Search Tips for Oboler Library Catalog

**Title and Journal Title:**
Do not type in A, An, or The if it is at the beginning of the title:
incorrect: the origin of birds
correct: origin of birds

**Quick Search:**
This search must find all words somewhere in the record.

**Keyword Boolean:**
Put quotes around phrases:
"new mexico" Will only find the words if they are together.
Combine terms with and, or, not:
college and application Must find both words.
college or university Must find at least one word.
mexico not "new mexico" Must find first word only.
Use parentheses to combine like terms:
(college or university) and application
The question mark (?) is a truncation symbol that will find variations of a word:
pigment? will retrieve pigment, pigmentation, pigments, etc.

**Books about a person and their works:**
Last name first, search under Subject Heading:
Cervantes Saavedra
Look for the “criticism and interpretation” sub-heading

**Keyword within Subject Heading:**
This search looks for all of the words entered – words can be in any order:
science computer
william shakespeare (retrieves items about him)
united states civil war

**Author:**
For people, enter last name first:
twain mark
einstein al (retrieves Albert and Alfred)
For institutions and organizations, begin with the first word of the name:
united nation

**Search Limits:**
Search Limits work only for Title, Journal Title, Quick Search, and Keyword searches.
Set limits before you type something into the search box.
Or, use Quick Limit to limit by 10 years, 5 years, or by items in various locations

**How to read a Call Number:**
Books are arranged first by the letter(s) on the first line, then numerically by the second line, and finally by the third line alphabetically and then numerically. Numbers on the third line are to be read as if they had a decimal point in front of them, which means go character by character.

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