

# Bibliographic and Authority Search Guidelines



الفهرس العربي الموحـد الفهرس العربي الموحـد



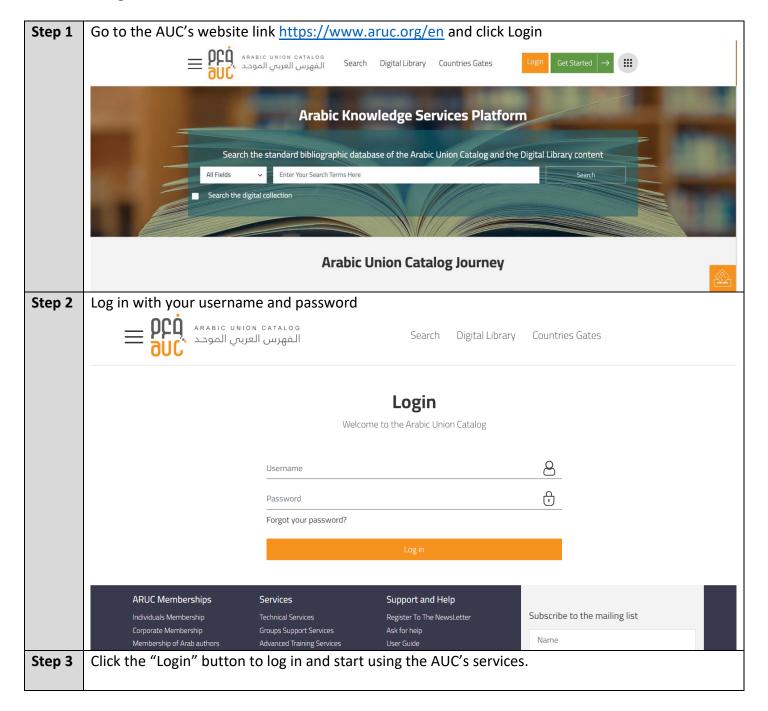
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## 1. Start Using the Portal

## 1.1 Login to the AUC





## 2. Bibliographic Search

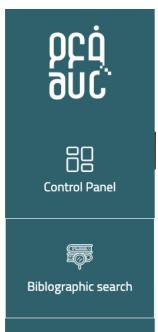
To start the search process, either click on the "Search" menu tab on the top menu, or "Bibliographic Search" under the "Search" menu tab.



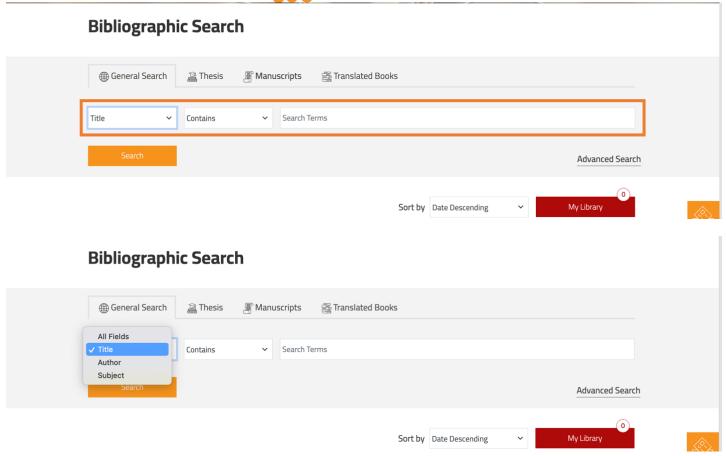
## 2.1 Components of a Bibliographic Search Page

### 2.1.1 Simple Search

The simple search allows you to search by one search field: Address, Subject, or Author. Also, you can search by all of them.

