.
- Use additional options to the left to tailor your results in different ways.
- Click the Green Check Mark to search for that specifically. Click the Red X to search for every result BUT that.
  - Content Type refines your search based on the type of material; it is a newspaper article, journal article, or book you’re looking for? Anything but?
  - Publication Date refines your search based on when it was published; are you looking for something published in 1997, or just last year? Anything but?
  - Disciple refines your search based on general field of study; are you looking for something related to medicine, business, engineering, or music? Anything but?
  - Subject Terms refines your search based on a more specific area of study; are you looking for information on athletes, actors, cancer, or sociology? Anything but?
  - Language refines your search into results written in a specific language; are you looking for something written in English, Spanish, German? Anything but?
- At any time, click "New Search" to erase all of your current terms/filters and start fresh.
ADVANCED SEARCH

- Can be accessed from the JSCC library webpage OR by clicking the "Advanced" option.
- Use **Boolean** fields to tailor your search before ever making it.
  - **AND** will search for materials that only relate to **both** of the search terms used. Useful for refining a search.
  - **OR** will search for materials that relate to **either** of the search terms used. Useful for broadening a search.
  - **NOT** will **exclude** materials that relate to the second search term. Useful when you are searching terms with multiple connections (i.e. Horror NOT H.P. Lovecraft).
  - **Boolean** terms **MUST ALWAYS** be capitalized, or else they will not work.
- Pre-refine your search results with the same tools found before.
- To remind:
  - **Publication Date** refines your search based on when it was published; are you looking for something published in 1997, or just last year? Anything but?
  - **Content Type** refines your search based on the type of material; is it a newspaper article, journal article, or book you’re looking for? Anything but?
  - **Disciple** refines your search based on general field of study; are you looking for something related to medicine, business, engineering, or music? Anything but?
  - **Language** refines your search into results written in a specific language; are you looking for something written in English, Spanish, German? Anything but?
- Limit your search to specific formats to find what you need.
  - Selecting **Full Text Online** will help you find online materials.
  - Selecting **Scholarly & Peer-Review** will help you find academic materials.
  - Selecting **Library Catalog** will limit your search to ONLY physical items.
  - Selecting **Items at my Institution** will limit your results to ONLY items that a part of JSCC Library’s collection.
- Exclude specific types of materials from the results:
  - **Newspaper articles**.
  - **Book reviews**.
  - **Dissertations**.
- Expand your results to include items outside of the JSCC library collection.
- OR return to the **Basic Search** by clicking the **Basic Search** link in the bottom right corner.