



BFH Libraries

# Searching for and requesting documents in the BFH swisscovery research platform

Version 1.0 (11.05.2021)

Access: [swisscovery.bfh.ch](https://swisscovery.bfh.ch)

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.

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## 1 Searching in BFH swisscovery

The screenshot shows the BFH swisscovery search interface. A yellow search bar at the top contains the text "forestry switzerland". To the right of the search bar are buttons for "New Search", "Search profile", and "User account". Below the search bar, a "Filter to limit search results" callout points to a "Tweak your results" sidebar. The sidebar includes options for "Include publications without fulltext", "Sort by Relevance", "Show only" (with sub-options for "Available in the libraries", "Online", "Online - Open Access", and "Peer-reviewed"), and "BFH" (with sub-options for "BFH - HAFL, Zollikofen (185)" and "BFH - Architektur, Holz und Bau, Biel/Bienne (87)"). The main search results area shows two results. The first result is an article titled "Key concepts and methods of programme practice in Switzerland" by Bisang, Kurt; Zimmermann, Willi, published by Elsevier B.V. The second result is an "OTHER" document titled "Implementation of guided self-study in forestry curricula, examples from HAFL, Switzerland" by Ziesak, Martin; Rosset, Christian, published in 2016. A "Search results" callout points to the first result. At the bottom right, a "Page 1" indicator is visible.



- **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

A search bar with a yellow background. On the left, there is a text input field containing the word "Search". To the right of the input field is a dropdown menu showing "BFH" and a magnifying glass icon. Further right is a yellow button labeled "Advanced Search". Above the search bar, there are two links: "Help" and "New Search".

- **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.

A search bar with a yellow background. On the left, there is a text input field containing the word "Search". To the right of the input field is a dropdown menu showing "BFH" and a magnifying glass icon. Further right is a yellow button labeled "Advanced Search". Above the search bar, there are two links: "Help" and "New Search".

An advanced search interface. At the top, there is a "Search for:" section with two radio buttons: "BFH" (selected) and "swisscovery". To the right is a yellow button labeled "Simple Search". Below this, there are "Search filters" with two rows of input fields. Each row has a dropdown for "Any field", a dropdown for "contains", and a text input for "Enter a search term". The first row has "AND" as a dropdown. To the right of the filters are three dropdown menus: "Material Type" (set to "All items"), "Language" (set to "Any language"), and "Start Date:" (with "Day", "Month", and "Year" dropdowns). Below these are "End Date:" (with "Day", "Month", and "Year" dropdowns). At the bottom left, there are links for "+ Add a new line" and "Clear".

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

- 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

- 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 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:

- 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”:

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):

landschaft\* thurgau\*

0 selected PAGE 1 275 Results

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

DISSERTATION  
**Pflegekinder: die Deutschschweizer Armen Erziehungsvereine 1848-1965**  
Guggisberg, Ernst 1982- Verfasser; Guggisberg, Ernst  
Baden : Hier und Jetzt  
© 2016; 2016  
Not Available

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

**Show only**

- Available in the libraries
- Online
- Online - Open Access
- Peer-reviewed

**BFH**

- BFH - Bibliothek AHB/TL, Burgdorf (5)
- BFH - Soziale Arbeit, Bern (5)
- BFH - HKB Mediathek, Bern (3)

**Show More**

**Resource Type**

- Articles (205)
- Book Chapters (39)
- Books (13)

**Show More**

### 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.

landschaft\* thurgau\*

Optimise results via filters

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

DISSERTATION  
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Thurgauische Naturforschende Gesellschaft  
OPEN ACCESS  
Available Online

BOOK  
**StGB : Schweizerisches Strafgesetzbuch und JStG sowie Strafbestimmungen des SVG, BetmG und AuG inkl. V-StGB-MSG, Rechtshilfekonkordat, OHG und OHV : Aufhebung des BSG, BStG, StGB sowie AT-StGB (bis Ende 2006 in Kraft geblieben)**

**Resource Type**

- Articles (205)
- Book Chapters (39)
- Books (13)

**Show More**



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.