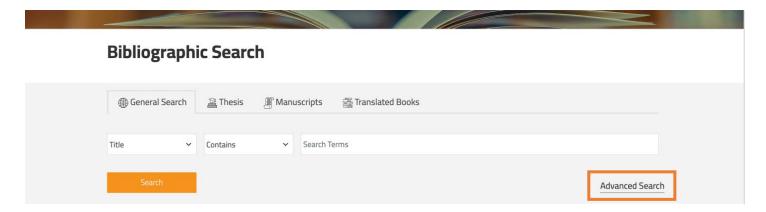






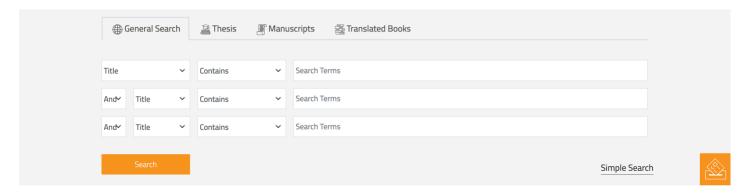
#### 2.1.2 Advanced Search

The advanced search allows you to search with more than one search field at the same time. The selectors [And, Or] allow the researchers to narrow or expand the search field.

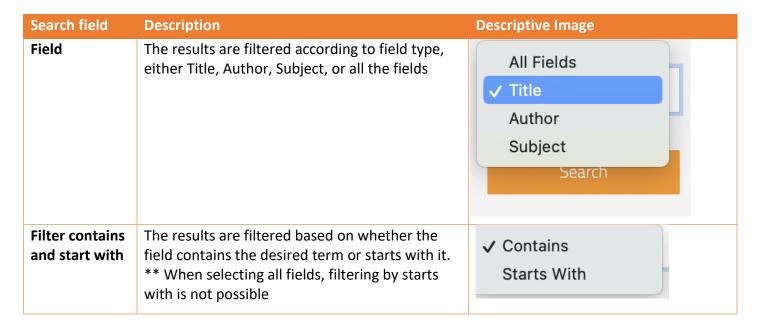




### **Bibliographic Search**



#### 2.1.3 Search Fields



#### 2.1.4 Filters

It is a set of filters on the search page sidebar that work to refine the results and display them accurately. There are several options available, including:





Туре	Filtration by the type of the record	Туре	^	<u>Type</u>
		كتب 🗌	2250404	⇒ Books
		كتب مترجمة 🗌	167624	⇒ Translated Books
		رسائل جامعية 🔲	129965	⇒ Thesis and dissertations
		مقالات 🗌	124308	⇒ Articles
		تسجيل مرئي 🔲	49390	⇒ Visual
		مخطوطات 🗌	49152	⇒ Manuscripts
		دوریات 🗌	45626	⇒ Periodicals
		مصدر إلكتروني 🔲	25285	⇒ Electronic Resource
		تسجيل صوتي 🔲	2687	⇒ Audio
		ملف كمبيوتر 🔲	2258	⇒ Computer file
		View more		
Language	Filtering by the language of the record, and there are	Language	^	
	non-Arabic languages categorized under	Arabic	2359776	
	'other languages', while the researcher	☐ English	348136	
	can specify the	French	62153	
	desired language for the search.	Other Languages	15829	

Author	Filtering by the author's name.	Author	<u>Author</u>
		3910مد، 849-911 هجري مؤلف 📗	<ul> <li>Jalāl al-Dīn 'Abd al-Raḥmān</li> </ul>
		3882وب، 691-751 هجري مؤلف 📗	ibn Abī Bakr al-Suyūţī
		3752لام، 661-728 هجري مؤلف 📗	O Ibn Qayyim al-Jawziyya
		3303هنية للإدارة (القاهرة) مؤلف 🗌	<ul> <li>Ibn Taymīyah</li> </ul>
		2802، عباس، 1889-1964 مؤلف	○ Dā'irat al-Iḥṣā'āt al-
		2559ر بن محمد، 849-911 هجري	'Āmmah, Waḥdat al-Taḥlīl
		2230ري، 676-631 هجري مؤلف 📗	wa-al-Baḥth al-Dīmūghrāfī.
		2173مد، 773-852 هجري مؤلف 🗌	al-Mamlakah al-Urdunīyah
		2114لام، 450-505 هجري مؤلف 🗌	al-Hāshimīyah
		2105 مراد، عبد الفتاح مؤلف 🗌	o 'Abbās Maḥmūd al-'Aqqād
		2071 عبده، نديم مؤلف	
		2033 الرحمن، 1332-1420 هجريا	



