International Medieval Bibliography (IMB) Guide

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Free Search (Simple Search)

Free Search: "Full Text" here refers to the full text of the database records. Unlike **Amazon's** "**Search Inside**" feature, IMB is not searching the content of the articles and books cited in IMB.

Enter keywords in the "Free Search" box that describe ideas and concepts central to your topic, using the following guidelines:

- Combine multiple words "AND" (searches all words entered), "OR" (searches any words entered), or "NOT" (excludes words)
- > Put quotes around words you want searched as a phrase.
- ▶ Use parenthesis to combine multiple search commands.
- Search for variants: Enter wildcards (?) in place of a letter or truncation (*) for multiple letters at the end of the word.

Classification Details (Fielded Search)

Use these boxes to search particular parts of the database record, which can result in a more focused search.

And 💌	Subjects	Specific	General
And 💌	Places	Specific	General
And 💌	Persons, Families,	, Texts 📃 🧖	ersons

- In a fielded search, it is important to use the terms defined by *IMB*. Browse the index for the field you are interested by selecting the button adjacent to the field.
- Note that the Subject and Place fields are divided by "general" and "specific" terms, allowing more options.
- Use the "Persons, Families, Texts" search to identify scholarship about a specific work or person.
- Terms entered in multiple fields are automatically combined with "AND." Selecting the drop-down menu allows you to change this if you wish.

More Tips

Time period: Enter numbers in the "Century" box to focus your search by time period. Select either "rough range" for best results.

Language: Use the language field under "Bit	bliographical Details" to
limit your search to English language items.	And 🔽 Language of Work

Bibliographical Details: Use these search boxes to identify works about which you have information. *For example, enter the name of an author who writes on topics relevant to your research.*

Why can't I find St. Francis of Assisi in the "Persons" index? Names can be indexed by their French or Italian equivalent. Browse the index for similar names. Or, enter the familiar name in "Free Search" and examine the way the name appears in relevant records.

EX: Fr?n* will search for the following terms: France, French, Franciscan. Be aware: this will find front

Linelist

EX: (adolescence OR childhood) AND miracles

EX: women AND conversion biography OR hagiography Assisi NOT Clare



Reading Results

Once you've entered your search terms, click the search button at the bottom of the page. Search and show hitlist

The hitlist, or your search results, displays a brief amount of information about the records. You will often need to view the full record to determine an item's relevance to our research. To view the full record, click the IMB button.



Select to return to results list and browse for other items.

Tricks of the Trade: Read records carefully! Any of the terms listed in the classification or bibliographical details can be entered in the corresponding search boxes. You can often locate additional items by searching for these classification terms found on relevant records. You can even use records that aren't relevant to find out how your keywords were searched, and use this information to revise your search.

Exporting Records

To print or save records:

- All records in the hitlist are automatically selected. Deselect this list by clicking the empty box at the top of the list. Select the boxes next to the items you want to export.
- Click the hyperlinked "here" at the top of the hitlist. ("To scroll through selected documents, click <u>here</u>")
- A new window will display your results. You can use the File command in your web browser to print or save these records. Save the document in text format.
 - **The database vendors recommend against using the export function on the left hand menu.