Collections Website: Guide to Advanced Search

This is a quick guide to using the Advanced Search feature on GW's pilot collections website which includes works from the GW Collection, Corcoran Study Collection, Albert H. Small Washingtoniana Collection, The Textile Museum, and Cotsen Textile Traces Study Collection.

Topics in this guide include:

1. Advanced Searching Basics
2. How to Clear an Advanced Search
3. How to Limit an Advance Search to a Specific Collection
4. How to Search for a Date Range
5. How to Search the Geography Field
6. How to Quickly Find Terms in the Culture and Style Dropdowns
7. What is the Difference Between Med. / Support and Materials?
8. What is Structure?

If you have additional questions, please email collections@gwu.edu.

1. ADVANCED SEARCHING BASICS

Visit go.gwu.edu/collections and click on “Browse the Collections” in the top-right corner of the page, followed by “Advanced search.”

When you click on “Advanced search,” the advanced search pop-out will appear.
**Fulltext** allows you to conduct a keyword search for one or multiple terms anywhere in an object record. **Total Hits**, in the upper right, will indicate the number of works matching your search criteria; this number will automatically update as you build your search using the different **Search Criteria** fields below.

You may also use the **operator dropdowns** (middle column) to further customize your advance search. There are many operators to choose from, but the most useful operators are:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contains</td>
<td>partial or exact term or phrase</td>
</tr>
<tr>
<td>Equals</td>
<td>an exact term or phrase</td>
</tr>
<tr>
<td>Begins with</td>
<td>partial name, term, or phrase that only appears at the very beginning of the field</td>
</tr>
<tr>
<td>Ends with</td>
<td>partial term or phrase that only appears at the very end of the field</td>
</tr>
<tr>
<td>Between (incl.)</td>
<td>information within a specific range, such as a date range</td>
</tr>
<tr>
<td>Greater than or equal to</td>
<td>greater than or equal to a specific date, term, or phrase</td>
</tr>
<tr>
<td>Less than or equal to</td>
<td>less than or equal to a specific date, term, or phrase</td>
</tr>
<tr>
<td>Not contains</td>
<td>omit a partial or exact term or phrase</td>
</tr>
<tr>
<td>Not equal</td>
<td>omit an exact term or phrase</td>
</tr>
</tbody>
</table>

Click **OK** when you are ready to view your search results.
2. **HOW TO CLEAR AN ADVANCED SEARCH**

At the top of the page, place your cursor over the grey dropdown. A circular “x” icon will appear on the right side of the dropdown. Click the “x” to clear the search.

3. **HOW TO LIMIT AN ADVANCED SEARCH TO A SPECIFIC COLLECTION**

In the **Collection** field, located at the very bottom of the advanced search pop-out, enter the name of the collection or a unique part of the collection's name (e.g., "Textile Museum," "Cotsen," "Washingtoniana," "GW", or "Corcoran").

4. **HOW TO SEARCH FOR A DATE RANGE**

Click on the dropdown to the right of the **Date** field. Change the operator dropdown from "Contains" to "Between (incl.)".

Once "Between (incl.)" has been selected, a second field will appear.
Enter the date range in the two fields. For BCE dates, add “BCE” to the end of each applicable date.

5. HOW TO SEARCH THE GEOGRAPHY FIELD

**Geography** allows you to search for works associated with a geographic location, such as a specific continent, country, city, geographic region, etc.

This field works best when only one (1) location is entered instead of multiple locations (e.g., “Paris” instead of “Paris France”).

![Geography](image)

Multiple geographic locations may be entered, but they must be entered from largest to smallest. Do not add commas.

![Geography](image)

6. HOW TO QUICKLY FIND TERMS IN THE CULTURE AND STYLE DROPDOWNs

To quickly find a term in the **Culture** and **Style** dropdowns, click into the blank part of the dropdown field (where it says “Criteria 1”). Type the term you are looking for into the field. As you type, the list will become smaller. Select the correct term from the list.

![Dropdown](image)
Currently the **Style** field is primarily used by The Textile Museum Collection and the Cotsen Textile Traces Study Collection.

### 7. WHAT IS THE DIFFERENCE BETWEEN MED. / SUPPORT AND MATERIALS?

The **Med. / Support** field is for searching works in GW Collection, Corcoran Study Collection, or Albert H. Small Washingtoniana Collection. The **Materials** field is for The Textile Museum Collection and the Cotsen Textile Traces Study Collection.

Using both fields is not recommended.

Please use the **Object Class** field to search for work by broad classification (e.g., Painting, Textile, Sculpture and Installation, Print, etc.).

### 8. WHAT IS STRUCTURE?

**Structure** is for searching textile structures and is not applicable to works in the GW Collection, Corcoran Study Collection, or Albert H. Small Washingtoniana Collection.