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

\[
\begin{array}{|c|c|c|c|}
\hline
\text{Online Catalog} & \text{OR} & \text{OPAC} & \text{OR} \\
\hline
\text{AND} & \text{AND} & \text{AND} & \text{Library Catalog} \\
\hline
\text{Bibliographic Instruction} & \text{OR} & \text{Instruction} & \text{OR} \\
\hline
\text{AND} & \text{AND} & \text{AND} & \text{Orientation} \\
\hline
\text{College} & \text{OR} & \text{University} & \text{OR} \\
\hline
\text{Higher Education} & & & \\
\hline
\end{array}
\]

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)