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

<table>
<thead>
<tr>
<th>Online Catalog</th>
<th>OR</th>
<th>OPAC</th>
<th>OR</th>
<th>Library Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bibliographic</td>
<td>OR</td>
<td>Instruction</td>
<td>OR</td>
<td>Orientation</td>
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<tr>
<td>Instruction</td>
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</tr>
<tr>
<td><strong>AND</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>OR</td>
<td>University</td>
<td>OR</td>
<td>Higher Education</td>
</tr>
</tbody>
</table>

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)