

Searching for and requesting documents in the BFH swisscovery research platform

Access: <https://swisscovery.bfh.ch>

Searching in BFH swisscovery

The screenshot displays the BFH swisscovery search interface. A yellow header bar contains the search field, search area, and user account options. A blue sidebar on the left provides filters to limit search results. The main content area shows search results for the query 'forestry switzerland'.

Search field: The input field where the search query 'forestry switzerland' is entered.

Search area: The area containing the search button and the 'Advanced Search' link.

User account: The area containing the 'Sign in' and 'Menu' links.

Filter to limit search results: The sidebar on the left, titled 'Tweak your results', which includes options like 'Include articles without fulltext', 'Sort by', 'Show only', and 'BFH'.

Search results: The main content area displaying search results, including the article 'Key concepts and methods of programme evaluation and conclusions from forestry practice in Switzerland' by Bisang, Kurt; Zimmermann, Willi.

- The two search areas
 - a. «BFH» search in all BFH libraries
 - b. «swisscovery»: Search in all Swiss swisscovery libraries

- **The search field**

Enter search terms in the search field

- **Advanced search**

The *Advanced search* function allows the search to be refined by specifying various search criteria such as language. You can also choose whether to search only in BFH swisscovery or in the Swiss-wide swisscovery.

Further information about the functions can be found in BFH swisscovery recherche under *Help*.

A. Tips for searching

- ✓ Separate search terms with spaces
- ✓ Omit articles («the» and «a») and stop words such as «by», «in», etc.
- ✓ Meaningful and distinctive search terms return fewer hits and therefore yield the sought title quicker

Example:

Title sought: *Les fondateurs de l'agriculture biologique : Albert Howard, Rudolf Steiner, Maria & Hans Müller, Hans Peter Rush, Masanobu Fukuoka / Yvan Besson. - Paris : Sang de la Terre, 2011.*

Search with «müller agriculture» = 111,091 hits

Search with «fondateurs fukuoka» = 8 hits

- ✓ Use truncation (*) to obtain more search results

Example:

sustain* for sustain, sustains, sustaining, sustainability, ...

- ✓ Boolean operators
 - AND
Focussed search: using AND to combine terms in a search request returns only those documents in which all combined terms occur.
→ If not otherwise specified, BFH swisscovery automatically uses the AND operator
 - OR
Broad search: using the OR operator returns all documents containing at least one of the combined terms.
 - NOT
Excluding a search term: using NOT allows terms to be excluded, i.e. documents containing the NOT combined link are not shown.
- ✓ Enter search terms in the same language and do not mix languages
→ Irrespective of this, the search results contain documents in various languages

Further information about searching can be found in BFH swisscovery recherche under *Help*.

B. Searching

• Bibliographical references already available (→ Title and author known)

- a. Book, monograph (print and online)
 - Enter two or three distinctive and meaningful search terms, e.g. author's name, distinctive words from the title:



A screenshot of a search bar interface. The search bar is white with a yellow border. Inside the bar, the text 'fondateurs fukuoka' is entered. To the right of the text, there is a small 'X' icon for clearing the search, followed by the text 'BFH' and a dropdown arrow. At the far right of the bar is a yellow magnifying glass icon.

b. Journals

- In the search field, enter the title of the *journal* (not the title of the journal *article*). Select search refinement «starts with» and «title»:

Search for: ☒ BFH ☐ swisscovery

Simple Search

Search filters

Title starts with france agricole

AND Any field contains Enter a search term

+ Add a new line Clear

Material Type
All items

Language
Any language

Start Date:
Day Month Year

End Date:
Day Month Year

The easiest way to search for journal articles is via international bibliographical reference databases such as Web of Science and CAB Abstracts

→ Information and access data at:

<https://intranet.bfh.ch/HAFL/en/Campus/Bibliothek/Datenbanken/Pages/default.aspx>.

