

Searching Tips and Tricks

In this video, you will learn how to:

- search within specific UNB Libraries' collections,
- use wildcard symbols as search strategies,
- use the database search history to modify your search,
- save your searches in UNB WorldCat, and
- create and share lists in UNB WorldCat.

Search within specific UNB Libraries' collections

Searching within specific UNB Libraries' collections is made easy with the **b8:** method in UNB WorldCat. This trick allows you to focus your search to a particular location available in the library. Combining your search terms with **b8:** and the location code will narrow your search to that specific location.

For example, If you are interested in finding DVDs in HIL's collection, you can limit your search results to items located in HIL-CIRAV. We can search for films by the director Christopher Nolan in our collection:

Christopher Nolan AND b8:HIL-CIRAV.

Here is his film Memento.

All UNB Libraries' location codes are available using the *locations guide* link under the catalogue search box on the main library page.

Use wildcard symbols as search strategies

Wildcard symbols can broaden your search by allowing you to include spelling variations in words and different word endings.

For example, truncation is a technique that broadens your search to include various word endings. Enter the root of a word and put the truncation symbol--often the asterisk (*)--at the end, to avoid having to think of (and type out) all possible variations of a word.

A search for **teen*** will find teen, teens, teenage, teenager, and teenagers.

For example, here are the search results for *teens* AND *phones* in UNB WorldCat. And here are the search results for *teen** AND *phones*. Notice how our results almost doubled when we broadened our search to include the various word endings.

Other wildcards, such as the question mark (?), allow you to search for different spellings of the same word by representing a single character somewhere in the word.

A search for *wom?n* will find both *women* and *woman*.

Since wildcard symbols vary by database, be sure to check the database help link, usually located in the top-right corner, to find out which symbols are used.

Use the database search history to modify your search

Many databases save each of your submitted searches and let you review, combine or add new concepts using Boolean operators AND and OR. You can also eliminate unwanted material using the NOT operator.

ProQuest databases refer to previous searches as *recent searches*. Once you have completed a search it is noted in your *recent searches*.

In this example, we have two recent searches. They both include wildcards to capture different word endings. Search 1 includes the terms “mobile device*” AND sleep*. Search 2 includes a couple of synonyms that describe our subject group AND sleep*.

We can combine these searches to retrieve results that address all three of our variables: mobile devices, our subject group, and sleep. This dramatically reduces our results.

If we want to focus our search on mobile devices other than phones, we can exclude phones from our search materials using the NOT operator. This has reduced our search results even further.

Use personal account features in databases

Personal accounts make it easier to save multiple versions of your searches, organize and store your findings, as well as share your search results with others using persistent links.

Each database family requires its own account. For example, you need to create an EBSCO account and a ProQuest account. Remember to use your institutional email when setting up such accounts.

Let’s take a look at account options in UNB WorldCat. If you have a search that you would like to save, click on the “Sign in” button to access additional catalogue features.

Once you sign in, you can save your searches by selecting the “Save Search” option.

Access your saved searches via this “Saved Searches” link.

You can also create and share lists of materials. Add items to your list by selecting the starred “Save” option. Go to “Saved Items” and click on “Create List” to name your list, set your privacy settings, and “Save.” To share your lists, use the “Email” option within each list.

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