

HOW TO SEARCH IN LISA ON THE WEB (CSA Database)

To Connect to LISA Abstracts: from the GSLIS Collection Library home page, select **LISA Abstracts** from the “Quicklist” drop-down menu.

Quick Search – this is the default search in LISA

- You can conduct simple searches by entering a word in the query box.
- Multiple words (**ex. intellectual freedom**) will be searched as phrases.
- To find all the words included in your “Quick Search,” use Boolean Operators.
- Make sure the LISA database is selected and click the “**search**” button.

Wildcard Symbols – expands the scope of a search

- Use the * symbol at the root of a search term to retrieve variations of the term
ex: Librar* will retrieve Library, libraries, librarian, librarianship.....etc.
- Use the * symbol to find an unlimited number of characters
ex: Catalog*ng will retrieve Cataloging or Cataloguing

Proximity Searching – limits the number of words between search terms

- Use “within #” to find words within a specified radius
ex: (conferences) within 5 (librarians) will retrieve records that contain conferences and librarians in any order and within a 5 word radius of one other.
- Use “before” to find words in a “relative” order but not adjacent to each other
ex: (book) before (display)
- Use “after” to find words in the relative order specified
ex: (searching) before (command)

Advanced Search

- Click on the “**Advanced Search**” tab at the top of the screen.
- You should see three lines, each with three query boxes, with little “**ORs**” between them. If you want to enter a variation of terms, you would enter each one in a box on the same line, which would automatically link them by using the “**AND**” Boolean Operator.
ex: OPAC or online catalog or pac
- LISA “assumes” that you want to link search terms entered on the first line with those that you enter on the second line by automatically placing an “**AND**” Boolean Operator between them.
ex: (First Line) OPAC or online catalog or pac
AND
(Second Line) academic librar*

- Restrict where LISA will search for your keywords (**ex: Abstract, Title, Author, etc.**) by choosing a **field** from the pull-down menu on the right.

ex: (First Line) OPAC or online catalog or pac (Abstract, AB)
AND
(Second Line) academic librar* (Title, TI)

- **Limit search results** by latest update, English only, journal articles only, date range, and record format
- Click the **“Search”** button

Build on Your Searches: “Combine Searches” Option

First, run each search separately:

ex: homeless or vagran* in AB and click “search”
Click “Edit Search” and then enter query: user services in DE

To combine searches

- Click **“Combine Searches”** link at the bottom of the screen.
- Select the last two searches by typing in the search numbers with the appropriate Boolean Operator.
ex: #1 and #2
- Click **“search.”**
- This will retrieve a list of citations about user services for homeless or vagrant people.

Viewing, Saving, Printing, & Emailing Results

- When you get your results, click on **“View Record”** to see the complete citation.
- To save, print, or email, any of the citations, click in the blank box next to each desired citation, creating a green check mark.
 - Click **“Update Marked List.”**
 - Click on the **“# Marked Records”** link (top, right-hand corner of screen)
 - Click on **“Save, Print, Email Records.”**
 - Select which records you want to be saved, printed or emailed, and how you want your records formatted.
 - Click the **“Save,” “Print,”** or **“Email”** button.

Tips

- Below each citation, click on **“Article Now”** to find out if the full-text article is available in any of the other databases.
- Below each citation, click on **“Interlibrary Loan”** to request the journal article, through the Simmons Libraries Interlibrary Loan Department, if Simmons doesn’t own it already.
- For more information on these and many other helpful hint, click on the **“Help & Support”** link when searching in LISA