Library Workshop Series 2: Searching and Accessing Information (1)

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Outline

- Types of Searching
- Search strategies
- Information resources available in DKU Library
- Making best use of the resources in your library

Types of Searching

- Known items search: the user knows what documents are searched for (or where certain data about the documents are known, such as:
  - Author
  - Title
  - ISBN
  - Call number
  - etc.

- Unknown items search:
  - Keyword searches: the system will look for the words you input wherever they may be on a page, regardless of whether they are in a title, author name, place of publication or footnote; the page will be returned as a result.
  - Subject searches: only when each work to which the subject term used appears in the subject heading field.
  - Access point: an access point is a name (person or corporate body), subject heading, title, call number, control number, etc., under which a bibliographic record may be searched and identified.

Searching Strategies for Known Item Searching

- Author's name
- Title of a book
- ISBN
- ISSN
- Call number
- etc.
Searching Strategies for Unknown Item Searches

- Keyword Searching
- Phrase Searching
- Subject Searching
- Boolean Operators
- Limiters
- Nesting

Keyword Searching
- Keyword searching using “significant” words computer indexed in databases in the title, abstract, summary, table of contents, subject or even the full text of a record (e.g., a book, article). These words are then searchable.
- Stop word: e.g., a, an, about, before, after, all, also, and, any, be, are, as, at, because, between.
- Advantages of keyword searching
- Disadvantages of keyword searching

Phrase Searching
- Phrase searching is a way to retrieve records containing specific phrases. To search for a specific phrase, most databases require quotation marks around the phrase. A phrase search will then locate only records containing the words in the particular order in which they appear.
- Examples of phrase searching:
  - "Chinese Printmaking"
  - "Human Domination of the Earth"
  - "Global Health Ethics"
  - "Gulf of Mexico"

Subject Searching
- A subject search will only search the subject field of database records. Records in databases are assigned subject headings from a thesaurus for that database.
- Advantages of conducting subject searches:
- Disadvantages of conducting subject searches:
When to Use Keyword or Subject Search?

- Do you know appropriate subject terms? If yes, use a subject search unless you want to combine terms.
- Is there little information about your topic? Use a keyword search.
- Does your subject search return ‘no results’? Use a keyword search.

Boolean Operators: AND - OR - NOT

- Boolean operators, named after British mathematician George Boole (1815-1864), can be placed between your search terms to narrow or expand a search, or to exclude search terms.
- AND: all the words connected with AND must be present in result records.
- OR: Any of the word can be present in search result record.
- NOT: Using NOT in front of a search word tells the search tool to exclude any page containing that word. Some engines require you to use AND NOT.
- Default Boolean Logic
- Using parentheses with Boolean operators

Examples of Search Topics:

- eating and health
- Chinese environmental policy
- Environmental policy and air quality control
- Health care system and health care reform
Natural Language Searching

Natural language searching allows you to type a sentence or question exactly as you would ask it. The search tool will try to determine key words from your sentence or question and locate pages based on these words.

- e.g., what countries were involved in the Korean War
- The search tool will determine the key words “countries” and “Korean War” and do a search using these words.

Truncation /Wildcard Searching

By adding a symbol, sometimes called a wildcard symbol, to the end of a word, it allows you to search the “root” of a word to find all its different endings. The most common truncation symbol is the asterisk (*). However, some databases use different symbols, so check online help to find the correct symbol.

- Example: You are looking for information “creative thinking.”
- creat* finds:
  - Truncation will BROADEN a search

Limiters

Many databases and search engines allow you to limit searches to specific criteria such as format, language, publication date, and periodical title.

- For example:
  - http://duke.summon.serialssolutions.com/advanced#!/advanced
  - Full text - limit results to articles with full text.
  - Peer reviewed - limit search results to articles from peer-reviewed journals.
  - Serial title - enter a journal/magazine name to limit results to articles only from that title.
  - etc.
- Limiting will NARROW your results.

Proximate Searching

Proximate searching is a way to search for two or more words that occur within a certain number of words from each other.

- The proximate operators are normally composed of a letter [N or W] and a number (to specify the number of words)
- e.g., Franklin w2 Roosevelt
Nesting

Databases allow for very complex searching. For example, nesting allows you to place parentheses around strings of searches using Boolean operators.

For example, if you wanted articles about the geology in Utah, Colorado, or Nevada, a nested search using parentheses and Boolean operators, you could use this search:

geolog* and (utah or colorado or nevada)

Other examples of nesting searching:

baseball and (dodgers or yankees)
(bears not grizzlies) and yellowstone
"computer crimes" and (russian or soviet)
(elderly or homeless) and (house* or shelter*)

DKUL Accessible Resources

Physical collections at DKUL:
- Issues: 7,400
- Magazines: 15
- Books: 90

E-resources of Duke University Libraries:
- E-books: about 2,000,000
- Journals: 48,000
- Databases: 880
- E-journals: 220,750
- Gigabytes of born-digital material collections: 1,751
- Newspapers

Types of Information Resources in Duke

Online Public Access Catalog

http://library.duke.edu/
About Duke U. Library Online Public Access Catalog (OPAC)

- Refine your search by types of resources: All, Books & Media, etc.
- Information included in a typical record:
  - Bibliographic information:
    - Author
    - Title of work
    - Publication date
    - Type of material
  - Item information:
    - Location
    - Class number
    - Status (in order, checked out, reference etc.)
    - If the item is an electronic resource, connection information often in the form of a specific link to the resource

About Duke U. Library Online Public Access Catalog (OPAC) (Cont.)

- Bibliographic information:
  - Author
  - Title of work
  - Publication date
  - Type of material

- Item information:
  - Location
  - Class number
  - Status (in order, checked out, reference etc.)
  - In the case of an electronic resource, connection information often in the form of a specific link to the resource

About Duke U. Library OPAC (Cont.)

- Searching Specific Fields:
  - Phrase search, with the use of " "
  - Boolean search: use AND, OR and NOT
  - Truncation/Wildcard search: "?" or "*"

Search Result Display

- The search results are displayed with relevant information such as author, title, publication date, and location.
A Simple Search Function

Advanced Search
http://duke,summon.serialssolutions.com/advanced
#I/advanced

Conducting effective searches
- A simple search function
- Advance search function
- Refine your searches

Questions

Thanks!