

## Creating Keyword Searches in the Online Catalog

### 1. Choosing Search Terms and Using Boolean Operators

- (a) When you are doing a keyword or advanced search, you can use Boolean Operators: AND, OR, NOT
- AND: using “AND” will give you narrower results
  - OR: using “OR” will give you broader results – use with terms or ideas that are synonymous
  - NOT: using “NOT” will exclude a term from your search query
- (b) Before you begin searching, you should come up with a variety of search terms for each keyword
- (c) If you are a visual person, you can map out this thought process with a keyword grid

Online Catalog	<b>OR</b>	OPAC	<b>OR</b>	Library Catalog
<b>AND</b>		<b>AND</b>		<b>AND</b>
Bibliographic Instruction	<b>OR</b>	Instruction	<b>OR</b>	Orientation
<b>AND</b>		<b>AND</b>		<b>AND</b>
College	<b>OR</b>	University	<b>OR</b>	Higher Education

### 2. Using Truncation & Limiters

- (a) Truncation allows you to get variations of a term; in our online catalog truncation is expressed with one asterisk (\*) for a variation of 1- 5 characters or two asterisks (\*\*) for open-ended truncation
- (b) Use the truncation symbol at the root of the word – for example, “librar\*” will get results with the words “library,” “libraries,” “librarian,” etc. somewhere in the record
- (c) Now you can use the same search terms, in a keyword search, with truncation
- **Search Example:** ("bibliographic instruction" or "library orientation") and (college\* or academic or university\*)
- (d) Open one of the records by clicking on the title
- (e) When you find a good resource, look at the **Subjects** listed in the record and use them to find similar resources; you can either click on the subjects (hyperlinked) or use them in combination with some of your keywords
- (f) Limit your search & sort your results by language, material type (books, e-books, periodicals) and location (SOM Library, Beatley Library); sort results by relevance, date, and title (alphabetical)