




Information gateway – the Metalib search portal


The Metalib portal allows users to search records of documents (and articles in particular) in multiple electronic information sources (preset groups of sources, e.g. “fulltext databases” or “quotation and abstract databases”) at the same time on the basis of an appropriate research inquiry.

Easy Search offers the chance of entering a general inquiry (the flag **Simple**) or exactifying an inquiry by completing specific fields such as author, title, subject, year, ISBN, ISSN (the flag **Advanced**). There is also a **Professional Search** available for advanced users that offers a wider range of possibilities for searches and for work with inquiry results.

1. Choose the **group of sources** you wish to search in **Easy Search** – by marking, for example,  by the name of the group. After clicking on the name of the group a window will be displayed with **a list of searched sources**. Basic information on the source, including any limitations in the creation of inquiries, can be displayed using the icon .
2. Enter a **simple expression to be sought** (e.g. the title of a document or a keyword from the title of a document, the surname of the author of the work without diacritics) in the flag in the search window.
3. Confirm by hitting **GO**.
4. Your search will begin – the state of the process underway will be displayed.
5. Resultant **records** are displayed when your search has been completed.
6. Records found and downloaded are displayed in a tabular display. Only a proportion of records will be displayed if a large number of records are found, for which reason a link is available for downloading others (**download more**). An overview of the numbers of records found and downloaded is available using the link **Overview**.
7. Further work with these records is also possible – display by, for example, title or author, classify by clusters and facets (table on the right), change method of display (tabular, concise, full), etc.
8. The available links can be used for a selected record for moving to the original record in the source’s native interface or use the SFX icons for access to the range of additional SFX services (SFX Menu).

If you are interested in a list of sources, you can find an overview under **Find sources**.

The range of available sources and preset groups of sources is activated according to the IP address you are accessing from. If sources or groups are unavailable to you, the lock symbol  will be displayed.

A detailed guide to work with Metalib is available using the  icon in the top right-hand corner of the portal.