Simple Search Tips

Begin New Search	• Click in the **"Find This"** box and type a word or words that you are looking for according to the instructions below for the type of search you want to use. • Highlight the type of search you want to perform in the **"Find Results In"** box. • Optionally, you may also further define your search by selecting a limit for title or keyword searches (see below).
Limits	Select either a **"Quick Limit"** from this screen or choose multiple limits (date, language, location, etc.) by clicking on the **"Limits"** button. Apply "Limits" **before** entering search terms. Note: Limits do not funtion with **Subject Heading, Author** or **Call Number Searches**. An example of the benefit of using a **"Quick Limit"** would be to **search for books in Spanish** by using the terms **"fiction"** or **"literature"** or **"poetry"** or the name of an **author** in a keyword search using the Quick Limit of **"Spanish Books"** as seen in the search below: **Find This:** fiction or literature **Find Results In:** Command Keyword Search **Quick Limit:** Spanish Books **Search** Other examples would be to use the Quick Limit to locate E-Books which can be read from home, or limit to books published in the last 10 years. Limits **only** work with **Keyword, Title, Command Keyword, Periodicals,** and **Subject Word or Phrase Searches** (see below).
Keyword Search	The **Keyword Search** is a simple search to find any words from the author, title, contents, notes, publisher, etc areas of a record. Just list the word or words you want searched. You may use words from the beginning or middle of an area of a record. Use the following guidelines to retrieve better results from this search. Use quotes to search phrases: **"artificial intelligence"** Use **+** to mark required terms: **+genetic** Use **?** with partial words to find all possible variant endings: **ecolog?** retrieves ecology, ecological, ecologist, etc. Use **!** before words that must NOT appear: **mexico !new** retrieves items on Mexico, NOT New Mexico. Do not use Boolean operators **and, or, not** with this search. These Boolean operators may be used in the Command Keyword Search (see below). The results you receive will be ranked by relevance according to the words you are searching for, with the most relevant titles coming first in your results.

Title Search	Use the **Title Search** to find an item by the title of the book. Start at the beginning of the title. Omit articles (such as: a, an, the, der, la, los, etc.) when they are the first word of a title. For example, enter **old man and the sea**, NOT **the old man and the sea**. Use a **Keyword Search** to find a title when you only know a word or phrase from the title, but you are unsure of the beginning of the title. For example, the **Keyword Search: courage** would retrieve titles such as **Red Badge of Courage**, but the **Title Search: courage** would not retrieve Red Badge of Courage but instead would retrieve titles such as Courage Under Fire. Enter only as many words or letters of the beginning of a title as needed to narrow your results, e.g., **harry potter** will retrieve all the harry potter books beginning with these words. All titles beginning with the input words or letters will be retrieved in a **Title Search**. This is called **"truncation"**, meaning that the computer automatically searches for all titles, exact or longer, beginning with the words you have supplied. For example, if you input the Title Search with the letters **poisonwo**, you should retrieve the longer title: The Poisonwood Bible. May use limits.
Author Search	Use the **Author Search** to find items by authors, composers, performers, editors, corporations, conferences, etc. For names of **people**, enter last name first, followed by the first name (no commas necessary). Enter as much information as you know to retrieve the author. For example, you might enter: **angelou m** or **bach johann sebastian** or **poe ed** to retrieve titles by those authors. For names of **companies** or institutions enter the name in direct order: **institute for policy studies**. Results will be listed alphabetically. Truncation is automatic, meaning that only a portion of the beginning of the author needs to be input to retrieve longer words or phrases. Search limits do not function with an Author Search.
Command Keyword Search	This **Command Keyword Search** is similar to a Keyword Search and is used to find keywords in the title, author, subject or contents notes of the book. It is different in that you will use command words, or Boolean Operators. Combine search terms with these Boolean operators **and, or, not**, i.e., the search **drugs and politics** would retrieve records with both keywords present. You must use the command words in a Command Keyword Search, i.e., the search drugs politics would not retrieve results using this search (but would retrieve results in a regular Keyword Search, above). Use quotes to search phrases such as: **"global warming"**. You can combine keywords and phrases by using the Boolean Operators, for example: **"genetic engineering"and human** would retrieve records about human genetic engineering. Use parentheses to group terms in complex searches: **(residence or home or housing) and (elderly or aged)**.

	Use **?** with partial words for variant endings: **econom?** finds economy, economies, economic, economical, economist, etc. The results you receive will be ranked by relevance according to the words you are searching for, with the most relevant titles to your search terms coming first in your results. May use limits.
Subject Heading Search	The Subject Heading Search finds the headings in the thesaurus/index used by Library of Congress. If you think you know the proper subject heading, enter it starting with the first word in the heading, omitting dashes, i.e., **capital punishment california** (rather than the way it is displayed as **Capital Punishment--California**). You will retrieve a list of similar subject headings, referrals to other headings, and the number of records found under each heading. **Truncation** is automatic, meaning that only one or more words or partial words need to be input to retrieve longer words or phrases, but you must start at the beginning of the heading. You may use the Subject Word or Phrase to search for words not at the beginning of a heading. Search limits do not function with a Subject Heading search.
Periodicals Search	The Periodicals Search is used to find the names of a journal, magazine or newspaper held by the Library, but not to find the title of an article in a periodical. This search finds a word or phrase from anywhere in the title or subject heading of a journal. For example: **political science** would retrieve all titles focused on political science; and the word **nursing** would retrieve all nursing journals, regardless of the exact title. You may also start with the first letters or words of the journal title such as **american journal of nurs**. Or you may use a phrase from the title: **angeles times**. **Omit articles** (such as: a, an, the, der, la, los, etc.) when they are the word (s) of a journal title, i.e., use **new yorker**, NOT the new yorker. May use limits.
Subject Word or Phrase Search	The Subject Word or Phrase Search is used to find books using any word or phrase from any place in the subject heading: **ethnic relations** would retrieve records with that subject heading subdivision; **environmental** would retrieve records containing that subject word. May use limits.
Call Number Search	Use the Call Number Search to find items by a Library of Congress call number. This can be helpful if the call number is the only information you have. Call numbers also give a subject approach to items on the shelf, so you can use it to find other similar items on the shelf in that subject. Use punctuation and spaces when searching by call number: **hg173.8 .c37 1998** Truncation is automatic, meaning that only part of the call number needs to be input to retrieve longer call numbers with the same letters and numbers. Search limits do not function with a Call Number search.

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