

Boolean Searching (Quick Search)

The Online Library Catalog offers many different types of searches. The *Quick Search* option is the most basic and efficient manner of searching. Using *Quick Search*, you can create very precise search queries using Boolean operators.

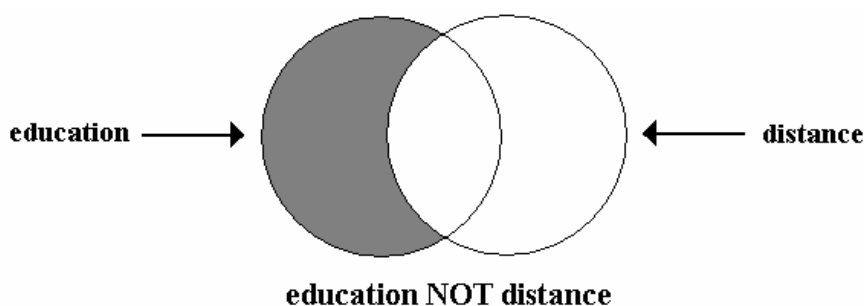
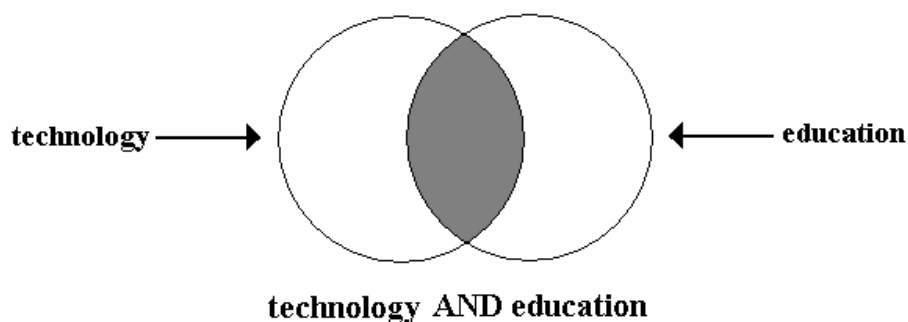
- 1) Go to [http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/)
- 2) Click on *Quick Search*.
- 3) From the *Search by* menu choose *Boolean Search*.
- 4) In the Search for box, type in the keywords you wish to search. Connect the search terms with Boolean operators (“and,” “or,” or “not”). To enter a phrase, put quotation marks around it. See the Boolean Operators Overview below for information about how Boolean operators function.
- 5) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will see a list of titles. To view the full record for an item, click on the title.

Boolean Operators Overview

There are three Boolean operators: “and,” “or,” and “not.” These terms are used to combine keywords or phrases when conducting a search. Boolean operators are used to enter complicated or multifaceted search statements.

The AND operator

The “and” operator combines terms (e.g., technology and education). The search will retrieve records that contain both keywords.

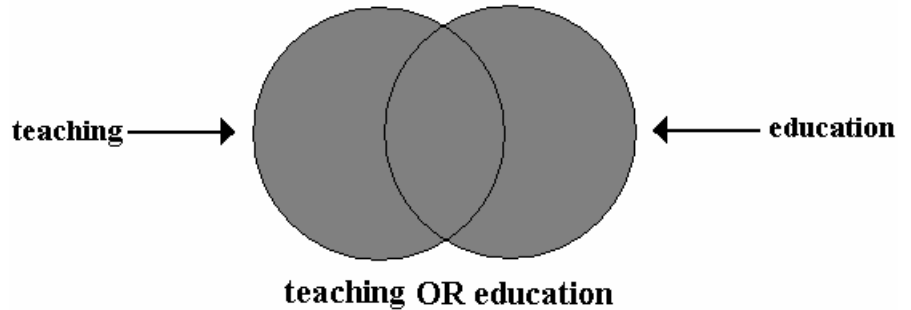


The NOT operator

The “not” operator excludes a term (e.g., education not distance). The search will retrieve records that contain the keyword education, except those that also contain the keyword distance.

The OR operator

The “or” operator finds records that contain either one or both terms. For example, this search (teaching or education) will retrieve all records containing the term teaching, the term education, or both terms.



Limiting Your Search

There are two options for making your *Quick Search* more precise: *Quick Limit* and *More Limits*.

Quick Limit: Below the *Search for* field, there is a *Quick Limit* option. Click on the down arrow to select an option. You can limit your search by specific library location, years, or format.

More Limits: You also can make your search more precise by applying *More Limits*. Set limits before you begin searching.

- 1) Click on the *More Limits* button (lower right corner of screen).
- 2) Within the *Search Limits* option box, there are several different limits. You can apply one or more limits to your search.
 - *Language* - items in a specific language
 - *Location* - items in a specific campus library
 - *Year of publication* - items published in a certain year or range of years
 - *Primary Format* - items in a specific format (e.g., books, magazines, musical scores, films, etc)
 - *Additional Format Specification* - items in other formats (e.g., microforms, atlases, globes, artwork, etc.)
 - *Place of Publication* – items published in certain states or countries

Select the limits needed in the appropriate boxes. Hold the control key or apple key to select multiple options from the lists.

- 3) Click *Set Limits*. Red bold text will appear on the screen stating: “Search Limits are in effect!”

To remove any limits you have set, click on the *Clear Limits* button in the lower right corner of the screen.

Catalog Assistance

Questions? Please visit “Ask A Librarian” at <http://www.library.uiuc.edu/askus/> to find out how to contact us in person, via phone (217-333-2290), e-mail (reflib@uiuc.edu), or chat.