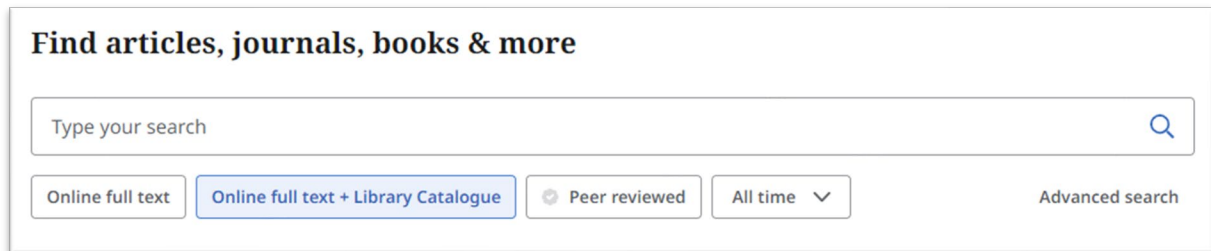


DISCOVERY: 3 - FILTERING SEARCH RESULTS

TE PUNA MĀTAURANGA - LIBRARY LEARNING CENTRE

Learn how to use DISCOVERY filters to refine your search results.

1. Find the DISCOVERY search box on the Library website <https://library.nmit.ac.nz>.
2. Click on **Search DISCOVERY** to go directly to the DISCOVERY platform.
3. Common filter options appear below the search box as below:

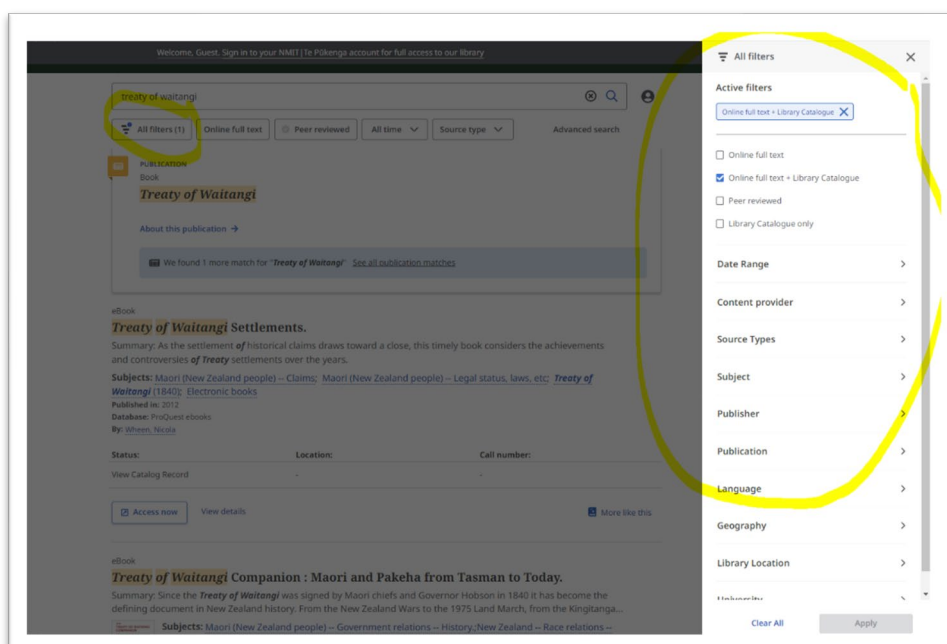


The screenshot shows the top of the DISCOVERY search interface. At the top, it says "Find articles, journals, books & more". Below this is a search box with the placeholder text "Type your search" and a magnifying glass icon on the right. Underneath the search box are several filter buttons: "Online full text", "Online full text + Library Catalogue" (which is highlighted with a blue border), "Peer reviewed", and "All time" with a dropdown arrow. To the right of these buttons is a link for "Advanced search".

- **Online full text** – full text resources (excludes Library Catalogue).
 - **Online full text + Library Catalogue**– this is pre-selected* to include full text resources and our Library Catalogue collection. Excludes abstracts.
 - **Peer reviewed** - journal articles from scholarly publications.
 - **All time** – restricts your results by date (past 12 months, 5 years, or 10 years).
4. To bring up some search results, type, eg *Treaty of Waitangi* in the search box and press Enter key.
 5. Once your results are retrieved, an **All filters** button will now appear underneath the search box. (The **(1)** indicates the already applied pre-selected filter. *)
 6. Click on **All filters** to open a panel to the right with a full list of all available DISCOVERY filters.

