Cataloger's Desktop

Search Results and Facets

Facets allow you to quickly narrow your search results to the most relevant items.

Steps:

1. Enter search terms in the basic or advanced search.   In this sample search we have entered "preferred title" in the search box and are searching **My resources**.

preferred title	My resources	▾	🔍

2. On the left side of the screen are several facets, e.g. **Source Document, Publisher, Resource type, Language** that allow you to quickly refine your search. Each facet can be expanded or collapsed by clicking the arrow at the end of the facet title.

Cataloger's Desktop

Favorites   > *Search*   Contents

Refine your search

preferred title

Search: preferred title ⊗

Source Document ❯

Results found : 323

Publisher ❯

1   Authorized Access Point
    Resource Description & Access — G
    Authorized Access Point ...
    Joint Steering Committee (JSC) April

Resource type ❯

2   16.4.1 Authorized Access Point f
    Resource Description & Access — 1
    16.4.1 **Authorized Access Point** fo
    Joint Steering Committee (JSC) April

Language ❯

3   6.27.1 Authorized Access Point F

3. If you click a **Source document** facet link, you limit the search to that specific document. In this example, we see that there are 46 hits in *MARC 21 Format for Bibliographic Data*. We can limit the search to must this document by clicking the facet link.

4. If you want to return to the original search result set, click the small **X** to remove the filter.

This is a list of Cataloger's Desktop's search facets:

- **Cataloging task** facet allows you to limit the search to resources that are relevant to a specific type of cataloging activity.
- **Material type** allows you to limit your results to resources that are relevant to the type of resource you are cataloging
- **Publisher** allows you to limit your search to a specific publisher
- **Resource type** permits you to limit your search to a specific type of cataloging resource
- **Language** allows you to limit your search by language
- **Country** gives you the ability to limit your results to resources that are particularly relevant to a specific country
- **New resources** are resources that have been either recently added or updated

Sort by….

You can choose the search results sort order by using the pulldown in the **Sort by:** box.

Results / page

The **Results / page** pulldown lets you specify how many hits you prefer to see when you perform a search. Although the default number of hits displayed is 10, you can display 20, 50, or 100. The number of search hits displayed can also be changed in **Preferences**.
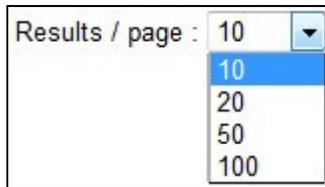
Hit display

Each hit includes a **section title** (in blue), a **citation** (in green), and **highlighted** hits in their paragraph. The hit's final line includes the name of the resource's publisher, revision or addition date, and the cataloging resource type(s).

Full Display of a Hit

To open the full display of a hit, click the hit's section title (in blue).

Open in a New Window

To open the document in a new window, click the **New window** icon.

Print

You may print the full display of the hit by clicking on the print icon.

Email

You may email the displayed hit to yourself or others by clicking on the email icon.