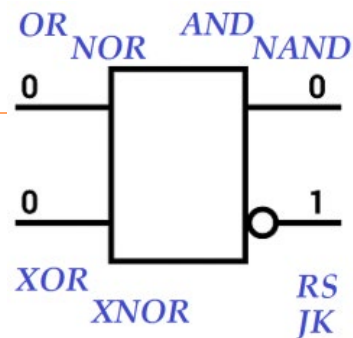


Library Worksheet

USING THE LIBRARY SEARCH TOOLS: KEYWORDS, SUBJECTS, BOOLEANS

Search Sources:

- [EBSCO \(Academic Search\)](#)
- [Easy Search](#)
- [Library Catalog](#)
- [Archives Easy Search](#)
- [Primary Sources Guide](#)



1. Using Keywords and Subjects

When you **search by keyword** in a database:

- You are searching for words and phrases that can be found anywhere in the text of the item record and/or article.
- You are not searching for commonly used words or parts of speech. Examples include articles, pronouns, and prepositions. Databases do not index commonly used words, which are called **stop words**. Examples of stop words in databases are: **a, an, about, after, all, also, and, any, are, as, at, based, because, been, between**, and many more.

Searching by keyword can be a **flexible** way to find a large number of results. You can use keyword searching as a way to find targeted results: **slang, jargon, and new terms work well in keyword searches**.

When you **search by subject**, you are using a term from a **pre-defined controlled vocabulary** determined by that database. Many databases feature a subject-specific thesaurus of subject terms that relate back to the contents in that database. You will only receive articles that were assigned the subject heading you searched with. For this reason, articles found via subject heading searches can be very **reliable**. The subject will appear in the record item's subject heading or descriptor field.

Searching by subject can be a very **specific** way to find targeted results within a specific discipline or research area. This can be very beneficial to your research; however, searching by subject only works if you know *which* subject terms to search with.

2. Keywords vs. Subject Terms: Guided Practice

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Searching by Keyword in Academic Search Complete

Step 1.

On [the Library homepage](#) search for "Academic Search Complete" in Easy Search. A direct link to Academic Search Complete will appear at the top of the results page.

Step 2.

In Academic Search Complete, type "smiley" in the search bar and leave the drop-down menu at the default value, "Select a field (optional)". This is how you do a keyword search in Academic Search Complete. Click "Search."

Step 3.

Click on the first record. On this page you will see information about the article's authors, source, abstract, etc. You will also see a list of **Subject Terms** and **Author-Supplied Keywords** before the article's abstract. Bolded words are matched terms between the result and your search string.

Step 4.

Go back to the result list by clicking on 'Result List' above the title of the article. Note that many of these articles are not about internet communication, or smiley emojis/emoticons. Change the search term "smiley" from a keyword to a **subject** by changing the drop-down menu from "Select a Field (optional)" to "SU Subject Terms," and click "Search."

Step 5.

Change the search term "smiley" back to a **keyword** from a subject, and add the search term "emoji" as a **subject term**. Click "Search."

The database returns 5 results, all of which include "emoji" as a subject heading or part of a subject heading, and "smiley" as a term present anywhere in the article title, abstract, or full-text.

3. What is Boolean Searching?

Boolean searching refers to a search technique that uses tools called **operators** and **modifiers** to limit, widen, and refine your search results.

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Boolean Operators: AND, OR, NOT

When used, boolean operators can limit and refine or widen and expand your search. Operators tie your search terms together in different ways.

- AND links search terms together.
 - OR searches for one term or another.
 - NOT excludes the search term directly following it.
-

Guided Practice in *Academic Search Complete*

Step 1

On the Library homepage (<http://www.library.illinois.edu/>) search for "Academic Search Complete" in Easy Search. A [direct link to Academic Search Complete](#) will be at the top of your search results.

Step 2

Inside Academic Search Complete, type "art" and "music" in the first and second search bars with the boolean operator, AND, between the two search terms, as shown in #1 below. Before the second and third search bars you will see drop-down menus with the word AND. This a drop-down menu for boolean operators and can be changed to NOT and OR. Click "Search." Repeat with examples #2 and #3 to see how your results change. The NOT operator then allows you to search more specifically.

1. art AND music = 73,471 results
2. art AND music NOT science = 68,741 results
3. art AND music NOT science NOT dance = 64,052 results

Step 3

Get rid of your last two search terms "science" and "dance." Between "art" and "music" change the drop-down menu from "AND" to "OR" as shown below in #1. Hit "Search."

1. art OR music = 1,710,327 results

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You can also use synonyms or alternate spellings to expand your search

4. Additional Search Tools: Boolean Modifiers, X*, (X), "X"

Boolean Modifiers can further expand, refine, and improve a search. Boolean modifiers include the asterisk, *, (also known as truncation/wildcard searching), (parentheses), "quotation marks".

- The asterisk, *, attaches to the stem of a word and searches for any word includes that stem, or the letters *before* the asterisk. Therefore, you will get results with different endings but all the same stem. See the following example:
 - Searching for **stat*** will return results with the following words:
 - state, states, statute, statutory, statistic, statistics, stats, statistical, and more!
- Parentheses, (), are used to encapsulate OR statements. If you want results that return one word out of a group of two or more, you put them between parentheses to ensure that only one of the search terms is returned: (elderly OR aged OR senior citizen).
- Quotation marks, "", return exactly what you typed inside the quotation marks. Therefore if you search for "state" you will only get results containing the word "state" (even the plural of 'state will not be included in your search results!).

Guided Practice

Search for "art" in the first search bar. In the second search bar, type the word "music" followed by an asterisk, *, like the following: music*. Click "Search" and notice how your results increase (86,247 from 73,471 results)

By using the asterisk, the database then searches for all results with "art" and words beginning with "music," including musical, musician, musicality, etc. (*continued on next page*)

Limit and Refine:

Step 1.

Type the phrase, "music performance" in the search bar *without* quotation marks and click "Search." Take note of the number of results.

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1. music performance = 36,172 results

Step 2.

Type double quotation marks around the phrase, "music performance" and click "Search." Notice how your search results decrease.

1. "music performance" = 26,945 results

By using quotation marks, the database then searches for only results where "music" is immediately followed by "performance" instead of results that have "music" and "performance" anywhere in the text.

5. Examples

Daily Illini (Historic)

1. Go to [UIUC Communications Library Website](#)
2. Under "Newspapers" tab, select "Daily Illini"
3. Under Titles Currently Available, select "Daily Illini"
4. Within search tab "Search this Title", type your search
 - a. Ex. ROTC and Fashion
 - i. "Military Units' Enrollment Increases"
 - ii. "Men's Styles 1920-1959: Big Difference"
 - b. Ex. Student Activism
 - i. "Greek life not so different from other groups"
 - ii. "Where have all the radicals gone?"
 - c. Ex. Communication and Technology Innovation # doesn't give good results
 - i. Try:
 1. Campus & Flyers

Daily Illini (Current)

1. Go to dailyillini.com
2. In the search bar type in your search
 - a. Ex.
 - i. ROTC and Lifestyle
 - ii. Student Activism

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- iii. technology and social impact

Nexis Uni

1. Go to [UIUC Communications Library Website](#)
2. Under newspapers, select Nexis Uni
3. Select “advanced search”
 - a. Ex.
 - i. UIUC and ROTC and Lifestyle
 - ii. UIUC and Student Activism
 - iii. UIUC and Communication and Technology # not great ...
4. **NOTE: using the column on the left to narrow your search can be very helpful ...*