

USER GUIDE

Search and Retrieval Technique

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Formulating a search query in the database for required information with relevant keywords. **Choosing the right terms is the key for any search technique to find the expected result.** Readers need to perceive the keyword that experts, researchers, and writers commonly use to express their thought in a field.

1. Advanced Search and
2. General or Keyword Search

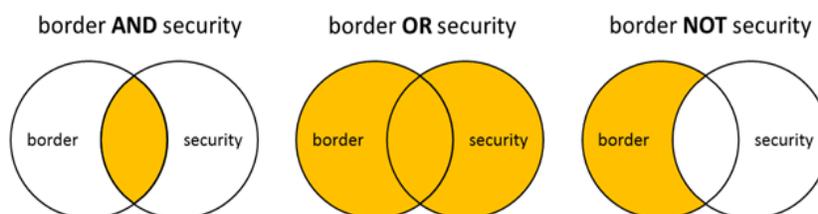
1. Advanced Search

A. Boolean Search

Boolean searching is built on a **Method of Symbolic Logic** developed by George Boole, a 19th century English mathematician.

Boolean searches allow you to combine words and phrases using the words **AND, OR, NOT** (otherwise known as Boolean operators) to **limit, widen, or define** your search.

See the Example:



-AND operator **NARROWS** the search result.

research **AND** education | research **AND** Methodology

-OR operator **EXPANDS** the search result.

research **OR** education | **education OR research AND methodology**

-NOT operator **TERMINATES** the search result.

research NOT education | **research OR education NOT university**
education NOT university

Boolean Modifier:

1. Quotation Marks – “double quotes “ or Phrase Search
2. Parenthesis – ()

Quotation Marks /Phrase Search “ “

Quotation Marks or *Phrase Search* should find the results in exactly the order identified. "Double quotes" are used to perform the phrase search.

Example:

“university education” | “research culture in Bangladesh”

Parenthesis/Nested Boolean ()

Using *parenthesis* commands to first search what is inside the parenthesis before adding what is outside of the parentheses, just like in math equations.

Example:

(university OR college) AND education | (teenager OR youth) NOT leadership

B. Truncation Search /Wildcard (* |? | \$)

The symbol may represent one character or multiple characters. **Usually, apply to word endings.** They may or may not apply at the beginning **or middle of a word.**

*** (Asterisk).** = **0 and more:** (Asterisk- replace zero or more characters)

Example:

child* = child, child’s, children, childhood

respons* = response, responsibility, responsible

arch*ology = archaeology, archeology

***ound = around, sound, profound**

? (Question mark) = Only one: (Question mark- replace one character)

Example:

adverti? e = advertise, advertize

due? = duet, duel

?eader = header, leader

Rarely use Wildcard Symbol:

\$. = 0 and one:

\$- replace one or zero character (rarely supported wildcard. functions similarly **like *asterisk**)

! - rarely supported wildcard. Functions similarly **like *asterisk**

- rarely supported wildcard. Functions similarly **like ? question mark**

ATTENTION:

(Apply only for Advance Search)

-Narrowing the Search result (by journal, report, book chapter, etc.)

-Search within Title, Author, etc.

2. General or Keyword Search

KEYWORD Search is the **Most Popular** and **Most Used** search technique in the recent Digital World which is acceptable for **All Types of Users**.

Keyword/General Search is the **Process of Searching** for information with relevant keywords. Important things to perform/conduct a search is that- **defining the information need**, **deciding where to search**, **identifying search term**, **refining search** and **retrieving information**.

Evaluating Information Sources:

Five criteria-

Accuracy - Should match with information from other sources as well as consider the sources that the author cites.

Authority- Authors should be qualified and publishers should be known in the field. Domain should be .com, .edu, .org, .gov, .net, .mil

Objectivity- Avoid information from sponsored sources

Currency- Should be up-to-date

Coverage- Not limited to fees. Compatible with different browsers, software, operating systems.

THANK YOU

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