

General Keyword Searching with Relevancy Ranking (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 the *Any Word Anywhere* search, you can retrieve items by matching keywords located anywhere in the records.

- 1) Go to [http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/).
- 2) Click *Quick Search*.
- 3) In the *Search for* box, type the search keywords that describe your topic of interest. Do not use “or,” “and,” or “not” between terms. Also omit initial articles (“a,” “an,” or “the”).
- 4) From the *Search by* menu, choose *Any Word Anywhere*.
- 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 ordered by relevancy ranking. To view the full record for an item, click on the title.

Limiting Your Quick Search

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

Quick Limit: Below the *Search For* box, there is a *Quick Limit* option. Click on the down arrow to select an option. You can limit your search results by date, format, or library.

More Limits: You can also 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 search screen.

General Keyword Searching without Relevancy Ranking (Advanced Search)

The other type of search offered by the Online Library Catalog is the *Advanced Search*. *Advanced Search* is helpful when you are searching for specific items or when you want to conduct a more precise search than the *Quick Search* provides.

- 1) Go to **[http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/)**.
- 2) Choose *Advanced Search*.
- 3) In the *Search for* box, type search keywords. Do not use “or,” “and,” or “not” between terms. Also omit initial articles (“a,” “an,” or “the”).
- 4) Click on the *All of These Words* menu, and choose the appropriate option. If you entered a phrase, choose *These Words as a Phrase*. If you entered keywords, but not as a phrase, select *All of These Words*.
- 5) From the *Search by* menu, choose the *Any Words* option.
- 6) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will get a list of titles. To view the full record for an item, click on the title.

Searching Keywords in Particular Fields

The *Advanced Search* can also be used to find keywords within particular fields, such as author fields or title fields. Searching in a particular field makes the search more precise.

- 1) In the *Search for* box, type the search keyword(s). Do not use “or,” “and,” or “not” between terms. Also omit initial articles (“a,” “an,” or “the”).
- 2) Click on the *All of These Words* menu, and choose the appropriate option. If you entered a phrase, choose *These Words as a Phrase*. If you entered keywords, but not as a phrase, select *All of These Words*.
- 3) From the *Search by* menu, select a specific type of keyword search (e.g., Title Words).
- 4) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will get a list of titles. To view the full record for an item, click on the title.

Limiting Your Advanced Search

There is one option for making your *Advanced Search* more precise: *More Limits*. For information about *More Limits*, see the section of this handout labeled “Limiting Your Quick Search.” *More Limits* functions the same way for a *Advanced Search* as it does for a *Quick Search*.

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.