
Database Searching UH Library Catalog

This is a self-directed exercise that teaches basic database searching through the UH library catalog (Hawaii Voyager). To prepare for these exercises, read Chapter 4: Finding Books in the *Basic Library Research Handbook*, which you can purchase at the UHM Bookstore or download at:

<http://manoa.hawaii.edu/blrh/>

BEGIN on the UH Manoa Library home page (<http://library.manoa.hawaii.edu/>), click on the link for the "UH Catalog."

A. Combine keywords with Boolean operator **AND**

1. Click on the Basic Search button

Notice the menus for choosing search options and limits. Also notice the Basic Search Tips that provide brief explanations of the options.

2. Click on *Boolean Keyword (and, or, not)* (listed in the menu labeled "Search by")
3. In the search box enter the keyword **minorities**
4. Click on the Search button

Q: How many entries did you retrieve? (See the Search Results in the upper left corner of the display.) A: _____

Narrow the search using *and* to add the keyword *enrollment*.

5. In the search box add ***and enrollment*** to your previous search

Note, you do not need to start over with a new search; you can use the search box that is displayed above your search results. Your entire search statement should be ***minorities and enrollment***.

6. Click on the Submit button

Q: How many entries did you retrieve? A: _____

B. Combine keywords with Boolean operator *OR*

1. Click the New Search button at the top of the page to return to the Basic Search
2. Click on *Boolean Keyword (and, or, not)*
3. In the search box enter the keyword **enrollment**
4. Click on the Search button

Q: How many entries did you retrieve? A: _____

Broaden the search using *OR* to add the keyword *admission*.

5. In the search box add **or admission** to your previous search

Note, your entire search statement should be enrollment or admission .

6. Click on the Submit button

Q: How many entries did you retrieve? A: _____

C. Combine the operators *AND* and *OR* in one search

Use parentheses to group *enrollment or admission* and then narrow the search with *minorities*.

1. Click the New Search button at the top of the page to return to the Basic Search
2. Click on *Boolean Keyword (and, or, not)*
3. In the search box enter **minorities and (enrollment or admission)**
4. Click on the Search button

Q: How many entries did you retrieve? A: _____

5. For comparison, perform the same search *without the parentheses*.

Q: How many entries did you retrieve? A: _____

Q: How would you explain the difference between the results of the searches? A: _____

D. Combine terms with Boolean operator **NOT**

1. Click the New Search button at the top of the page to return to the Basic Search
2. Click on *Boolean Keyword (and, or, not)*
3. In the search box enter **minorities and education**
4. Click on the Search button

Q: How many entries did you retrieve? A: _____

Narrow the search by adding the term *higher* using the operator *not*.

5. In the search box enter (**minorities and education**) *not higher*
6. Click on the Submit button

Q: How many entries did you retrieve? A: _____

E. Combine keywords and operators using the Advanced Search

Keywords and operators can also be combined using the Advanced Search. For comparison, duplicate exercise no. 3 (above) using the Advanced Search.

1. Click the New Search button at the top of the page
2. Click the Advanced Search tab
3. In the first box enter the terms **enrollment admission**. Use the pull-down menus to find *any of these* terms (equivalent to connecting them with Boolean *or*) as keywords anywhere in the record
4. In the second box enter the term **minorities**. Click the button above the box to connect this term using the operator *and*. Use the pull-down menu to find this term as a keyword anywhere in the record
5. Click on the Search button

Q: How many entries did you retrieve? A: _____

The Advanced Search is especially useful for performing searches on specific fields.

6. Repeat the previous search but narrow it by using the pull-down menus to find the terms in subject headings

Note, to search in subject headings, select Subject (SKEY) from the pull-down menu labeled "Search in."

Q: How many entries did you retrieve? A: _____

F. Truncation

Do a key word search using the ? for truncation.

1. Click the New Search button at the top of the page
2. Click the Basic Search tab
3. Click on *Boolean Keyword (and, or, not)*
4. In the search box enter **minorities and (enrollment? or admission?)**
5. Click on the Search button

Q: How many entries did you retrieve? Compare this to the result of the search in exercise no. 3 (above). A: _____

G. Keywords and subject headings

Often a good technique for focusing a search is to begin searching keywords, find a useful record, examine the subject headings in it, and use the subject headings as new search terms.

1. Click the New Search button at the top of the page to return to the Basic Search
2. Click on *Boolean Keyword (and, or, not)*
3. In the search box enter the keywords **american and colleges and minorities.**
4. Click on the Search button

Q: How many entries did you retrieve? A: _____

5. Click on the first title in the list
6. Scroll down and examine the subject headings
7. Click on the subject heading **Minorities--Education (Higher)-United States** to focus your search

Q: How many titles are listed for that heading? A: _____

8. Click on the subject heading to see the list of titles

H. Subject browse searching

Go directly to a list of subject headings using a subject browse search.

1. Click the New Search button at the top of the page to return to the Basic Search
2. Click *Subject Browse* (listed in the menu labeled "Search by")
3. In the search box, enter **minorities education higher**
4. Click on the Search button
5. Examine the list of subject headings with subheadings that narrow the topic
6. Click on the subject heading to see the list of titles

7. For comparison, repeat the previous search but change the order of the search terms

Q: Do you get the same search results? A: _____

I. Limit by format (videorecording)

The easiest way to limit is using Basic Search and the Quick Limit option.

1. Click the New Search button at the top of the page to return to the Basic Search.

Note, limits apply only to title and keyword searches (see Basic Search Tips).
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2. Click on Boolean Keyword (and, or, not)
3. In the search box enter **minorities and higher and education**
4. In the Quick Limit box click on **Videorecording/DVD**
5. Click the Search button

Q: Examine the title list. Where are the videotapes located?

A: _____

J. Limit by date

When you need more options than Quick Limit provides, use the Search Limits button to set limits. The Search Limits button can be used with either the Basic or the Advanced Search; for this exercise use the Advanced Search.

1. Click the New Search button at the top of the page
2. Click the Advanced Search tab
3. Click the Search Limits button
4. Click the Clear Limits button (to clear the limits from the previous search)
5. In the Date box enter 1995 and select greater than (>) by clicking the round button
6. Click the Set Limits button. Notice the note *Search limits are in effect* has appeared near the top of the page
7. In the first box enter the keywords **minorities higher education**. Use the pull-down menu to find all of these terms in subject headings
8. Click on the Search button

Q: How many entries did you retrieve? A: _____