Finding Content in IDEALS

- Browsing in IDEALS
- Searching in IDEALS
- Advanced search
- Content restrictions
- Search hints
  - Can I truncate a search term?
  - Can I search for an exact phrase?
  - Can I eliminate results with a specific word from a search?
  - Does IDEALS support Boolean searching?

Browsing in IDEALS

You can browse content in IDEALS by title, author, contributor, subject, and date. All of these options are available on the left navigation bar. Within a community or collection, you can browse using the options in the second left navigation bar and on the right side of the screen.

On a browse page, you move through a list in alphabetical order. The “Quick Search” box embedded in a browse page will not find items containing your search terms but will instead take you to the appropriate place in the alphabetical listing of entries. To search in IDEALS, see Searching in IDEALS below. On a browse page, you can also jump to entries beginning with a specific letter. If browsing by date, you can jump to a specific time using the search bar; see the Metadata Policy to learn about the formatting of dates in IDEALS to find the best results.

You can also browse IDEALS communities through the left sidebar and view their sub-communities and collections. Within some collections, you can browse through series to find individual issues. IDEALS communities generally respond to scholarly or research units; to learn more about communities and collections, see Structure of IDEALS or browse communities and collections.

Searching in IDEALS

To search all of IDEALS, use the search bar at the top right corner of the page. This will search all metadata fields and the full text of any item that can be indexed by the software (most pdfs, powerpoint documents, word documents, plain text documents, etc.).

To limit your search to a specific community or collection, navigate to that community or collection and select “This Community/This Collection” by the search bar in the top right corner of the page.

Advanced search

The “Advanced Search” button is next to the search bar. It will allow you to restrict your search to a community if you choose. On the Advanced Search page, you can also search within specific metadata fields, such as Author or Abstract, and use “and,” “or,” and “not” to combine search terms.

For certain searches (language, date, type) you will need to use the controlled vocabulary or encoding scheme in use by IDEALS in order to get useful results. See the Metadata Policy page for these values.

Content restrictions

You may encounter some items in IDEALS you are not immediately able to access. Items with a icon can only be viewed by members of the University of Illinois community with a NetID and password. Items with a icon can be viewed only by a specific set of users.

If you want to access an Illinois-restricted dissertation or thesis, you can request a copy through your library’s Inter-Library Loan office or purchase a copy from ProQuest.

IDEALS encourages submitters to make their work as openly available as possible.

Search hints

Can I truncate a search term?

Use an asterisk (*) after a word stem to get all hits having words starting with that root. For example:

curat*
will retrieve items containing curate, curates, curating, curated, curator, curators, and curation.

In addition, the search engine automatically expands words with common endings to include plurals, past tenses, etc (stemming).

**Can I search for an exact phrase?**

To search for an exact phrase, put quotation marks (" around it, such as:

"organizational change"

**Can I eliminate results with a specific word from a search?**

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use NOT (note capitalization). This can limit your search to eliminate unwanted hits. For instance, in the search

metadata -shreeves

or

metadata NOT shreeves

you will get items containing the word "metadata," except those that also contain the word "shreeves."

**Does IDEALS support Boolean searching?**

Yes, IDEALS does support Boolean searching. The following Boolean operators can be used to combine terms. Note that they must be CAPITALIZED.

**AND:** By default, if you search for multiple words in IDEALS they are joined together by an AND automatically. For example,

```
corn protein
```

will retrieve all items that contain BOTH the words "corn" and "protein."

**OR:** To enlarge searches to find items containing any (but not all) of the words or phrases, use OR. For example,

```
corn OR protein
```

will retrieve all items that contain EITHER the words "corn" or "protein."

**NOT:** To exclude items with a specific word(s) from search results, use the NOT operator before the word you wish to exclude. For example,

```
metadata NOT shreeves
```

will retrieve items containing the word "metadata," except those that also contain the word "shreeves."

**Parentheses** can be used in the search query to group search terms into sets, and operators can then be applied to the whole set. For example,

```
(corn OR maize) not protein
```

will exclude "protein" from all results containing either "corn" or "maize."