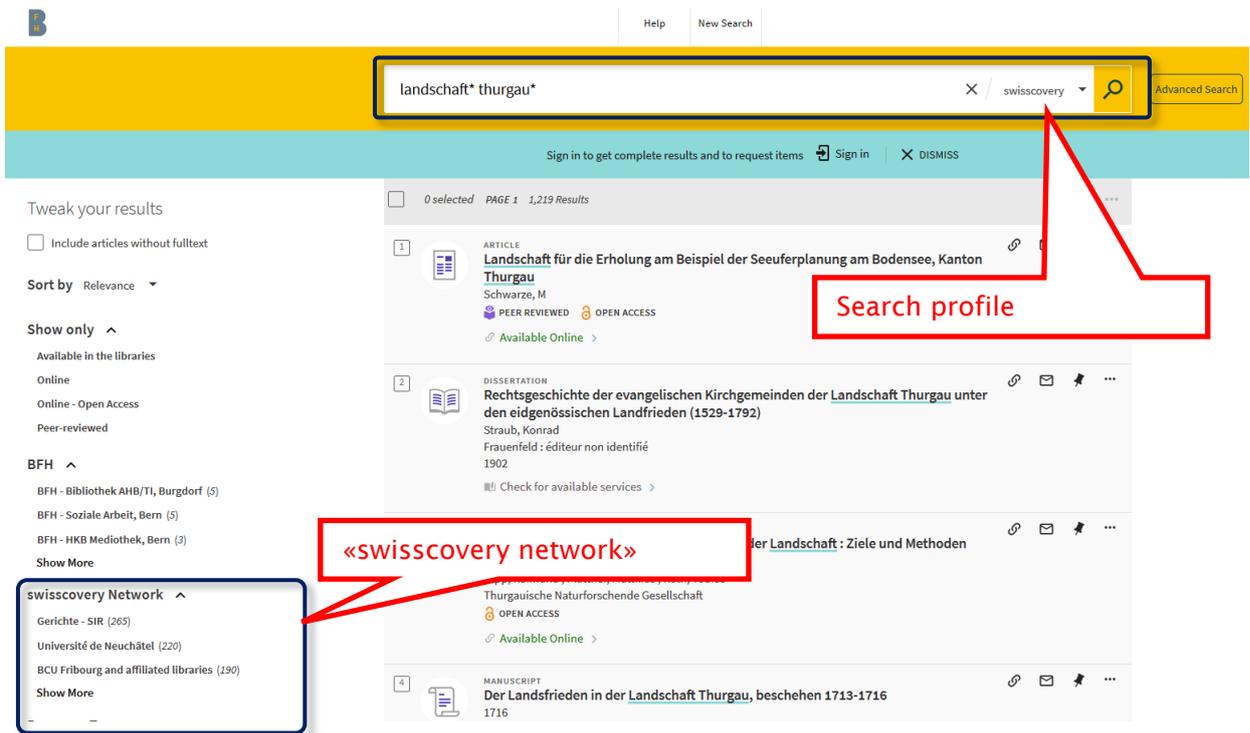
- Resource Type** ^
- Articles (205)
  - Book Chapters (39)
  - Books (13)
  - Reviews (13)
  - Dissertations (3)
  - Journals (1)
  - Text Resources (1)
- Author** ^
- Kunstmuseum Thurgau (2)
- CLEAR **APPLY FILTERS**

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

## 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.



The screenshot shows the swisscovery search interface. The search bar contains the query "landschaft\* thurgau\*" and the search profile is set to "swisscovery". The search results are displayed on page 1 of 1,219 results. The results list includes:

- ARTICLE: **Landschaft für die Erholung am Beispiel der Seeuferplanung am Bodensee, Kanton Thurgau** by Schwarze, M. (Peer reviewed, Open Access, Available Online).
- DISSERTATION: **Rechtsgeschichte der evangelischen Kirchengemeinden der Landschaft Thurgau unter den eidgenössischen Landfrieden (1529-1792)** by Straub, Konrad. (Frauenfeld: éditeur non identifié, 1902). (Check for available services).
- DISSERTATION: **Der Landschaft : Ziele und Methoden** by Thurgauische Naturforschende Gesellschaft. (Open Access, Available Online).
- MANUSCRIPT: **Der Landsfrieden in der Landschaft Thurgau, beschehen 1713-1716** (1716).

On the left side, the "Show only" filter is expanded to show the "swisscovery Network" filter, which includes:

- Gerichte - SIR (265)
- Université de Neuchâtel (220)
- BCU Fribourg and affiliated libraries (190)

Red boxes and arrows highlight the search profile "swisscovery" and the "swisscovery Network" filter.

