

## information

	Zentral- und Hochschulbibliothek Luzern
standort	Uni/PH-Gebäude
homepage	www.zhbluzern.ch

**PH LUZERN**  
**PÄDAGOGISCHE**  
**HOCHSCHULE**



## Literature search in Swisscovery

### How to use the library catalogue of the ZHB Lucerne

- The multi-layered architecture of the new library system allows uncomplicated searching and switching between nationwide (Swisscovery) and local holdings (Swisscovery RZS). RZS stands for the region of Central Switzerland.
- Recommendation: Log in at the beginning of a search via the "Sign in"-button in the menu bar to make direct use of all the available options such as ordering books or placing holds on items.
- Swisscovery RZS lists all the print holdings of the regional library network. At the Uni/PH location, all borrowable titles are freely accessible. Most electronic resources can be downloaded in whole or in part.
- For students and staff of the University of Lucerne and the University of Teacher Education (PH) a customized view of Swisscovery RZS is available. This view grants them direct access to all the electronic resources licensed by their institutions. Off-campus, students and staffs can access this view with the available VPN.
- A VPN is only granted to students and staff of the above institutions. All other library users have to access subscription-based electronic resources on site. Make sure that you use the appropriate view depending on which site you are at, e.g. Swisscovery RZS - Uni/PH if you are at the Uni/PH location. Downloading subscription-based resources is only possible in the respective campus network (Uni/PH or Lucerne University of Applied Sciences and Art).

### Simple Search

- The search is similar to that in a web browser with freely selectable words. Author names, titles and topics can be combined as required. Capitalization is not taken into account.
- *Example:* excel introduction  
This strategy is suitable as a starting point of a search. The disadvantage: Our discovery system scans all the available data of a resource in order to find results. This means that if the search terms appear anywhere in a resource's record, this resource will appear in the list of results. Hence this list will likely include many titles in which *Excel* will only be a marginal topic.

### Tweak your results

- If the number of results is too high, there are various ways to limit them: Either you filter the results by format (i.e. media type such as book, article, etc.) or you use criteria such as year of publication, language or subject. Restricting your search to one or more libraries is also possible. By default, results are sorted according to relevance.

### Advanced Search

- For more refined searches, advanced search options are available (via the button at the top > next to the magnifying glass icon). This search is useful if you have a precisely defined topic or exact search details. You can also try the advanced search if you have not achieved satisfactory results with the simple search.
- Boolean operators: With AND and NOT you can logically limit your search, with OR you can expand it.  
*Example:*  
Switzerland AND rehabilitation (all these words must occur).

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### More Tips

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- Wildcards can be used.
  - ? (Question mark) replaces exactly one character
  - \* (Asterix) stands for any number of characters

*Example:*  
rehab\* (searches for rehabilitation, rehab training, rehab center etc.)
- You can search terms in the precise order as entered by putting them in quotation marks. This is called a phrase search.

*Example:*  
"virtual classroom"
- **Further helpful suggestions:**
  - Be careful in your use of compound terms
  - Be precise in your choice of terms. Similar terms may lead to very different results.
  - Proceed from broad to narrow terms (rehabilitation > rehabilitation therapy > occupational therapy)

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### More Information

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- General inquiries: [info.upg@zhbluzern.ch](mailto:info.upg@zhbluzern.ch); Phone 041 349 76 00
- Research support: [informationskompetenz@zhbluzern.ch](mailto:informationskompetenz@zhbluzern.ch)
- Direct links to the library catalogues:
  - Lucerne: [rzs.swisscovery.slsp.ch](http://rzs.swisscovery.slsp.ch)
  - Switzerland: [www.swisscovery.slsp.ch](http://www.swisscovery.slsp.ch)

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Formatiert: Englisch (Vereinigte Staaten)

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