

HOW TO SEARCH LISTA (LIBRARY, INFORMATION SCIENCE & TECHNOLOGY ABSTRACTS) on the Web

To Connect to LISTA

At the GSLIS Collection Library home page, select “**LISTA**” from the “Quicklist” drop-down menu.

Basic Search

The “**Basic Search**” screen lets you create a search with limiters, expanders, and Boolean Operators.

1. Enter your search terms in the box next to “**Find**” and select any limiters or expanders that you want to apply to your terms. You can use Boolean operators within your search.
2. Click “**Search.**” Your search results are displayed. To print, e-mail or save several search results, you should add them to the folder.

Boolean Operators

- Use “or” to expand search using Like-terms
EX: (online catalog or opac or pac)
- Use “and” to narrow search set to contain two elements
EX: (online catalog and academic libraries)
- Use “not” to exclude an element from the search set
EX: (online catalogs not public libraries)

Truncation

- 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)

Wildcard

- Use the ? symbol to find an unknown character
EX: (wom?n will retrieve women or woman)

Explanation of Advanced Search Options

- Next to “**Find**” you should see three boxes, each with drop-down menus to the right with fields listed. If you want to enter a variation of terms, you would enter each term in one box. To the left of the bottom two boxes, there are two more drop-down menus with Boolean Operators.
 - **EX: (OPAC or online catalog or pac)**

AND

(university or college or academic)

- **Lower Tabs**
 - **Refine Search** – if at any point you want to come back to the default advanced search page or you want to reset or add limiters, click “**Refine Search.**”

- **Search History/Alerts** – this allows you to re-run old searches or combine old searches to create new results; it also holds saved searches and will automatically search LISTA for you. You determine how frequently you want the saved search to be performed (once a day, once a week, bi-weekly, etc.) and how long LISTA will continue to run the search (one month, two months, 6 months, one year). It will notify you of any new results by email.
 - **Results** – this is the page where your current results (citations) will be displayed
- **Limit Search Results**
 - **Linked Full-Text** – we don't recommend doing this because it seriously limits your results; furthermore, you don't need to since we have other resources, such as the "Article Now," feature which will allow you to see if the fulltext article is available in another database or if the library owns the print journal.
 - **Publication** – specify journal titles
 - **Publication Date** – specify month and year
 - **Country of Publication**
 - **Publication Type** – select journal article, conference proceedings, reports, etc.
 - **Language**
 - **Subject Classification** – can limit results to specific subjects such as "Information Science & Documentation" and "Research Methods"...if you scroll down, there is "Libraries and Information Services"
 - **Expand Search Results** – expanders allow you to broaden the scope of your search
 - **Automatically "And" search terms** – this will add the "AND" Boolean Operator in-between every term entered
 - **Also search for related words** – will search for synonyms or like terms

Build on Your Searches by Using the "Search History/Alerts" Option

First, run each search separately:

Example: Enter: websit* in **Default Fields** and click "**Search**"
Click "**Revise Search**" and then enter: information retrieval in **SH**

To combine searches or re-run old searches: click the blue "**Search History/Alerts**" tab below your blank query boxes. Click "Clear." Select the last two searches by clicking in blank boxes (green check marks). Choose the appropriate Boolean Operator from the pull-down menu and then click "Add." Click "Search." This will give you a list of citations that are all about websites and information retrieval.

Viewing, Printing, Emailing & Saving Results

When you get your results, click on the title to see the complete citation. To print, email, or save any of the citations, click the "**Add**" link underneath the yellow folder directly across from the desired citation OR to add all citations on a page, click "**Add (1-10).**" To view the folder contents, click "**Folder has items.**" You can then print, email or save the citations by clicking on "**Print,**" "**Email,**" or "**Save.**"

Tips

- Below each citation, click on “**Article Now**” to find out if the full-text article is available in any of the other databases.
- If it’s not available full-text, check the link to the Simmons Online Catalog located within the “**Article Now**” box for print availability.
- If it’s not available in print and you wish to get it, click the “**Interlibrary Loan**” link located within the “**Article Now**” box to request the journal article through the Simmons Libraries Interlibrary Loan Department, if Simmons doesn’t own it already.
- For more tips on searching LISTA, click on the “**Help**” link at the top right of the EBSCO screen.