

Search Techniques in Selected Databases and Search Engines

(as of 10/11)

	Size & Type	Full Text	Truncation	Wildcard Character	Phrase	Boolean "and"	Boolean "or"	Grouping Terms	Field-Specifiers	Relevancy Ranking	Mark for "Cart"	Email Marked
Bibliography of the History of Art	more than 600,000 scholarly articles in art history, some books	NONE!	?	NONE!	" _ _ _ "	default	in Advanced Search	Advanced Search boxes	in buttons or menus	if chosen	yes	NONE!
Gale Virtual Reference Library	1000+ reference books	always	*	?	" _ _ _ "	pull-down menus in Advanced mode	pull-down menus in Advanced mode	()	in Advanced mode	default	yes	yes
Google	stuff on the web	always	default is "stemming" – looks for forms of word		" _ _ _ "	default	OR (upper case)	NONE!	in Advanced mode	always	NONE!	NONE!
Google Scholar or Google Books	a large quantity of electronic journals or digitized books	often	default is "stemming" – looks for forms of word		" _ _ _ "	default	OR (upper case)	NONE!	in Advanced mode	always	NONE!	NONE!

Truncation = Chopping off word to get multiple endings

Wildcard Character = Any character OK in this spot (to get woman and women, etc.)

Phrase = Match words only if in this sequence.

Boolean "and" = Match if both terms are present .

Boolean "or" = Match if either term is present.

Grouping Terms = Execute these combinations first.

Field Specifiers = Limit search to this part of the database record (author, subject, etc.)

Relevancy Ranking = An estimation of importance is used to order the display of results.

Mark for "Cart" = You select certain records to add to your own "shopping cart."

Email Marked = You can email selected records.

NONE! = feature not available in this system

☐ = User must type this.