



Tips for Catalogue Searching

- 1) **Keyword Search** – A keyword search will search all fields in the catalogue index. (Title, author, subject, periodical title, serial).
- 2) Doing a search in **“all fields”** will perform a broad search.
- 3) Use **Boolean Logic** (AND, OR, NOT) to combine terms.
 - “AND” - This will search for both term 1 and term 2 combined
 - “OR” - This will search for term 1 or term 2, or the combination of both term 1 and 2.
 - “NOT” - This will search for term 1 to the exclusion of term 2.
- 4) **Phrase Searching**
 - Putting words enclosed in quote
 - o Example: “christianity in literature”
- 5) To expand a search use **truncation or wildcards**
 - **Truncation:** Replace the last letter of a word with a symbol to allow for variations of the word.
 - o Eg. Canad* to find Canada, Canadian, Canadiana
 - **Wildcard:** Replace any single letter of a word to allow for variations of the word.
 - o Eg. Wom*n to find women, woman
- 6) **Advanced Search:**
 - Used to combine search terms from different fields
 - o Combine an author and a title
 - Example: Tennyson and “Lady of Shalott”
 - o Combine an author’s name and a key term
 - Example: Tan and “global community”
 - This type of search is more specific because there are more search criteria. It is effective for narrowing down a broad search.
- 7) **Searching by subject**
 - A subject search is a focused search that will narrow down results more than a keyword search.
 - Tools to use when doing a subject search include a subject specific thesaurus for a search in a particular discipline such as psychology or philosophy The Library of Congress thesaurus can be used for finding general subject headings.
 - A second method of searching by subject is to do a keyword search on a topic. Then looking at a specific record in the catalogue, one can search by the subject headings listed in that record.