Publicati on Place	Filtering by the publication place.	Publication Place	^
		☐ Egypt	652275
		☐ Kingdom of Saudi Arab	ia364772
		Lebanon	347072
		Jordan	206918
		Syria	123398
		☐ Kuwait	110836
		United Arab Emirates	65700
		New York (State)	57884
		☐ Iraq	55677
		☐ Morroco	51114
		View more	



		000	
Publicati on Date	Filtering by the publication date	Publish Date	^
		[بین 1900 و1999]	131411
		<b>1999</b>	52158
		2009	50767
		2008	50208
		2010	47457
		2003	46687
		2004	45837
		2002	45492
		2007	45216
		2000	43949
		View more	



	I			1
Publisher	Filtering by the publisher	Publisher	^	<u>Publisher</u>
		،[الناشر غير محدد]	153713	<ul><li>not identified</li><li>Maktabat al-Falāḥ</li></ul>
		،مكتبة الفلاح	25763	Dār al-Ma'ārif
		،دار المعارف	18601	O Dār al-Fikr al-'Arabī
		،دار الفكر العربي	18043	O Dār al-Nahḍah al-'Arabīyah
		،دار النهضة العربية	17027	O Dār al-Kutub al-ʻilmīyah
		،دار الكتب العلمية	16104	<ul> <li>al-Hay'ah al-Mişrīyah al-</li> <li>'Āmmah lil-Kitāb</li> </ul>
		ئة المصرية العامة للكتاب 🔲	14332،الهيأ	
		،دار الشروق 🗌	11705	O Dār al-Fikr
		،دار الفكر	11172	Maktabat al-Anjlū al-
		،مكتبة الأنجلو المصرية	10038	Mişrīyah
		View more		

Subject	Filtering by the subject headings	Subject	^
		اللغة العربية - نحو	2228
		علم الكلام 🗌	1889
		الوعظ والإرشاد 🗌	1632
		السيرة النبوية 🔲	1394
		أصول الفقه الإسلامي 🔲	1191
		الفقه الإسلامي 🗌	1066
		، 53 قبل الهجرة-11 هجري 📗	( 1061
		الدعوة الإسلامية 🔲	1037
		البلاغة العربية	995
		.المغرب	930
		View more	



Copies Location	Filtering by the copy's location	Copies Location	^
		☐ Kingdom of Saudi Arabia	a 34510
		Jordan	27371
		☐ Egypt	10600
		Sudan	9141
		Lebanon	9115
		☐ Kuwait	8686
		☐ Morroco	5910
		United Arab Emirates	3752
		☐ Oman	3510
		☐ Algeria	3096
		View more	

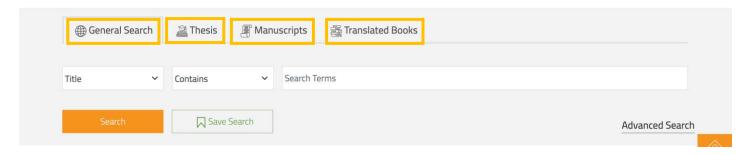
Library	Filtering by the library; however, it doesn't	Library	^	^
	appear until selecting the copy's location.	8	749	9
		6 October 1	204	4
		☐ British University in Egypt	109	9
		Faisal Islamic Bank Library	97	7
		مكتبة معهد البلايزة الأزهري 🗌	3	3
		☐ Future University in Egypt	1	1
		Great Cairo Library	1	1
		☐ HELWAN University	1	1
		الفكر الاسلامي د. جمال البنا	. 1	1
Active Facets	All the filters that have been selected appear and there is	Active Facets	^	^
	button called "cleaning all activated filters" where it helps on returning results to	clear all active facets		
		× Egypt		
	its baseline	،[الناشر غير محدد]،		
		إسلاميات ×		

### 2.1.5 Main Search Tabs

Some essential records have been assigned as tabs on the search page. Clicking one of these tabs will automatically add it to the active facets.