• Topic-based search (→ title or bibliographical references not known)

a. Searching for literature on a specific topic:

- In the search field, enter two or three relevant search terms in German, French or English.

→ See also point A. *Tips for searching*.

Example:

To find documents relating to the topic of «Landschaftsschutz» (landscape conservation) in the canton of Thurgau:

Conduct a search using «landschaft*» and «thurgau*» (* denotes truncation):

landschaft* thurgau*

Sign in to get complete results and to request items Sign in DISMISS

Tweak your results

☐ Include articles without fulltext

Sort by Relevance

Show only

Available in the libraries

Online

Online - Open Access

Peer-reviewed

BFH

BFH - Bibliothek AHB/TI, Burgdorf (5)

BFH - Soziale Arbeit, Bern (5)

BFH - HKB Mediathek, Bern (3)

Show More

0 selected PAGE 1 275 Results

1 ARTICLE
Landschaft für die Erholung am Beispiel der Seeuferplanung am Bodensee, Kanton Thurgau
Schwarze, M
PEER REVIEWED OPEN ACCESS
Available Online

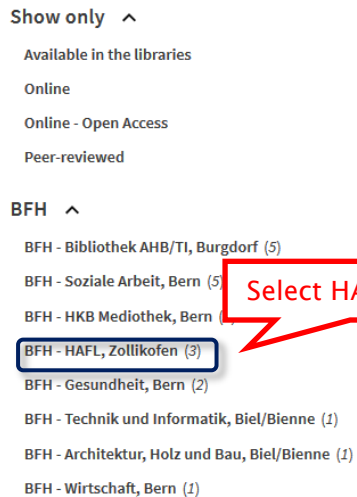
2 DISSERTATION
Pflegelinder : die Deutschschweizer Armenereziehungsvereine 1848-1965
Guggisberg, Ernst 1982- Verfasser; Guggisberg, Ernst
Baden : Hier und Jetzt
© 2016; 2016
Not Available

3 ARTICLE
Ein Kontrollinstrument für die Entwicklung der Landschaft : Ziele und Methoden des Biodiversitätsmonitorings Thurgau
Hipp, Raimund ; Plattner, Matthias ; Roth, Tobias
Thurgauische Naturforschende Gesellschaft

C. Narrowing searches and refining search results

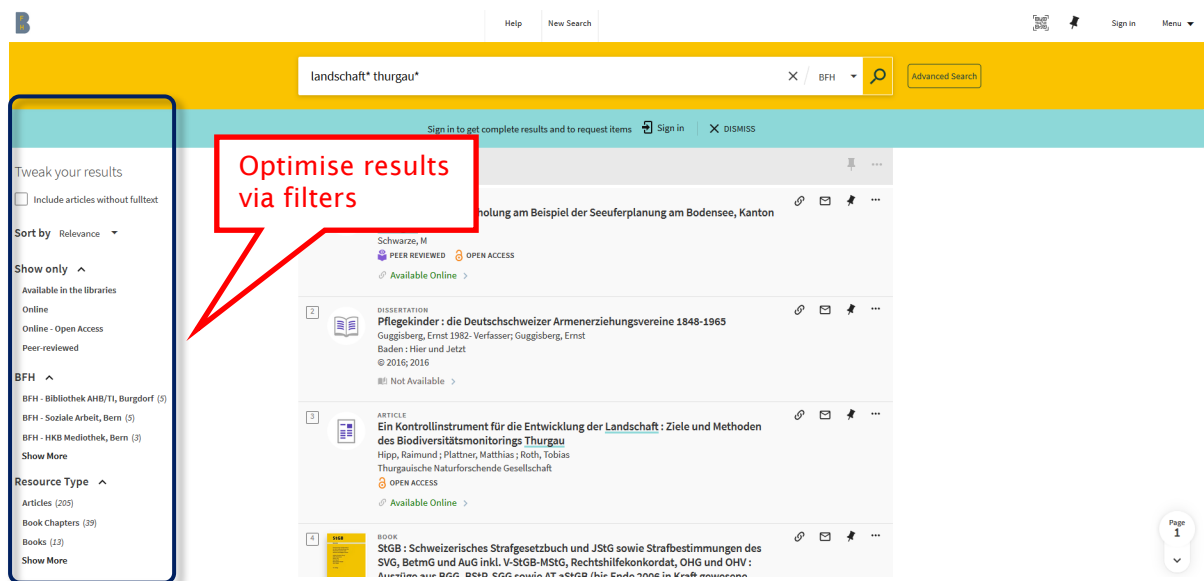
- a. Select BFH-HAFL library via the filter function.

