

# Search Tips for the Texas Group Catalog

## Introduction

To find the library resources you need, just enter your search terms in the single search box at <http://texasgroup.worldcat.org>. Here are some tips to help you more quickly locate the items you need.

## Keyword search

A keyword search uses one or more complete words that are contained anywhere in a record. Keywords can also be names of people and places that are the subjects of a library resource or a listing in a directory.

Enter words in upper or lower case. Multiple words can be entered in any order.

### Example:

This search...	Returns these titles...
Keyword: <b>koala bear</b>	<i>The koala: the bear that's not a bear</i> <i>A koala is not a bear!</i> <i>Bear Circus</i>

Your search term(s) will come from places such as words in the title, subject terms, an item's [format](#) and/or language, the author's name, the year of publication, name(s) of publishers and/or distributors of an item and magazine or journal names.

## Phrase search

A phrase search uses quotation marks to allow an exact match to the phrase searched.

### Example:

This search...	Returns these titles...
Phrase: <b>"koala bear"</b>	<i>I dreamed I was a koala bear</i> <i>What does a koala bear need?</i>

## Wildcards

Wildcards are special characters used to represent additional characters in a search term. They are useful when you are unsure of spelling, when there are

alternate spellings, or when you only know part of a term. You can use these two wildcards:

### Pound sign (#)

The pound sign, also called a number sign or hash mark, represents a single character.

### Examples:

This search...	Returns items whose record contains...
<b>wom#n</b>	woman women
<b>adverti#e</b>	advertise advertize

### Question mark (?)

The question mark (?) represents any number of additional characters. Include a number if you know the maximum number of characters the wildcard will replace.

### Examples:

This search...	Returns items whose record contains...
<b>San An?o</b>	San Antonio San Angelo
<b>bu?2er</b>	burner butler butterfield butterfly

## Truncation

Truncation allows you to search for a term and its variations by entering a minimum of the first three letters of the term followed by a question mark symbol (?) or an asterisk (\*). See the examples below:

### Examples:

This search...	Returns items whose record contains...
<b>securit*</b>	security securities

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This search...	Returns items whose record contains...
	securitization
invest*	investor invested investing  investment

Language	Excluded words
English	a an and are as at be but by for from had have he her his how in is it not of on or that the this to was which with you
German	der das dass du er sie es wer wie mit am im in aus auf ist sein wird ihr ihre ihres von mit dich dir mich mir mein sein kein wird

## Common word exclusions

Before a search is sent to the search engine, any words from the common word list (below) will be excluded. Any words in the search that start with the character '+' (and) or '-' (not) will not be excluded.

## Boolean operators

Boolean operators allow you to group, include, or exclude certain terms in your search.

Operator	Description	A search for...	Will return results...
<b>AND (uppercase), or the plus sign +</b>	This is the default search operator. WorldCat searching uses the word "AND" or the plus sign to find all of the words typed in the search box. <b>Note:</b> Any search for terms without an operator will return items with all the words.	guns germs steel guns AND germs AND steel guns + germs + steel	with <b>all</b> of the words entered in the search box: guns, germs, steel
<b>OR (uppercase), or the   symbol</b>	The use of the word "OR", or the   symbol, will search for either of the words listed in the search box.	Paris or fashion Paris   fashion	for <b>any</b> of the words entered in the search box: Paris OR fashion
<b>NOT (uppercase), or the minus sign -</b>	The word "NOT" or the minus sign will exclude terms from your search.	Paris - fashion Paris NOT fashion	for Paris but not fashion
<b>quotation marks " "</b>	To search for an exact phrase, the search terms should be enclosed in quotation marks.	"The Grapes of Wrath"	where all words are located directly next to each other in the search results
<b>parentheses ( )</b>	Use parentheses to create more precise searches.	dog (walking or feeding or grooming)	dog walking or dog feeding or dog grooming

## Support

E-mail: [support@oclc.org](mailto:support@oclc.org)

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(7:00 a.m. to 9:00 p.m., U.S. Eastern time, Monday–Friday)



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