## **Bibliographic Search**

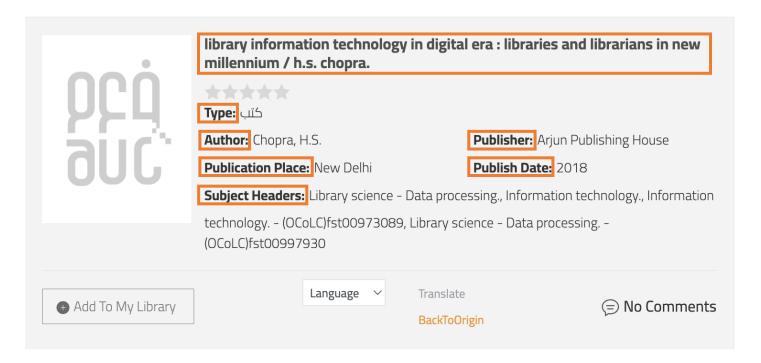


#### 2.1.6 Search Results

The results appear when a user enters the search page, type the desired terms, then click on "Search" buttton. For each result, the following is displayed:

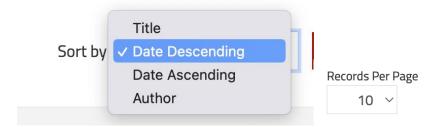
- The record title
- The record type
- The record author
- The record publisher
- Publication location
- Publication date
- Subject headings

<sup>\*\*</sup> Note: Only for AUC-registered users.

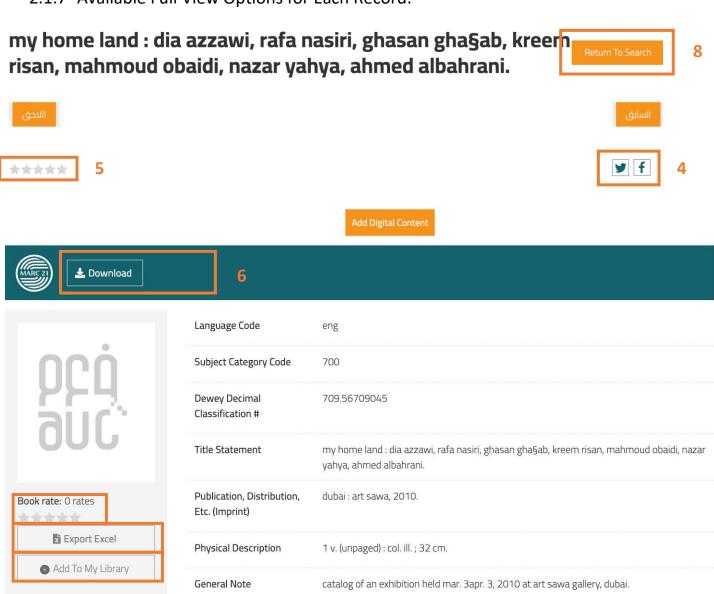




A search result can be sorted alphabetically by title, ascending or descending by publication date, or alphabetically by author. You can control the number of results per page by selecting the number of records per page option at the bottom of the page.



2.1.7 Available Full View Options for Each Record.



- 1. Record rate
- 2. Save the record as an Excel file.
- 3. Add the record to my library.
- 4. Share the record via Facebook or Twitter.
- 5. View other users' ratings of the record.
- 6. Edit bibliographic records using MARC editor and the available buttons (Copy, Edit, Download, or Update local data).
- 7. Comment on the record.
- 8. Return to search results.