Only documents available in the BFH-HAFL library are shown.



Select HAFL library

NB: In this way, the number of *electronic* full-text resources displayed in the result list will be limited.



- b. Refining search results using filters

Filters serve to filter search results in order to reduce the number of search results.


Filtering terms are suggested in the left-hand column, which enables the search results to be narrowed down:

Resource Type ^

Articles (205)
Book Chapters (39)
Books (13)
Reviews (13)
Dissertations (3)
Journals (1)
Text Resources (1)

Clicking on «Books» limits the list of results to the 13 books found. To exclude a term, click on the red symbol to the right of the term.

Resource Type ^

Articles (205)
Book Chapters (39)
☐ Books (13) 
Reviews (13)
Dissertations (3)
Journals (1)
Text Resources (1)

Exclude Books

With «show more», additional terms can be displayed and the search refined by including or excluding several terms.

Resource Type ^

☐ Articles (205)
☐ Book Chapters (39)
☒ Books (13)
☐ Reviews (13)
☒ Dissertations (3)
☐ Journals (1)
☐ Text Resources (1)

Author ^

☐ Kunstmuseum Thurgau (2)


CLEAR

APPLY FILTERS

To remove a filter, click on x next to the corresponding term. To remove all filters, click on «reset filters».

Active filters

Books X Dissertations X

 Remember all filters

 Reset filters

c. Select swisscovery network

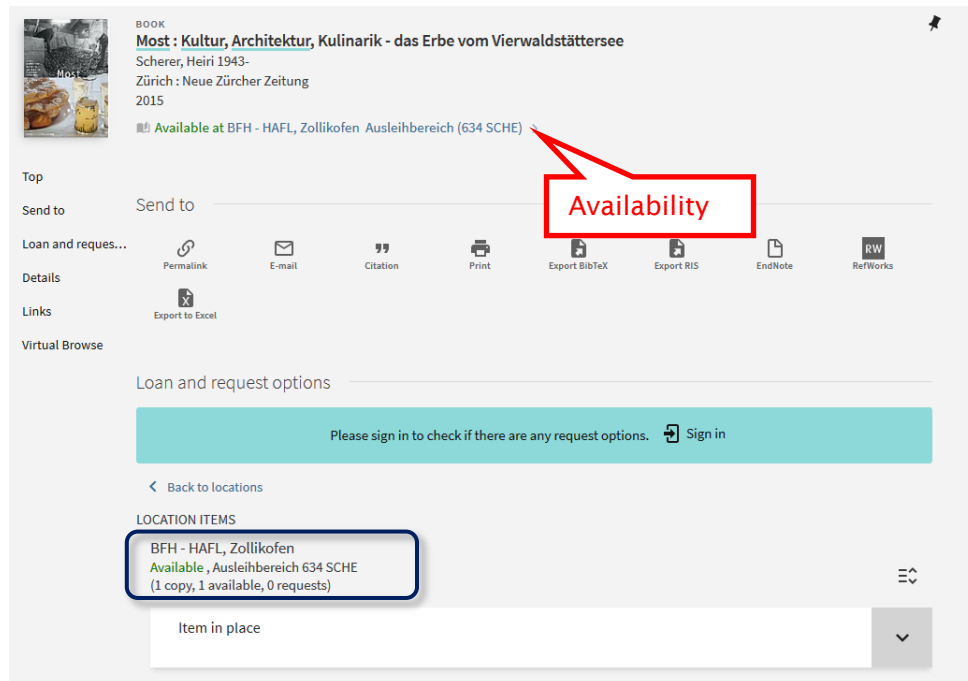
If a search in the BFH swisscovery has not yielded any satisfactory hits, the search can be extended to the swisscovery network. By selecting a swisscovery network, more hits are displayed. Generally, media can also be ordered via the SLSP courier. You can see whether a library participates in the SLSP courier system when you place your order.

