What is Encore Quick Search?

Encore Quick Search is a new way to find Library Catalogue materials in a ‘Google-like’ search. It allows you to search across a variety of library material including books, audio books, digital audio books, e-books, videos, music, as well as articles from a selected number of subject databases.

It offers:
- cool Web 2.0 features—like tag clouds—to help you focus your search by format, collection, subject headings, etc.
- relevancy ranking which ensures that the best references rise to the top of your search results; your attention will be drawn to suggested titles
- a Did You Mean? feature which eliminates confusion and corrects common spelling mistakes
- quick pre-selected links to the Library’s electronic and Web-based resources

Will Encore replace the current Library Catalogue?

No, Encore is simply a new interface for searching the Library Catalogue; the previous catalogue search screen is still available and you can use it to search for author, title, call number, etc. and you may limit your searches with the traditional limit functions.

How do I access Encore?

- Log on to myUnisa
- Click on the Library tab
- Click on Encore Quick Search

Log in and then click on Encore Quick Search
How do I use Encore?

Encore allows you to search by words or to search by means of a phrase.

Encore uses a **simple keyword search**, similar to Google, so when you search, for example, for books by **John Smith**, Encore will treat the search as **John AND Smith**. This means it will find books by John Smith, but it will also find books co-authored by John Gable and Mark Smith.

If you enter your keywords on a topic like **emotional intelligence**, Encore will automatically search the Catalogue and subject databases as if you were using the "AND" Boolean Operator e.g. **emotional intelligence** will retrieve Library material on emotional and intelligence both as a phrase and as separate words.
Sample search: emotional intelligence searched as words and then as a phrase search - please note that Encore has retrieved emotional intelligence as both a phrase and as separate words in the references below.
Please note the difference in the total number of results retrieved when searching with quotation marks, "emotional intelligence", and without.

Phrase searches are more focused and hence retrieve fewer results: 306 references.

Simple keyword searches are wider and less structured, and hence retrieve more results: 401 references.

Once you retrieve your results, there are many options that allow you to refine your search to find more relevant information:

- on the left of the screen, you can limit your results by author, title, subject, format (i.e. book, DVD, etc.), language, date, and location.
- on the right of the screen, you can use the tags to help refine your search; there is also a list of "popular choices" that may be of use to you.
- use "quotation marks" to search for words together as one phrase. In this way you retrieve only those items which contain those words next to one another and in that exact order.
- limit results by using * to truncate - the asterisk replaces one or more characters at the end of a word eg. adoles* will retrieve adolescent, adolescence and adolescents.
A quick guide to all the elements that you’ll find on an Encore search results page:

The search results display screen consists of 3 sections:

1. **Left screen section**

   - Use these links to refine your results; click on any of the criteria, e.g. *Format, Collection, Publish Date*, etc. This will result in fewer and more specific results
To remove any of these limits, click at the top of the results list.

2. **Middle screen display**
   - titles are displayed in the middle of the screen
   - these results are sorted and displayed by relevance

   ![Search: "emotional intelligence"
   Explore Related Searches Library Catalogue](image)

   - to display your search results by **Title** or **Date**, select the **Sort** option at the top left of the screen
   - while you are searching, you can add items to your bookcart (saved list) to create a temporary list of materials you are interested in
   - click **My Cart** at the top right of the page to either email this list of titles to yourself, or to add the titles to **My Lists** so that they can be saved to your record and requested at a later time. When you exit Encore, the bookcart is emptied and the list is deleted; you cannot save the bookcart list, but you can e-mail it to yourself.

3. **Right screen section**

   An **Images** search is displayed at the top right of the screen. Click an image to view a list of images associated with your search term(s).

   ![Images:](image)

   Below the Images search is a **Tag cloud**. This is a visual grouping of keywords and topics related to your search.
Tags in a tag cloud are displayed alphabetically. The size of a tag is related to how frequently it is used in your results in comparison with the others.

Tags in large type appear in your results more frequently while tags in small type are used less often. Selecting one of these tags will refine the search.

Tags in the Catalogue allow you to

- create a virtual reading list
- use your own preferred terms to organize your research
- discover materials that have been similarly tagged by other users
- refine your search and explore new directions via the tag cloud

How to View the Full Record of a Publication
• The results page will give you the basic information about a title, including Title, Author, Book Cover (if available) and availability
• To learn more about the book, click on the Title (in bold blue font) to view the full record

Above is an example of a full Catalogue record for a book:

• To return to the results page, simply click on the << Back to results link at the top left of the screen
• You can also navigate to other titles on the results page using the thumbnails on the right of the Full Record page. Click on any image of a Book cover to be taken to its full record, or use the arrows at the top and bottom of this ‘box’ to view other titles in your search results list
How to request a Title from the Library

When you find the item you want in the Catalogue, it is easy (from the results page or from the full record page) to request that the book be sent to you

- click Request it
- enter your login details
- complete the Requesting a Hold screen and Submit
Course Reserves

Prescribed and recommended extracts from books, articles, etc. in the Electronic Reserves can be searched and requested from Encore.
Article search

When you enter a search term into Encore, not only can you search the Catalogue for relevant items, you can search other electronic resources such as selected subject databases at the same time.

To retrieve only journal articles on your search topic, select Articles under the Format heading in the left section.

You will then find a selection of Unisa Library’s subscription databases with the number of articles found in each database.

Click on More Resources at the bottom of the database list to access the rest of these selected databases.
You can also search for articles in these databases by clicking **Articles** above the Search box.

**Please note:**

Encore is set to automatically retrieve books and other Library material. If you need journal articles only, you should, prior to starting your search, select the **Articles** option as indicated above.

**Did You Mean?**

The **Did you mean:** feature eliminates and corrects common spelling mistakes.
Can I specify an Author or Title search in Encore?

Encore has a single keyword search box only. After your initial search, you can narrow your search by author or title by choosing one of the facets on the left of the screen; alternately, you can use the Author or Title searches in the Library Catalogue.

How can I save the results of my search?

You can Add the records to the Cart, click on the My Cart link at the top of the screen, create a new List or add the records to an existing List and then email them to yourself or save them to your Lists in your patron record in the Library Catalogue to print, export to e-mail, request or export into citation management software tools like EndNote. Click on My Account to view your patron record and click the My Lists button in your patron record to view your Encore list.

Another new feature in Encore is that you can copy the URL as it appears in the address box, and that URL will return you to exactly the same search results if you click on it or paste it into the address box in the future.