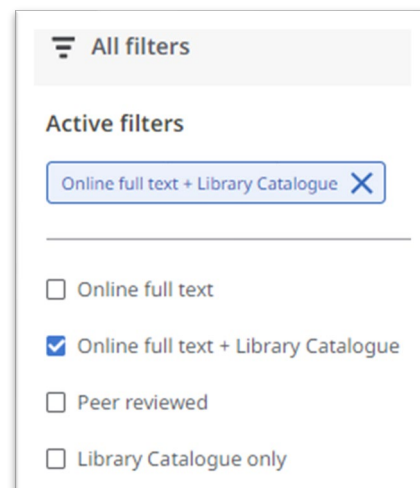


This screenshot shows the search results page. The search box contains the text "Treaty of Waitangi". Below the search box, the "All filters (1)" button is highlighted with a yellow circle. Other filter buttons like "Online full text" and "Peer r" are also visible.



This screenshot shows the search results page for "Treaty of Waitangi". The "All filters" panel is open on the right side of the page, showing a list of filters. The "All filters (1)" button is highlighted with a yellow circle. The panel includes sections for "Active filters" (with "Online full text + Library Catalogue" selected), "Date Range", "Content provider", "Source Types", "Subject", "Publisher", "Publication", "Language", "Geography", and "Library Location". There are "Clear All" and "Apply" buttons at the bottom of the panel.

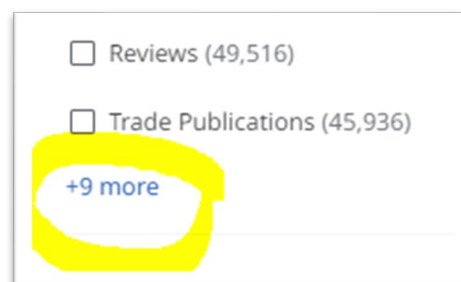
8. The **Active filters** area lists filters that have been applied already. Notice that **Online full text + Library Catalogue** has been included by default.
9. From the **Active filters** area, you can click each **X** to remove a filter, or **Clear all** (at the bottom of the menu) to remove them all.
10. The area below this lists the common filters which are displayed on the DISCOVERY main platform. Any applied filters will be ticked already. You can untick any filter to de-select it.



11. The filters below the top common ones, are available as an expandable menu and include:
 - **Date Range** – publication time period.
 - **Content provider** - filters by collections such as Science Direct, Gale databases, etc.
 - **Source types** – filters by format such as by book, journal article, thesis, etc.
 - **Subject** – specific subject area.
 - **Publisher** – publishing organisation such as Oxford, Springer, Wiley, etc.
 - **Publication** – publications such as journals, newspapers, new agencies, etc.
 - **Language** – language of publication.
 - **Geography** – filters by location of publication and as a subject such as a country.
 - **Location** – Library location of the collection, such as Nelson, Marlborough, or Richmond.

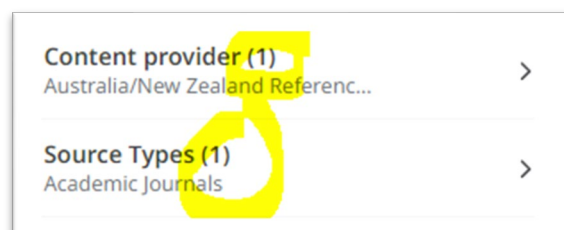
To select filters from the menu, you can click:

- on the arrow beside each filter heading to expand a menu option as seen above.
- to tick any relevant filter options.
- on **+...more** (see right) to expand the list and then use the scroll bar to see the full range.



12. When a filter is selected in a category, a tally will appear beside the filter category.

13. Once you have made your selection(s), click **Apply** (at bottom of panel) to action the filters and your search results will reduce/increase according to your selections.



TIPS:

- Clicking on the DISCOVERY **logo** will clear your search and filters.
- To narrow your results to eBooks, select both **Books** and **eBooks** from the **Source type** menu.

Need more help?...see our other [Library Help Guides](#).