The screenshot shows the swisscovery search interface. At the top, a search bar contains the query "landschaft* thurgau*". To the right of the search bar is a dropdown menu currently set to "swisscovery". A red box highlights this dropdown with the text "Select «swisscovery»". Below the search bar, there are links for "Sign in to get complete results and to request items", "Sign in", and "DISMISS". On the left side, under "Tweak your results", there are filters for "Include articles without fulltext", "Sort by Relevance", and "Show only". Under "Show only", there are options for "Available in the libraries", "Online", "Online - Open Access", and "Peer-reviewed". Under "BFH", there are links for "BFH - Bibliothek AHB/TI, Burgdorf (5)", "BFH - Soziale Arbeit, Bern (5)", and "BFH - HKB Mediathek, Bern (3)". A red box highlights the "swisscovery Network" section, which includes "Gerichte - SIR (265)", "Université de Neuchâtel (220)", and "BCU Fribourg and affiliated libraries (190)". A red box with the text "«swisscovery network»" points to this section. The main search results area shows four items: 1. "ARTICLE Landschaft für die Erholung am Beispiel der Seeuferplanung am Bodensee, Kanton Thurgau" by Schwarze, M. (PEER REVIEWED, OPEN ACCESS, Available Online). 2. "DISSERTATION Rechtsgeschichte der evangelischen Kirchgemeinden der Landschaft Thurgau unter den eidgenössischen Landfrieden (1529-1792)" by Straub, Konrad (Frauenfeld: éditeur non identifié, 1902). 3. "des Biodiversitätsmonitorings Thurgau" by Hipp, Raimund; Plattner, Matthias; Roth, Tobias (Thurgauische Naturforschende Gesellschaft, OPEN ACCESS, Available Online). 4. "MANUSCRIPT Der Landfrieden in der Landschaft Thurgau, beschehen 1713-1716" (1716).

Requesting documents via BFH swisscovery

D. Borrowing and requesting print documents

1. By clicking on a specific title in the list view, the detailed view appears with all the important information.
2. Availability can be checked as follows:
 - Available at the BFH-HAFL library («BFH Agrar-, Forst- und Lebensmittelwissenschaften Zollikofen»):



1. Check availability
→ A document which is already on loan can be reserved online. As soon as it becomes available, a collection note is sent by e-mail (see point 3 *Borrowing and reserving documents in BFH swisscovery*)
2. If available, note the call number
3. Collect the document from the shelf
4. Have the document checked out at the issues desk

➤ Available at another swisscovery library:

1. Check availability

→ A document which is already on loan can be reserved online. As soon as it becomes available, a collection note is sent by e-mail (see point 3 *Borrowing and reserving documents in BFH swisscovery*)

The screenshot shows a library catalog record for the book "Das Seebachtal : eine archäologische und paläoökologische Bestandesaufnahme" by Hasenfratz, Albin. The record is from Frauenfeld : Departement für Erziehung und Kultur des Kantons Thurgau, published in 1998. The interface includes a sidebar with links to "Top", "Send to", "Loan and request...", "Details", and "Links". The "Send to" section offers various options like Permalink, E-mail, Citation, Print, Export BibTeX, Export RIS, EndNote, and RefWorks. The "Loan and request options" section is highlighted, showing a message: "Please sign in to check if there are any request options." with a "Sign in" button. Below this, a list of "Other loan and request options" is displayed, including "Universität und PH Bern", "Ville de Genève", "Université de Genève", "Region Basel", and "Spezialbibliotheken Region Zürich", each with a status of "Available in institution".

