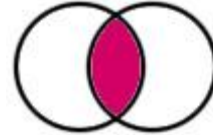


KEYWORD SEARCHING PRINCIPLES

Operators AND, OR, NOT combine terms using Boolean logic.

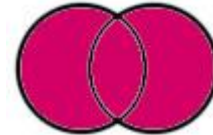
AND Connects terms to retrieve every record in which all of the specified words appear regardless of their position in the records. AND is generally used to combine unlike concepts.

egypt and temples
greece and antiquities



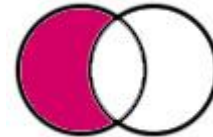
OR Connects terms to retrieve every record in which any one of the words or both appear in the records regardless of their position in the records. OR is usually used to combine like concepts, synonymous terms, or variant spellings.

frescoes or murals
greek or hellenistic



NOT Excludes any words following NOT and retrieves records in which only the first term appears. The NOT operator should be used with caution.

african and not american



The Library Catalog uses AND NOT, other databases may only use NOT

Nesting enables you to make complex searches. Use parentheses to indicate which terms should be searched together.

greek and (pottery or vases)

Phrase searching

When you type in a phrase, different things can happen.
In Truman's Library Catalog if you enter:

Middle ages the system will look for these words as a phrase in the title,
and then AND the words *middle* and *ages*

To search only for a phrase, put it in quotes: "*middle ages*"

Truncation searches for various forms of a word.

The truncation symbol varies in each database.

In the Library catalog *byzanti** retrieves *byzantine, Byzantium*

For more information, read the help screens!