#### 2.1.8 Save search.

Clicking on the "Save Search" button and selecting "Save" will allow registered users to save their searches for future use.



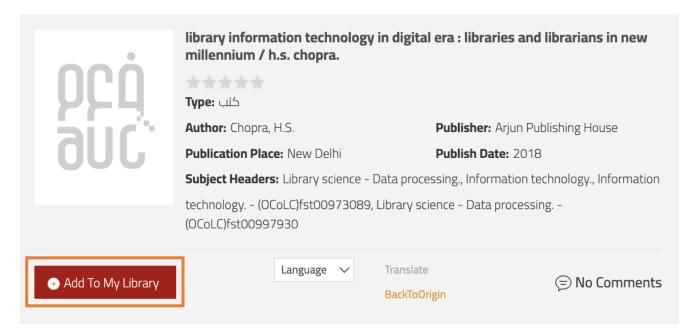
7



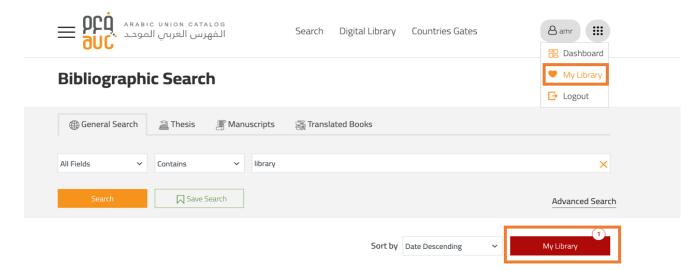
### 2.1.9 My Library and My Choices

#### 2.1.9.1 My Library

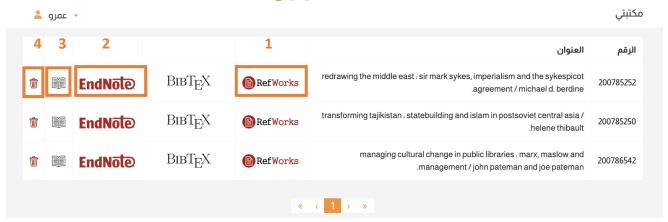
By clicking "Add to My Library," registered users can add records to their "My Library" list.



Clicking on "My Library" under the logged-in user menu or under the search panel will open the list of items add to My Library list.





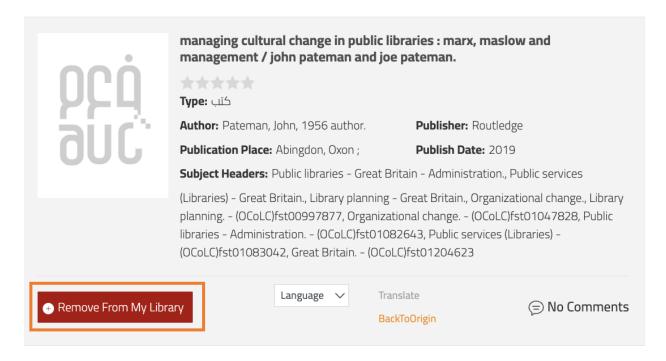


Several methods are available for exporting records.

- 1. By using RefWorks
- 2. By using EndNote

In addition, the reference icon (3) allows you to export the reference in accordance with international styles.

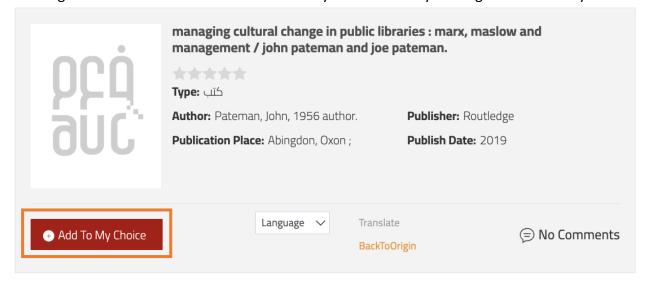
Also, you can delete the record from My Library by clicking the delete button (4) or through the search page.