BOOK
Das Seebachtal : eine archäologische und paläoökologische Bestandesaufnahme
Hasenfratz, Albin
Frauenfeld : Departement für Erziehung und Kultur des Kantons Thurgau
1998
[Check for available services >](#)

Top

Send to

Loan and request...

Details

Links

Permalink

E-mail

Citation

Print

Export BibTeX

Export RIS

EndNote

RefWorks

Export to Excel

Loan and request options

Please sign in to check if there are any request options. [Sign in](#)

Other loan and request options ▼

Universität und PH Bern
Available in institution

Ville de Genève
Available in institution

Université de Genève
Available in institution

Region Basel
Available in institution

Spezialbibliotheken Region Zürich
Available in institution

3. Borrowing and reserving documents in BFH swisscovery

1. Click on «Sign in»
2. Select SWITCH edu-ID
3. Sign in (using SWITCH edu-ID login) and click on «Login»

The screenshot shows a login interface. On the left, a dark sidebar contains the text "Login using:" followed by two options: "SWITCH edu-ID" (highlighted with a white border and a right arrow) and "Alma Login" (with a right arrow). Below these is a "Cancel" button. On the right, a light gray header bar says "Log in to: swisscovery - Berner Fachhochschule". Below this, a "Service description:" section states "Suche und Zugriff auf Bibliotheksinhalte via swisscovery." The main form is titled "SWITCH edu-ID" and contains fields for "E-mail:" (with the value "john.doe@example.org") and "Password:" (with the placeholder "Enter your password" and an eye icon for toggling visibility). At the bottom of the form are two buttons: "Create account" and "Login".

4. Click on «loan» for the desired copy

The screenshot shows a request interface. At the top, a "REQUEST:" dropdown menu is open, showing "Loan" (highlighted with a blue border) and "Digitization". Below this is a "LOCATIONS" section with a filter icon. It lists two locations: "Bern UB Mittelstrasse" (Available, Freihandmagazin EG ; URF U2 134) and "Bern UB Pflanzenwissensch." (Available, Freihandbereich ; IPS PAL Q 357). Each location has a right arrow icon.

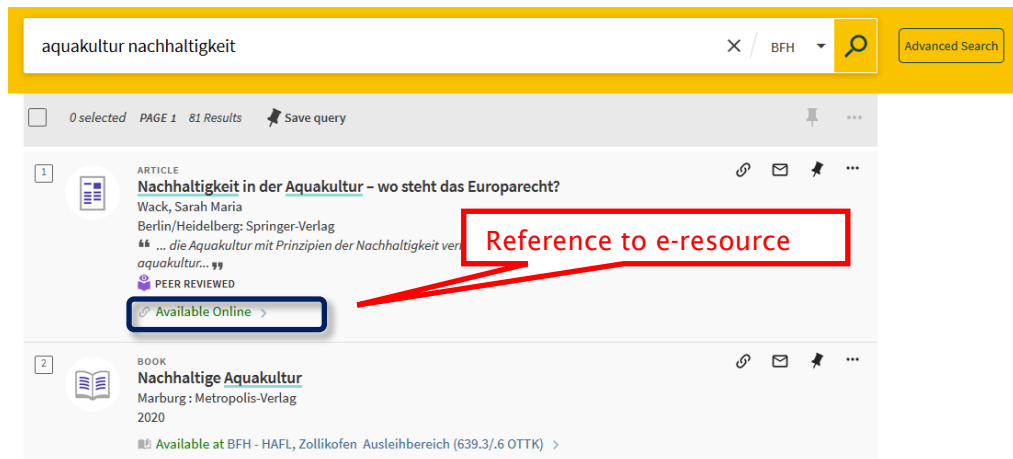
5. Select pickup institution and pickup location, if possible «BFH-HAFL (Zollikofen)»:

