Swisscovery is the Swiss-wide platform for searching the holdings of more than 470 research libraries. For optimal search function, log in to swisscovery and activate your VPN.

1 Searching in BFH swisscovery

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• The two search profile (search area)
  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 profile or in the Swiss-wide swisscovery.

Further information about the functions can be found in BFH swisscovery search under Help.
1.1 Tips for searching
✓ Separate search terms with spaces
✓ Omit articles (“the”, “an” 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* also returns results for: sustain, sustains, sustaining, sustainability, ...
✓ Boolean operators
  o AND
    Focused 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
  o OR
    Broad search: using the OR operator returns all documents containing at least one of the 
    combined terms.
  o NOT
    Excluding a search term: using NOT allows terms to be excluded, i.e. documents 
    containing the term following the operator NOT are not shown.
✓ Enter search terms in the same language and do not mix languages
  → Irrespective of this practice, search results may contain documents in various languages
✓ Conducting a phrase search (“ ”)
  A phrase search refers to a search for an exact set of words in a particular order.
  
  Example:
  "Internet of things"

Further information about searching can be found in BFH swisscovery search under Help.
1.2 Searching

- **Bibliographic 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:

    ![Search for fondateurs fukuoka](image)

  b. Journals
    
    - Enter the title of the journal (not the title of the journal article) in the search field in the “Advanced search”
      
      Select search refinement “Title” and “starts with” and resource type “Journals”:

    ![Search filters](image)

    The easiest way to search for journal articles is via international bibliographic reference databases. For more on this subject please consult your BFH subject library: [bfh.ch/libraries](http://bfh.ch/libraries)

- **Topic-based search (➔ title or bibliographic references not known)**

  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 1.1 *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):
1.3 Narrowing searches and refining search results

Refining search results using filters

Filters serve to reduce the number of search results by making the search more focused.
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.

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

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

**Active filters**

- Books
- Dissertations

- Remember all filters
- Reset filters
Select the swisscovery network

If a search in the BFH area of swisscovery has not yielded any satisfactory hits, the search can be extended to the wider swisscovery network – either to all libraries using the “swisscovery” search profile, or to selected other swisscovery institutions under the “swisscovery Network” filter. You can see whether a library participates in the SLSP Courier service when you request an item. For BFH students and employees, courier costs are covered by the BFH Libraries, as long as you choose a BFH Library as the pick-up location. For more about courier and postal delivery see also the next chapter.
2 Requesting documents via BFH swiscovery

2.1 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. If the book you need is available in the library where you are at present, you can use the signature (634 SCHE) to find the book on the shelf yourself, bring it to the loan desk and check it out.

Availability

Please sign in to check if there are any request options. Sign in

Back to locations

LOCATION ITEMS

BFH - HAF, Zollikerfen
Available: Ausleihbereich 634 SCHE
(1 copy, 1 available, 0 requests)

Item in place
3. If the book is currently out on loan or is available at another library, you can either reserve it or order it.

1. Click on “Sign in”
2. Select SWITCH edu-ID
3. Sign in (using SWITCH edu-ID login) and click on “Login”
4. Click on “loan” for the desired copy

5. Select pickup institution and pickup location.

6. Complete request by clicking on “Send request”.

7. A confirmation notice appears. When the requested media item is ready for pick-up you will be notified by e-mail.

The BFH Libraries will cover all courier fees for BFH Students and Employees, as long as the pick-up location is a BFH Library.
Another option is to have the requested media item sent by post to your private address. To do so, make sure your private address is also included in your SWITCH edu-ID account information. Do not select any Institution, then under “Mail Delivery” choose “Private address” as the “Pickup location”. There is a fee for Mail Delivery. More information about fees can be found at slsp.ch/en/fees.

2.2 Retrieving full-text online resources

1. When away from the BFH campuses: activate the VPN client
2. Find e-resources (e-books, e-journals and databases) in the BFH area of swisscovery

Click on “Available online” and then on the blue link-text shown in the detail view.
As a BFH student or employee, you have access to all online resources listed as within the “BFH” search profile.
You do not have direct access to online resources from outside the BFH. For those you need to physically go to a library that has access and log into their local institutions network to download the required full-text publications.

3 swisscovery user account

3.1 Registering

One-time registration at: registration.slsp.ch/?iz=bfh
> Enter the required information in the edu-ID form and click on “Register”
> Approve the terms for data use and sharing
> Accept
> Enter any missing information in your SWITCH edu-ID account
> Enter your library (student or employee) card barcode
> Accept the Terms of Use
> Register

See also bfh.ch/slsp

3.2 Consulting user account

a. Sign into your 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”
If already signed in, click on your name at the top right of the page. Click on the name to access your user account.

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

   ![Renewal Table]

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

   ![Request Table]

c. Update your personal information under eduid.ch

If you have problems or questions, contact your BFH subject library team for assistance: bfh.ch/libraries