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.
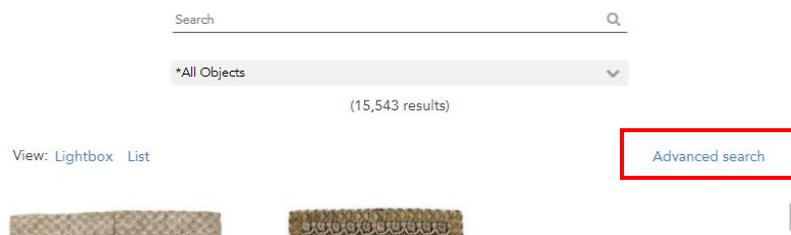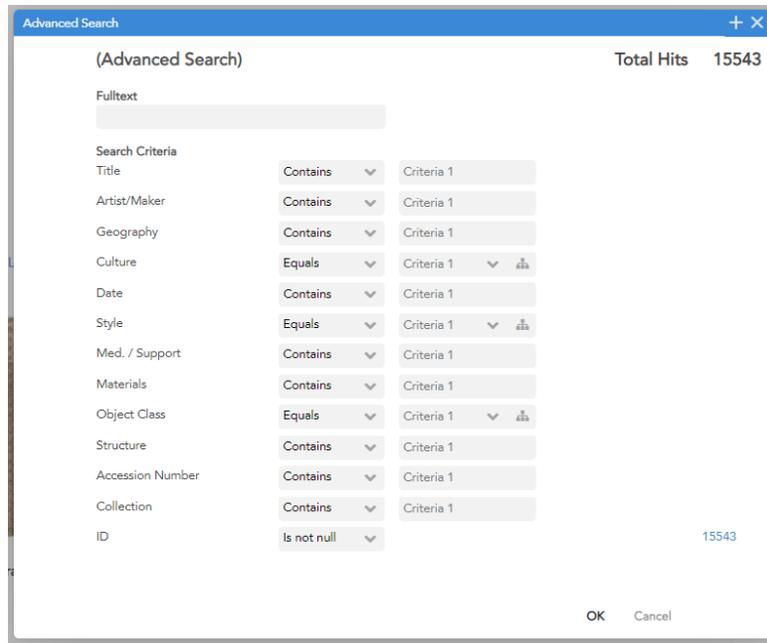
Topics in this guide include:

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:

Contains	=	partial or exact term or phrase
Equals	=	an exact term or phrase
Begins with	=	partial name, term, or phrase that only appears at the very beginning of the field
Ends with	=	partial term or phrase that only appears at the very end of the field
Between (incl.)	=	information within a specific range, such as a date range
Greater than or equal to	=	greater than or equal to a specific date, term, or phrase
Less than or equal to	=	less than or equal to a specific date, term, or phrase
Not contains	=	omit a partial or exact term or phrase
Not equal	=	omit an exact term or phrase

Click **OK** when you are ready to view your seach results.

2. HOW TO CLEAR AN ADVANCED SEARCH

At the top of the page, place your curser over the grey dropdown. A circlular "x" icon will appear on the right side of the dropdown. Click the "x" to clear the search.
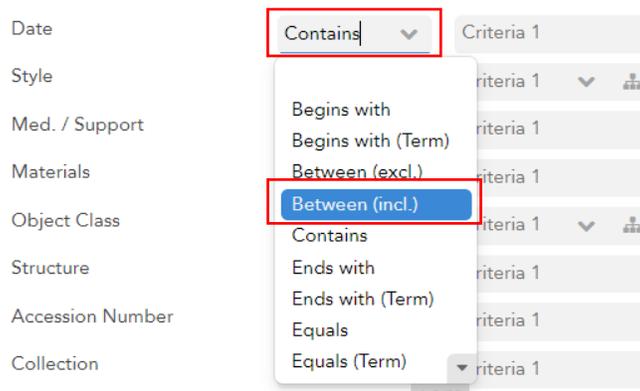
3. HOW TO LIMIT AN ADVANCED SEARCH TO A SPECIFIC COLLECTION

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.

Date	Between (incl.) ⌄	1970	1980

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	Contains ⌄	Paris

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

Geography	Contains ⌄	Europe France Paris

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.

Culture	Equals ⌄	amer ⌄ ⛁
Date	Contains ⌄	African American
Style	Equals ⌄	African American culture
Med. / Support	Contains ⌄	American
Materials	Contains ⌄	American history
Object Class	Equals ⌄	American Indian = Native American
Structure	Contains ⌄	Amerindian Language
Accession Number	Contains ⌄	Anglo American
		archaic North American
		Central America
		Central American

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.