The screenshot shows a "Request" form. On the left, a box labeled "Material Type" contains the text "Book". On the right, there are two dropdown menus: "Pickup Institution" (set to "BFH") and "Pickup Location" (set to "BFH - HAFL, Zollikofen", marked with a red star). Below these is a "Comment" text field. At the bottom right, there is a "Reset Form" button with a circular arrow icon and a yellow "Send Request (for fees see link below!)" button with a right arrow icon.

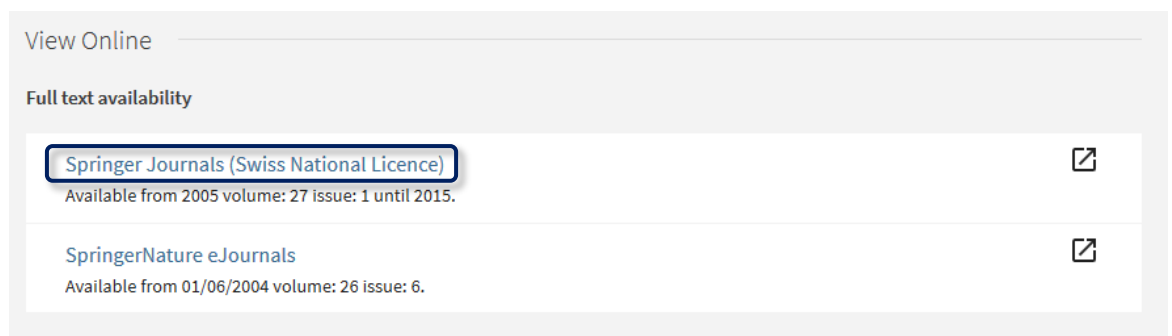
6. Complete request by clicking on «Send request».
7. A confirmation notice appears.

E. Retrieving full-text online resources

1. When off the BFH-HAFL campus: activate the VPN client
2. Find e-resources (e-books, e-journals and databases) in BFH swisscovery
 - a. Search for e-books
 - The print and electronic versions of a document usually appear in the search results list as separate hits:



- Click on «Available online»
- Click on the blue link and check whether access to the full text is possible



Online resources are usually only accessible if the BFH-HAFL library («BFH Agrar-, Forst- und Lebensmittelwissenschaften Zollikofen») or another BFH library appears under «Locations»:

If neither the BFH-HAFL library («BFH Agrar-, Forst- und Lebensmittelwissenschaften Zollikofen») nor another BFH library appears, then BFH-HAFL does not have access to the full text of this document.

In such cases, check whether there is a print version of this document within the Swiss-wide swisscovery which can be requested at BFH-HAFL.

swisscovery user account

F. Registering (independent of BFH-HAFL matriculation)

Initial registration: <https://registration.slsp.ch/?iz=bfh> → Start registration > Log in with an edu-ID account and -> login > accept > adding missing personal data > adding library card number > accepting terms of use > register

G. Consulting user account

a. Sign in to user account

1. In BFH swisscovery, click on «Sign in» at the top right of the page
2. Select SWITCH edu-ID
3. Sign in (using SWITCH edu-ID login) and click on «Login»

The screenshot shows a dark-themed login modal with the title "Login using:". It contains two main options: "SWITCH edu-ID" (highlighted with a white border and a right arrow) and "Alma Login" (also with a right arrow). Below "SWITCH edu-ID" is a link "Need help with edu-ID?". At the bottom of the modal is a "Cancel" button. To the right of the modal, a light grey bar says "Log in to: swisscovery - Berner Fachhochschule". Below this, a "Service description:" section states "Suche und Zugriff auf Bibliotheksinhalte via swisscovery." The "SWITCH edu-ID" login form includes an "E-mail:" field with "john.doe@example.org", a "Password:" field with the placeholder "Enter your password" and an eye icon, and two buttons: "Create account" and "Login".

