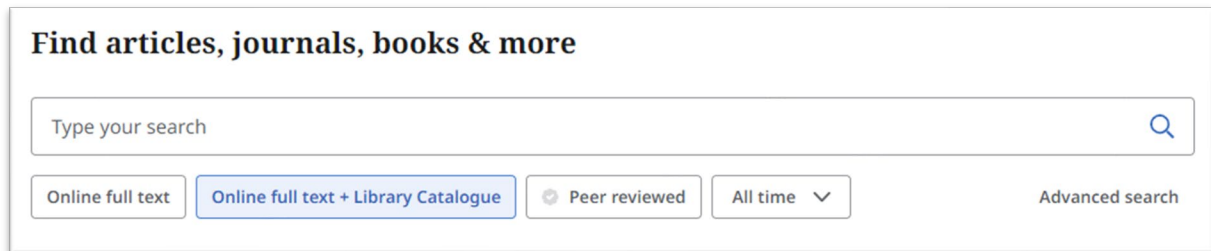# DISCOVERY: 3 - FILTERING SEARCH RESULTS
TE PUNA MĀTAURANGA - LIBRARY LEARNING CENTRE

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:

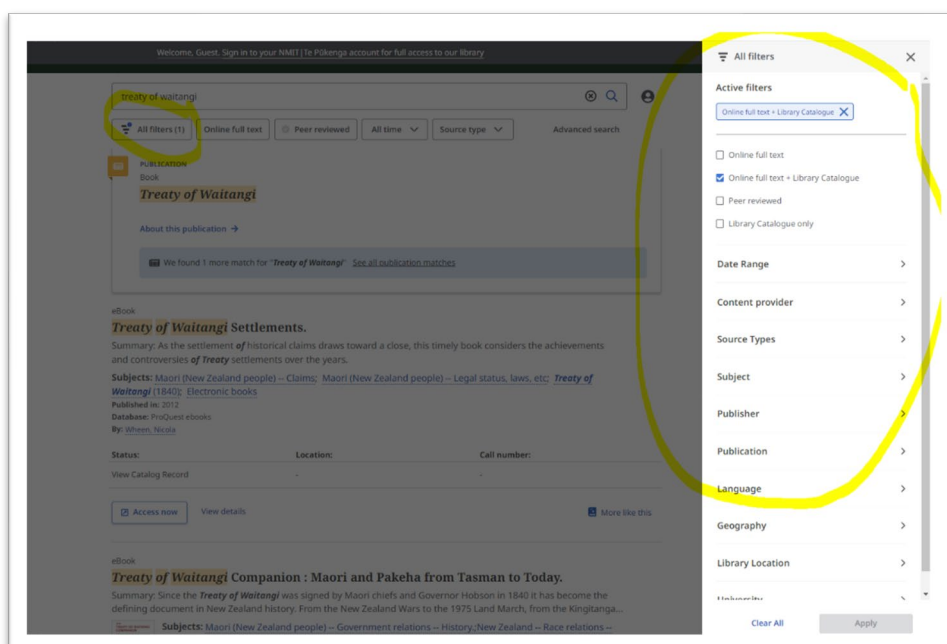- **Online full text** – full text resources (excludes Library Catalogue).
- **Online full text + Library Catalogue**– this is pre-selected* to include full text resources and our Library Catalogue collection. Excludes abstracts.
- **Peer reviewed** - journal articles from scholarly publications.
- **All 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.
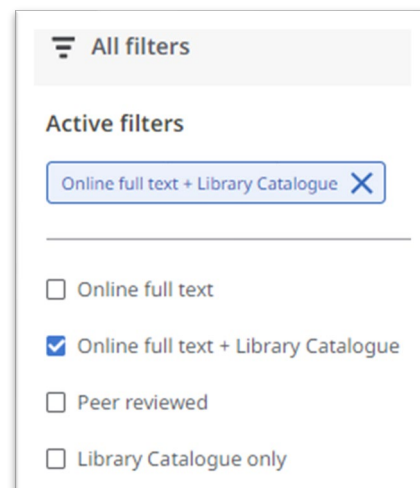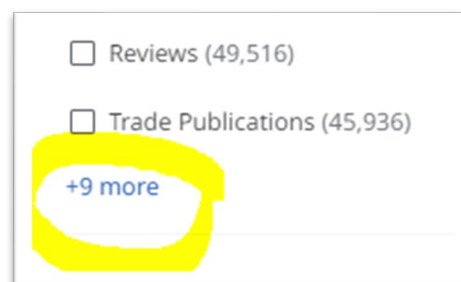
nmit

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.
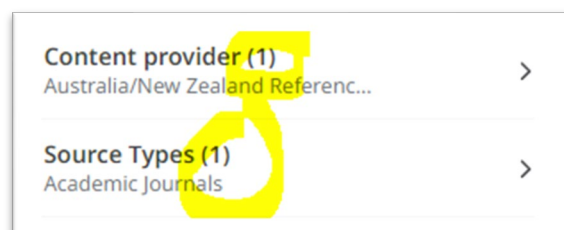   - **Location** – Library location of the collection, such as Nelson, Marlborough, or Richmond.

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.