

Using Facets

Facets

Quicksearch provides facets as a way to get to specific material. Understanding facets and how they work will help you get the most functionality out of Quicksearch. Facets are categories of results and are listed under Refine on the left side of results. Individual facet values are the metadata in records.

Catalog Facet Categories

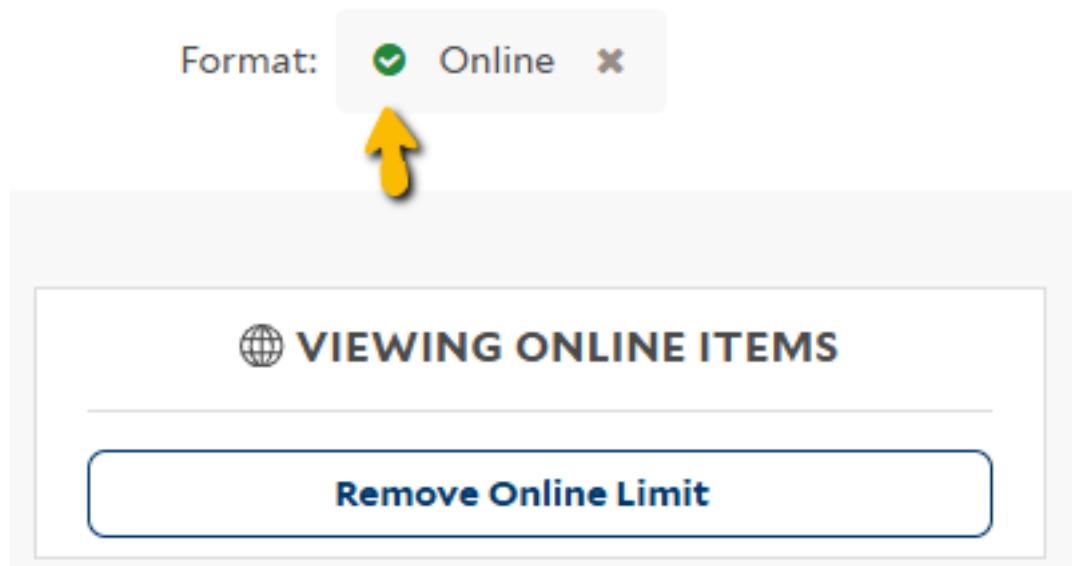
- Item Status: Item in place (on the shelf); Item not in place (unavailable, checked out); Holding has no items (mostly books in the Beinecke); Some available (multi-volume works)
- Format (books, journals, microforms, etc.)
- Publication Date
- Author/Creator
- Recently Added: dates of new records added between the past month and the past year
- Library: Physical location of the item within the Yale Library system, or Online for digital material.
- Language
- Subject: Subject headings for the topic covered by the material.
- Subject (Region): Subject headings for the area of the world covered in the material.
- Subject (Era): Subject headings for the time period covered in the material.
- Subject (Genre): category of artistic form or content. Examples are bibliography, handbooks, fiction, etc.
- Special Collections Subject: headings created by Yale catalogers for our collections
- LC Class: the code representing the physical location of the item. Only Library of Congress call numbers are included.

Hint: When you expand a facet (click on the >) only a subset of the most common results will display. To see all facet values select **more** at the bottom of the list.

Online Results: Applying and Excluding

The Show Online Results Only button may be toggled on and off.

To exclude online results, click Show Online Results Only, move your cursor up to the green circle above and click on the circle or the word Online. Online results will now be excluded from your results.



Format: Online 

VIEWING ONLINE ITEMS

Remove Online Limit

LIMIT YOUR SEARCH

Format: Online 

Item Status >

Format ▾

Online results display

Online results have been excluded

Combine Facets

You may choose one or multiple facets by clicking on a value. When you select multiple values within a category, the search is very restrictive (an AND). After selecting more than one facet value within format, for example, you will see that those values are listed at the top of the search with the term All Of displayed before them. The image below shows a search for Human Rights limited to both of the facet values Books and Online.

Using Facets

Published on Yale University Library (<https://web.library.yale.edu>)

Catalog Search Results: *human rights*

Format: Books Online AND Online

VIEWING ONLINE ITEMS
[Remove Online Limit](#)

LIMIT YOUR SEARCH

Item Status

Format

Books <input type="checkbox"/>	48,932
Data Sets	4
Dissertations & Theses	156
Online <input type="checkbox"/>	48,932

Human rights U.S. Government's efforts to address alleged abuse of household workers by foreign diplomats with immunity could be strengthened : report to the Subcommittee on Human Rights and the Law, Committee on the Judiciary, U.S. Senate

Author United States. Government Accountability Office
Published [Washington, D.C.]: U.S. Govt. Accountability Office, [2008]
Online Format Online Options Books / Online

Human rights ; draft covenant revised at fifth session of Commission on Human Rights

That search shows 48,982 results. You can make the set bigger with all the books plus all the online material by changing AND to OR, above the search results, which produces 103,039 results.