## 2 Requesting documents via BFH swisscovery

### 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.

BOOK  
**Most : Kultur, Architektur, Kulinarik - das Erbe vom Vierwaldstättersee**  
 Scherer, Heiri 1943-  
 Zürich : Neue Zürcher Zeitung  
 2015  
 Available at BFH - HAFL, Zollikofen Ausleihbereich (634 SCHE) >

Top  
 Send to  
 Loan and reques...  
 Details  
 Links  
 Virtual Browse

Send to  
 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

< Back to locations

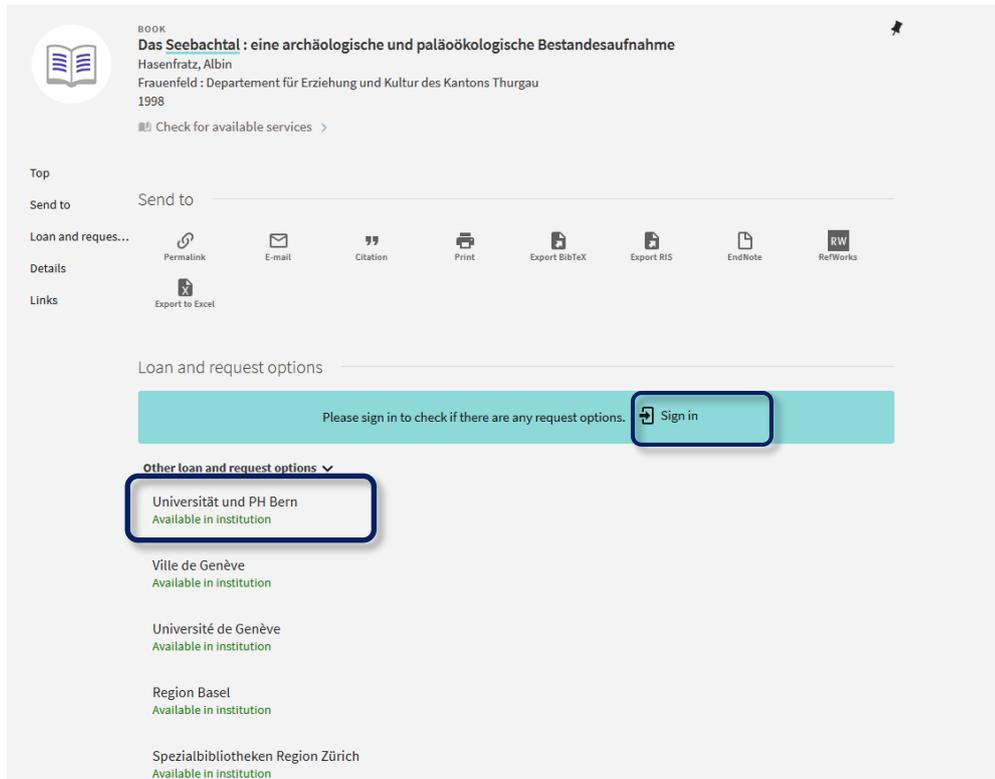
LOCATION ITEMS

BFH - HAFL, Zollikofen Available , Ausleihbereich 634 SCHE (1 copy, 1 available, 0 requests)	☰
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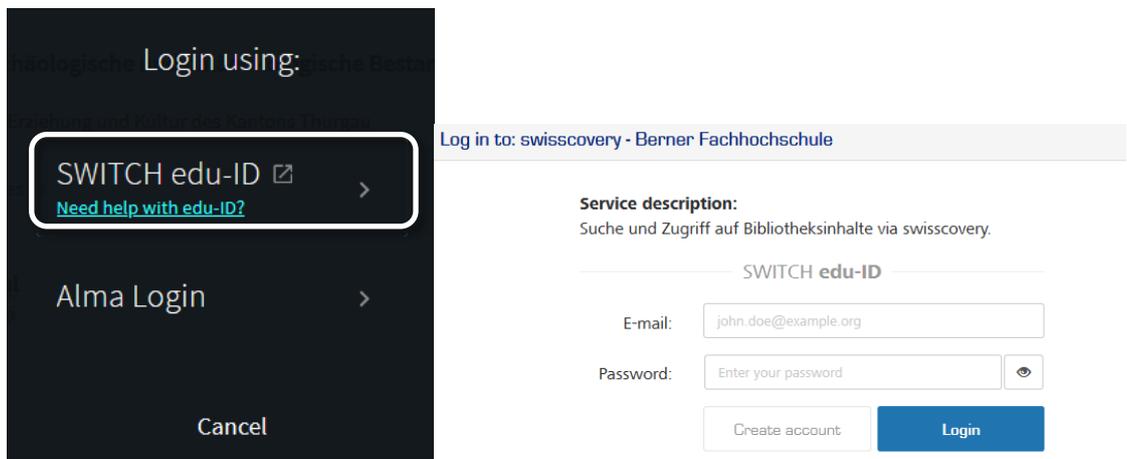
Item in place



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

REQUEST **Loan** / Digitization

LOCATIONS ⌵

Bern UB Mittelstrasse Available, Freihandmagazin EG; URF U2 134	>
Bern UB Pflanzenwissensch. Available, Freihandbereich; IPS PAL Q 357	>

5. Select pickup institution and pickup location.

Request

Material Type  
Book

Pickup Institution  
🔒 BFH

Pickup Location  
★ BFH - HAFL, Zollikofen

Comment  
\_\_\_\_\_

🔄 Reset Form

➤ Send Request (for fees see link below!)

