Slide 1 - Title: Performing effective searches
[image: HOWLER logo]

Slide 2 - Introduction Slide. Hi, I'm Donna, one of your Madison College Librarians. In this short HOWLER module, let's look at some ways to search effectively. As we get started, notice the handy navigation bar at the bottom of the screen which you can use to pause, rewind, or view closed captioning.

Slide 3 - When?
Effective searching techniques can help you whether you are using library catalogs, library databases, or the internet.
[image: graphic of information icons]

Slide 4 - How?
In this unit, let's briefly explore some of the search strategies that can be helpful particularly when you are looking for specific information for a research assignment or paper.

Slide 5 - Why?
There are some common concepts that will help you: (1) Get better results and (2) Save Time.

There are some common concepts that will help you get better results and save time.

Slide 6 - Keyword
Keyword searches are the most common and are a good way to get started. Keyword searching allows you to enter any word or string of words.
and most library catalogs, databases or search engines will search for all occurrences of the word(s)... [images: screenshots of keyword search results = 2 books with wolves in the title]

... in citations, abstracts (short summaries of the text), and full text if available. [image: screenshot of 2 article citations for articles about wolves]

However, the results might not always be exactly what you were expecting. [images: 3 citations for articles. one with author named wolf and 2 with wolves in the title, but not regarding wildlife wolves]

So, you may want to start with a few relevant keywords, see what results you get, and then revise your search accordingly. Let's look at some other techniques that may be even more powerful.

Subject searching uses a set of standard terms to describe books or articles. It is a more specific search than keyword searching.

Subject and Keyword search options are available in library catalogs and most library databases. [image: screenshots of 3 library databases search boxes]
Subject terms can also help you narrow or broaden a search, or find related terms. [image: screenshots of related terms for wolves-coyotes, dogs, werewolves, wolf hunting, red wolf; and subdivisions including analysis, behavior, care and treatment, etc]

Cross References, Subject Headings, and Suggested Topics can lead you to other useful subject terms related to your topic.

You might start with a keyword search, look for these clues to appropriate subject terms, and then search again using a subject search.

Which type of searching is the most specific and can be used in most library databases?

Click the radio button of the correct answer. subject search, robotic search, or keyword search.

Boolean searching uses the terms "AND", "OR", and "NOT" to modify a search.

The term "AND" narrows a search and may often be the most useful. [image: diagram wolves AND wisconsin]
Slide 19 - Boolean AND example. Some search engines assume the word "AND" between terms. For example, "wolves AND Wisconsin" tells the database to search for items that contain both of these words. This helps focus your search on materials relating only to wolves in Wisconsin. Some search engines assume the word "AND" between terms.

Slide 20 - Boolean OR search example
The term "Or" broadens a search. For example, the search "wolves OR Wisconsin" would look for all documents containing either one or both of those terms. Search results might include items about wolves in Texas or farming in Wisconsin.

Slide 21 - Boolean NOT example
The term "NOT" excludes a word from a search and is used less frequently. So "wolves NOT Wisconsin" would look for items containing the term "wolves" but not containing the term "Wisconsin".

Slide 22 - Boolean Searching result comparison
Compare the number of results obtained by moving your mouse over these sample searches. [images: rollovers = wolves and wisconsin 37, wolves or wisconsin 51884, and wolves not wisconsin 3722]

Slide 23 - Review Boolean
Which of the following boolean operators tells the database it has to have both words in the document, so it helps make your search more focused? Click the radio button of the correct answer. not, or, and, focus.

Slide 24 - Limiters
Many databases, library catalogs, and search engines have limiters; options that can help you further modify your search. Examples of limiters include: full text availability, date, publication type and scholarly or peer-reviewed sources.
Slide 25 - Limiters screenshot
Your choice of limiters will vary depending on the database you are using.[image: limiters by document type, publication type, and language screenshots]

Slide 26 - Review question limiters
Click the limiter in this database which will return only results that are available as full text.[image: screenshot of advanced search with full text limiter selection]

Slide 27 - Publication search
Publication search options can be very useful, especially if you are looking for a particular newspaper, magazine or journal title

Slide 28 - Publication issues
You can browse issues or search within a publication.
To browse: click the issue you're interested in to review the list of articles included from that issue. Or search within the publication for a particular topic.

Slide 29 - Question Publication
True/False. Publication searching in library databases can make it easier to find a specific back issue of a recommended journal.

Slide 30 - Advanced search
Advanced Search options are actually often very easy to use and helpful.
Databases, catalogs and search engines offer different advanced search options,... [image: Google advanced search options screenshot]

... depending on the content included in the collection.[image: JSTOR browse by discipline screenshot]

Check the convenient help links to learn more.[image: search help icons from various library databases]

An advanced search may offer convenient drop-down menus or limiters to help you focus your search... [ image: advanced search drop-down menu options screenshot]

or help you combine terms in a Boolean search

Phrase searching ensures that when you put quotation marks around a phrase, the database will only return results containing that exact phrase.
Phrase searching may even be listed as a search option.

Wildcard or Truncation Searching uses symbols to look for variant spellings of words.

Wildcards can be useful, but sometimes you might get some unexpected results.

True or False?: Advanced Search options are so difficult to use that only a librarian should try them.

Help. Remember you can check the Help section of a library catalog, database, or search engine to learn more about using that resource. If you have more questions or need research help, you can ask a librarian: In person at the library help desks; by phone at 608-246-6640; or by email. From the library webpages- click on Research Help.
Thanks for completing this Madison Area Technical College Libraries HOWLER learning unit. (image: HOWLER logo)