Catalog Search Results: *human rights*

Format: Books Online OR Online

VIEWING ONLINE ITEMS
[Remove Online Limit](#)

LIMIT YOUR SEARCH

Item Status

Format

Archives or Manuscripts	520
Audio	37
Books <input type="checkbox"/>	98,479
Data Sets	211
Databases	18
Dissertations & Theses	341

Human rights : proceedings of the Colloquy about the European Convention on Human Rights in Relation to Other International Instruments for the Protection of Human Rights : Athens 21-22 September 1978

Author Colloquy about the European Convention on Human Rights in Relation to other International Instruments for the Protection of Human Rights (1978 : Athens, Greece)
Published Strasbourg : Council of Europe, Directorate of Human Rights, 1979.
Location Law Library - LSF >> JX 4200 +C698
Format Books

Human rights: a study guide for the International Year for Human Rights, 1968

Author United Kingdom Committee for Human

Facets – More>> List

Expanding Facets

To view all filters available from your search, select **more >>** at the bottom of the list.

Language

English	468,331
French	4,797
Latin	4,036
German	3,019
Spanish	1,167
Romance (Other)	925
Italian	883
Chinese	526
Dutch	449
Russian	435
more »	

There are two ways you can interact with this area.

- Filtering by keyword
- Sorting numerically or alphabetically

Filter by keyword

- Use the text box to search for a term

Language

 Sort by 

English	468,334
French	4,797
Latin	4,036
German	3,019
Spanish	1,167
Romance (Other)	925
Italian	883
Chinese	526
Dutch	449
Russian	435
Japanese	281
Portuguese	258
Arabic	248
Greek, Ancient (to 1453)	229
Hebrew	224
Undetermined	142
Welsh	134
Polish	124
Greek, Modern (1453-)	117
Multiple languages	94



- Once you hit enter, the term will appear at the top of the list with a blue highlight.
- To return to the original list, select the X next to the term.

Language

X

Filter by keyword



Sort by



Contains: Spanish 

Spanish

1,167

1

Sorting numerically or alphabetically

- To sort numerically or alphabetically, use the "Sort by" drop-down menu.

Language

X

Filter by keyword

Q

Sort by

▼

English	468,334
French	4,797
Latin	4,036
German	3,019
Spanish	1,167
Romance (Other)	925
Italian	883
Chinese	526
Dutch	449
Russian	435
Japanese	281
Portuguese	258
Arabic	248
Greek, Ancient (to 1453)	229
Hebrew	224
Undetermined	142
Welsh	134
Polish	124
Greek, Modern (1453-)	117
Multiple languages	94

1 2 3 4 5 6 >

Sorting numerically

- By default, all facets will display the values organized numerically. This means that the value with the most results will appear first.

Language

X

Filter by keyword



Sort by

A-Z Sort

Numerical Sort

English	468,334
French	4,797
Latin	4,036
German	3,019
Spanish	1,167
Romance (Other)	925
Italian	883
Chinese	526
Dutch	449
Russian	435
Japanese	281
Portuguese	258
Arabic	248
Greek, Ancient (to 1453)	229
Hebrew	224
Undetermined	142
Welsh	134
Polish	124
Greek, Modern (1453-)	117
Multiple languages	94

1 2 3 4 5 6 >

Sorting alphabetically

-

To sort alphabetically, select the box “Sort by,” and in the drop-down menu, select “A-Z Sort.”

Language



Sort by



A-Z Sort

Numerical Sort

Afrikaans	31
Afroasiatic (Other)	1
Akan	2
Akkadian	4
Algonquian (Other)	2
Altaic (Other)	1
Amharic	4
Arabic	248
Aramaic	2
Armenian	12
Australian languages	2
Austronesian (Other)	5
Avestan	1
Bantu (Other)	3
Basque	3
Beja	1
Belarusian	5
Bengali	11
Braj	1
Bulgarian	15

1 2 3 4 5 6 >

Returning to the catalog

-

To return to the catalog with your new filter selections applied, select the x at the right corner of the box.

Language

Filter by keyword

Sort by

English	468,334
French	4,797
Latin	4,036
German	3,019
Spanish	1,167
Romance (Other)	925
Italian	883
Chinese	526
Dutch	449
Russian	435
Japanese	281
Portuguese	258
Arabic	248
Greek, Ancient (to 1453)	229
Hebrew	224
Undetermined	142
Welsh	134
Polish	124
Greek, Modern (1453-)	117
Multiple languages	94

Source URL:<https://web.library.yale.edu/quicksearch/tips/using-facets>