Advanced Search Guide

The first search page that you access in WebCat has simple Quick Search options.

Click **Advanced Searches** to refine your searches.

Advanced Searches combines search elements to refine a search or limit a search based on certain criteria.

You can combine search elements in Advanced Searches using **Boolean operators** (AND, OR and NOT etc). You can combine keywords, author, title, series, and journal title searches. You can also use special **positional operators** and punctuation in the form of **Wildcard** and **Truncation** symbols within your search.
• Type in **keywords** or a phrase for a typical search.

• Type an **author** to search for the name. You can search for an author by the first name, last name, or initials. However, searching by an author's last name produces a more complete list of search results.

• Type a **title** to search for an item by title. The search ignores articles as well as other stopwords including: as, a, an, as, at, be, but, by, do, for. If necessary, enclose your expression in double quotation marks to prevent the stopwords from being ignored.
• Type a **series** to search for a series title e.g. Geological Society memoir; No. 3

• Type a **journal title** to search the journal keyword index.

Click **Search Catalogue to** start your search or **Clear** to start over.

**Limiting the Search**

Use Advanced Search to limit your search based on certain criteria

• Select a **library** to limit your search to a specific site library, or select **ALL** to search in all site libraries.

• The library includes holdings in a variety of languages, you can select a **language** to limit the search.

• Select a shelving **location** in the library e.g. a specific special collection such as the COPE collection, Artists books etc.

• Select **medium** to search for a specific medium e.g. e-book, map or CD (music).

• Select an item **material type** to limit to a particular type of material e.g. Theses, Scores, British Official Publications.

• In the **pubyear** box, type the year the item was published to limit by date. You can also limit to a date range.

• You can sort your search results by selecting criteria in the
sort by box.

Click Search Catalogue start your search.

Searching Tips

Searching using Operators (Boolean and positional) allows you to focus your search by linking search terms and defining the relationship between them.

Some operators take precedence over others when searching the catalogue; refer to operator precedence on page 7 for more information. In addition, WebCat will not allow you to search for operators when they are at the beginning or end of a search expression and not enclosed in double quotation marks.

Boolean Operators

Boolean operators (AND, NOT, OR, XOR) locate records containing matching terms in one of the specified fields, both of the specified fields, or all of the specified fields. Use Boolean operators to connect keywords between more than one text field, or use Boolean operators to connect words or phrases within a text box.

- Use the AND operator to locate records containing all of the specified search terms. For example, if you search under "Thames AND barrier", WebCat locates records containing all of the specified terms.

- Use the OR operator to locate records matching any or
all of the specified terms. For example, if you search under "rain OR precipitation", WebCat locates records containing either the first search term or the second.

- Use the **NOT** operator to locate records containing the first search term but not the second. For example, if you search under "rain NOT forest", WebCat locates records containing the first search term but not the second.

- Use the **XOR** (exclusive or) operator to locate records matching any of the specified terms but not all of the specified terms. For example, if you search under "dogs XOR cats", WebCat locates records matching any one of the specified terms but not all of the specified terms.

### Positional Operators

Positional operators (SAME, WITH, NEAR, ADJ) locate records in which the search terms are in close proximity within the same record. Positional operators can be used to connect words or phrases within a search field but not between search fields.

- Use the **SAME** operator to locate records in which a record field contains all of the specified terms. All of the search terms are located within the same record field, though not necessarily in the same sentence. For example, if you search under "salinity SAME temperature", only records containing both "salinity" and "temperature" within the same field will be retrieved.

- Use the **WITH** operator to locate records in which a field contains a sentence with all of the specified terms. For
example, if you search under "Oxygen WITH dissolved", only records containing both "Oxygen" and "dissolved" in the same sentence in a field will be retrieved from this search.

- Use the **NEAR** operator to locate records in which a field contains all of the search terms next to each other; however, the order of the terms does not have to match the order they were entered. For example, if you search under "Chicago NEAR history", only records with the terms "Chicago" and "history" next to each other within the same field would be retrieved from this search. "Chicago" or "history" could display first in the field.

- Use the **ADJ** operator to locate records in which a field contains all of the search terms adjacent to each other and in the order they were entered. For example, if you search under "hydrothermal ADJ vent", only records with the terms "hydrothermal" and "vent" adjacent to each other within the same field and with "hydrothermal" listed first in this field would be retrieved from this search.

In addition, you may append a number to the positional operators NEAR and ADJ to limit or broaden the proximity between words. For example, "FROM ADJ1 HERE ADJ2 ETERNITY" shows how to search for the title, "From Here to Eternity." ADJ2 means that the words may be within two searchable words of each other, but they must be in the order they were entered.

**Operator Precedence**
When the search expression consists of a combination of
terms, the order in which these terms are searched can be
defined. If two operators are at the same level in the list, WebCat
first searches the term at the left, then moves right. Refer to the
following list for operator precedence, with the highest listed first.

NEAR, ADJ
WITH
SAME
AND, NOT
XOR, OR

Precise Phrase Searching
Allows a set of terms to be marked as a single phrase by
enclosing the expression in single quotes This enclosed
search expression must be matched in WebCat exactly as typed
in the search field.
e.g ‘common cold’.

Nesting
Allows search expressions to be grouped or nested using
parentheses. WebCat searches the expression located in the
innermost set of parentheses first, and then continues the
search, moving outward to the terms at the edges of the
expression.
e.g. defence AND ((Thames OR London) AND (flood OR surge))

WebCat ignores Stopwords when searching, allowing the
search to go on the keywords of an expression. These
stopwords are usually articles, prepositions, or conjunctions,
such as:- a, an, as, at, be, but, by, do, for, if, in, it, of, on, the,
and to, among others. Enclose your expression in double
quotation marks to prevent the stopwords from being ignored
and then in single quotes if it belongs in a phrase
e.g. “if not for”
Searching Using Wildcards and Truncation allows the symbols ? and $ to be used to represent substitution and truncation.

These two symbols can be used together or separately, and at the beginning, middle, and end of a term. To literally search these symbols, enclose them with quotation marks.

- **The ? symbol is used as a wildcard or substitute for a missing character** in a search term, usually when you are unsure of a spelling or when you want to find two forms of one word. For example, if you enter WOM?N, WebCat locates records containing either "woman" or "women."

- **The $ symbol is used to truncate search terms** and can represent a single character, many characters, or no characters. If you follow the $ symbol with a number, WebCat limits the number of characters matched. When more than one term in a search expression is truncated, each term is searched for all variations.

- For example, if you enter scienc$, WebCat locates the specified records containing the terms science, sciences, scientist, scientists, scientific