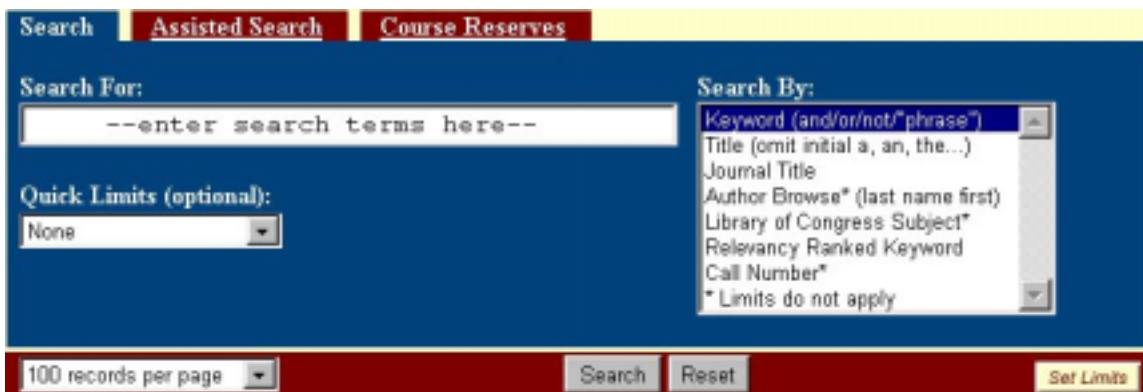


A Keyword Search looks for words you want *anywhere* in a record (title, author, publisher, subject, table of contents, etc.). Keyword searching is a powerful search method, but it requires an understanding of some important principles and techniques to be used effectively. Choose your words carefully for relevant results!

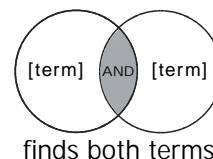


For a more effective search, one or more of the following techniques may be used:

◆ **Boolean Operators** (or logical connectors) are used to combine terms:

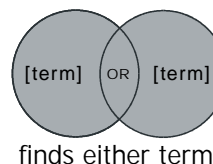
**and** = narrows a search by requesting that each term appear in the record

*Example:* internet and publishing



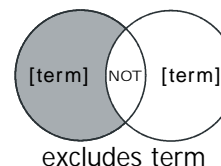
**or** = broadens a search by requesting that either one or both terms appear in the record

*Example:* writing or advertising



**not** = narrows a search by excluding terms from the record (*use carefully*)

*Example:* publishing not advertising



◆ **Phrases** must be enclosed in quotation marks:



◆ **Truncation** broadens your search by retrieving a word stem with plurals and other endings. Use the question mark (?) to truncate.

*Example:* publish? (finds publish, published, publisher, publishing, etc.)

◆ **Nesting** is the use of parentheses to put your search terms into sets.

*Example:* (internet or "world wide web") and (writing or publish?)

Field tags and code phrases are the labels used to identify a specific field(s) in a catalog record, such as title (TKEY), notes (505A) or ISBN (ISBN). When used, a field tag *must precede* the keyword to which the tag is being applied. The tags do not need to be capitalized.

*Example:* (TKEY cat or TKEY hat) and 110A seuss

The following example is the search strategy used to find our electronic journals collection. Limits need to be set for that search to Format = Computer File and Item Type = Periodical. Then in the "Search For" box enter:

TKEY "computer file" not (GKEY disk? or GKEY disc?)

## Format tags for the options in the Assisted Search "Search By" category:

GKEY	Keyword -- anywhere	NKEY	Author Name
ISBN	Int'l Standard Book Number	SERI	Series
ISSN	Int'l Standard Serial Number	TKEY	Title
260B	Publisher	OCLC	OCLC Number
SKEY	Subject		

## All other possible tags:

JKEY	Journal Title	690A	Subject: Local
100A	Personal Name	691A	Subject: Local Geographic
110A	Corporate Author	700A	Other Personal Name
111A	Conference Name	710A	Other Corporate Name
130A	Uniform Title	711A	Other Conference Name
210A	Title, Key	730A	Added Entry: Uniform Title
240A	Uniform Title	740A	Added Entry: Related Analytical Title
245A	Title Proper	760A	Main Series Entry
246A	Title, Varying Form	762A	Subseries Entry
260A	Publication Place	765A	Language
260C	Publication Date	767A	Translation
262K	Serial Identifier (Recordings)	770A	Supplement/Special Issue Entry
262L	Matrix and/or Take No.	772A	Parent Record Entry
400N	Series: Personal Name	773A	Host Item Entry
400T	Series Title: Personal	775A	Other Edition Entry
410N	Series: Corporate Name	776A	Additional Physical Form
410T	Series Title: Corporate	777A	Issued with Entry
411N	Series: Conference Name	780A	Preceding Entry
411T	Series: Conference Title	780T	Preceding Title
440T	Series Title: Title Added Entry	785A	Succeeding Entry
505A	Notes	785T	Succeeding Title
600A	Subject: Personal Name	787A	Related Title
610A	Subject: Corporate Name	800N	Series Added Entry: Personal Name
611A	Subject: Conference/Meeting Name	800T	Series Added Entry: Personal Title
630A	Subject: Uniform Title	810N	Series Added Entry: Corporate Name
650A	Subject: Topical	810T	Series Added Entry: Corporate Title
651A	Subject: Geographical Name	811N	Series Added Entry: Conference Name
653A	Subject: Uncontrolled	811T	Series Added Entry: Conference Title
655A	Subject: Genre/Form	830T	Series Added Entry: Title