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](https://slsp.ch/en/fees).

Material Type  
Book

Pickup Institution  
🔒 BFH ▼

Pickup Location  
★ Home Address ▼

Comment  
\_\_\_\_\_

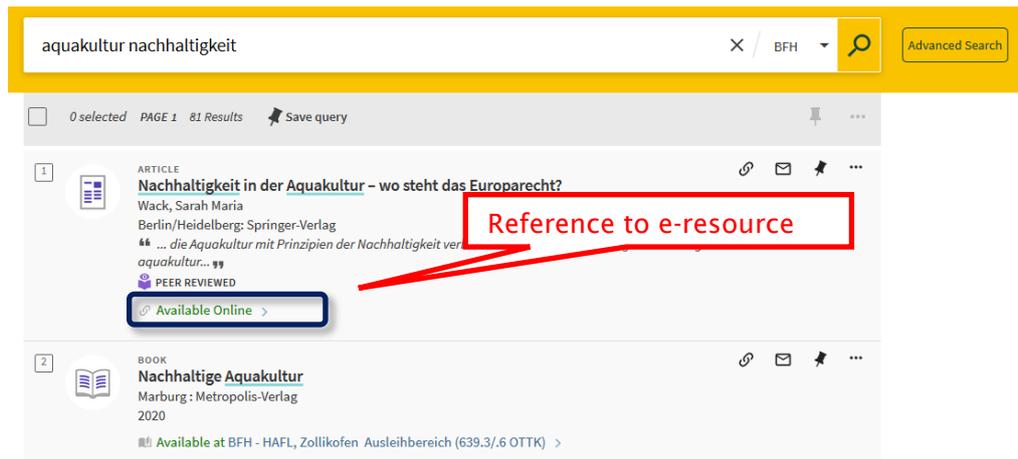
**Fees may apply for requesting documents:**  
 SLSP Courier CHF 6.-, postal shipping CHF 12.- (interlibrary loan from CHF 12.-, if service available)  
 More information about the fees (Please check the details/exceptions with your library)

↻ Reset Form

▶ Send Request (for fees see link above)

## 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

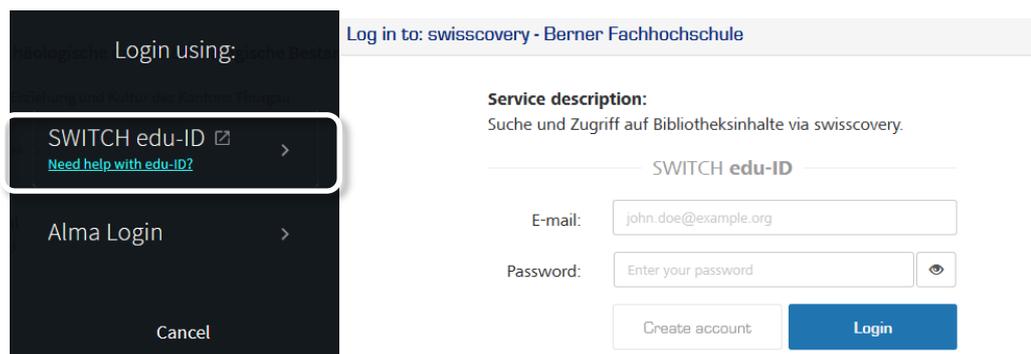
One-time registration at: [registration.slsp.ch/?iz=bfh](https://registration.slsp.ch/?iz=bfh)

- > 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](https://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

OVERVIEW **LOANS** REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Loans Active loans Sort by **Renew all**

2 loans

1	Datensammlung Milc... Python, Pascal	Due: 09/03/2021, 18:00.	<b>Renew</b>	▼
2	"Leistung und Langle... Leistung und Langlebigkeit ...	Due: 09/03/2021, 18:00.	Renew	▼

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

OVERVIEW LOANS **REQUESTS** FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Requests Request type Sort by

2 requests

1	Nachhaltige Aquakultur	REQUEST. In Process Pick up: BFH - HAFL, Zollikofen	<b>Cancel</b>	▼
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1 Nachhaltige Aquakultur REQUEST. In Process  
**Cancel this request?** No **Cancel it**

HAFL, Zollikofen

c. Update your personal information under [eduid.ch](https://www.eduid.ch)

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