



## Catalog Search Tips

Search bar:  All Fields  [Advanced](#)

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1. Enter the word(s) you want to find.

2. Choose a target search field from the drop-down menu. "All Fields" targets all indexed fields within a record. All other choices (Title, Journal Title, Author, Subject, Call Number, ISBN/ISSN, and Tag) target specified fields within a record.

### Additional search tips to remember are:

- An Advanced Search offers additional fields and options.
- Phrases can be searched with quotation marks.
- Most words in the Catalog's computerized records are indexed and therefore searchable.
- Boolean operators AND, OR, and NOT, which must be uppercase, may be used to narrow or expand searches.
- Truncation symbols are "\*" (any number of characters) and "?" (single character). The search algorithm automatically finds results for different endings of root words.
- Subject searching works best with Library of Congress Subject Headings.
- Hypertext links in the catalog record can facilitate continued searching.
- Search results may be printed, emailed, saved, or imported into RefWorks.
- Call Number searching draws from Library of Congress and Superintendent of Documents call numbers.