Use these **Boolean search techniques** when doing a *keyword* search in the library catalog, databases, Internet search engines, etc.:

<table>
<thead>
<tr>
<th><strong>Technique, symbol</strong></th>
<th><strong>What it does</strong></th>
<th><strong>Examples</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>both terms must be present in results; Decreases but focuses the results</td>
<td>smoking AND health; violence AND television</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>either term may be present in results; Increases but broadens the results</td>
<td>smoking OR tobacco; college OR university</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>eliminates particular words from results</td>
<td>cell* NOT cello; smok* NOT “smoked salmon”</td>
</tr>
</tbody>
</table>

“**quotation marks**” groups 2 or more words as a *phrase* so the words are retrieved *together, in that order.* ONLY use with 2 or more words.

“second hand smoke” “Latin America”

* or ?

> **Use ?** in library catalog Retrives all words that begin with the
> **Use * in other resources** letters to the left of the symbol

**truncation** symbol

smok* retrieves: smoke, smokes, smoker, smoky, smoking, smoked, smokeless, etc.

( OR )

nests **synonyms** or alternate words

Use OR in between the terms;
Use when you are also using AND

**MUST use the parentheses, not quotation marks!**

violen* AND (television OR video* OR media)

Please ask for help at the Reference Desk (282-3152)! Thanks. ~Kristi N. Austin, Reference Librarian 282-4073

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