#### 2.1.9.2 My Choices

Non-registered users can add records to the "My Choices" list by clicking the "Add to My Choice" button.

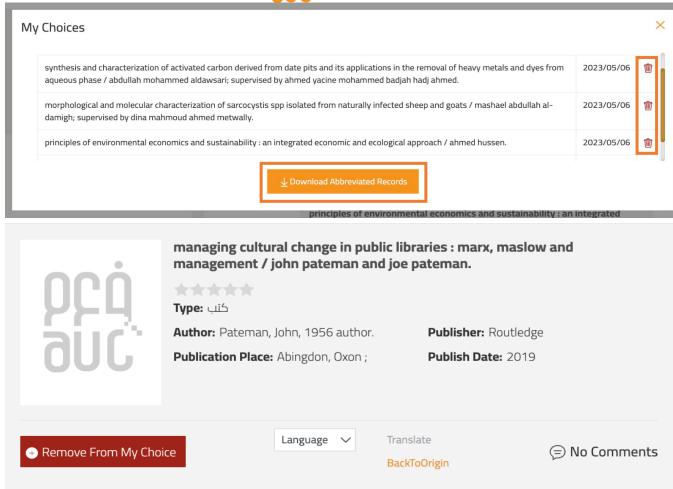


When you click "My Choices" the added records will appear in a pop-up window



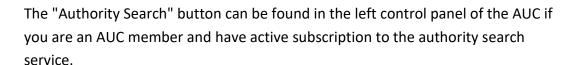
When you click "My Choices" the added records will appear in a pop-up window, where you can download all the records in abbreviated format and/or delete them.

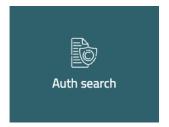




## 3. Authority Search

The authority search appears only to members registered in the authority search and download services.

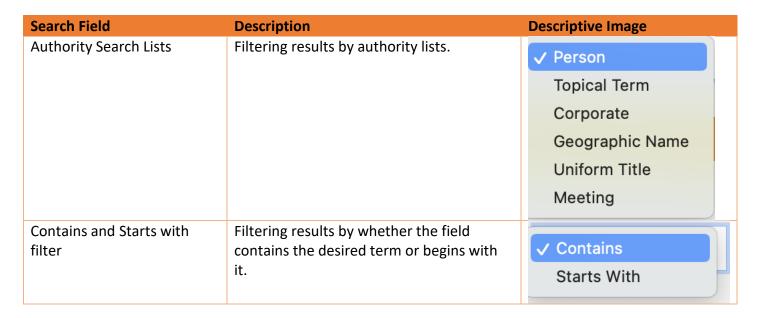






## 3.1 Components of the authority search page.

#### 3.1.1 Search Fields



#### 3.1.2 Search Results

Type the desired term in the Search Terms text field, then click the "Search" button

## **Authority Search**

Home



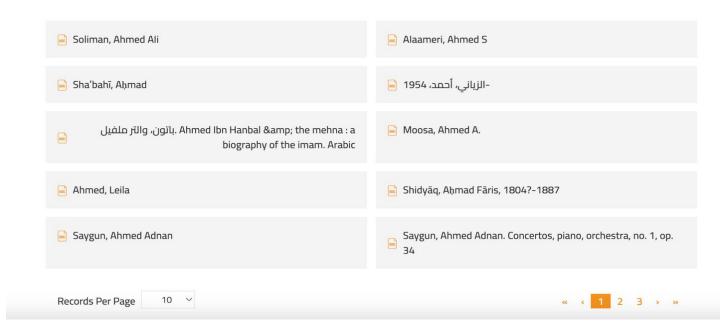
At the bottom of the page, you can control the number of results per page by clicking on the "Records Per Page" option.

Records Per Page 10 ~



#### Click on the desired record.

#### 324 Elements Number



## Clicking on a record will display full details.