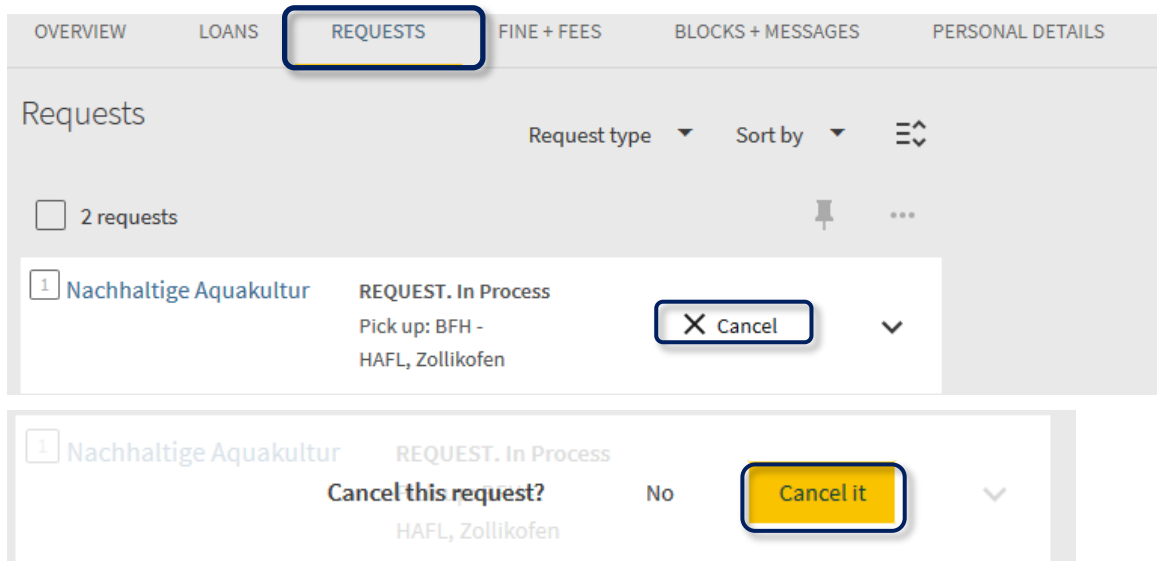
If already signed in, click on your name at the top right of the page

b. Renewals and requests

- Under «My loans», you will find an overview of all documents on loan (these can be renewed as long as marked «renewable»)
- Mark the documents to be renewed and click on «Renew» or renew all documents together

The screenshot shows the "Loans" section of the user account. At the top, there are tabs: "OVERVIEW", "LOANS" (highlighted with a blue border), "REQUESTS", "FINE + FEES", "BLOCKS + MESSAGES", and "PERSONAL DETAILS". Below the tabs, the "Loans" section is active, showing "Active loans" and a "Sort by" dropdown. A "Renew all" button with a circular arrow icon is highlighted with a blue border. Below this, there are two loan entries. The first entry is "Datensammlung Milc..." with the subtitle "Python, Pascal" and a due date of "Due: 09/03/2021, 18:00.". It has a "Renew" button with a circular arrow icon, which is highlighted with a blue border, and a dropdown arrow. The second entry is "Leistung und Langle..." with the subtitle "Leistung und Langlebigkeit ..." and the same due date. It also has a "Renew" button with a circular arrow icon and a dropdown arrow.

- Under «Requests», requests can be viewed and reservations partially cancelled (click on cancel > cancel it)



c. Amending personal details

- You can change your postal address and password at <https://eduid.ch/>
- Changes to postal and e-mail addresses and telephone numbers should be made by the user

The BFH-HAFL library team is happy to assist you with questions or problems:
Mondays to Fridays, 9am–6pm. Tel. +41 (0)31 910 2221, biblio.hafl@bfh.ch.