Phrase searching: " " (quotation marks). E.g. “ancient near east”.

Wildcard searching
? (question mark) for one character. E.g. wom?n: retrieves woman and women both
(wom?n? would get woman’s and women’s as well).
* (asterisk) for one or more characters. E.g.
encyclop*dia: retrieves encyclopaedia and encyclopedia.
fem*: retrieves female(s), feminal, femininity, feminine, femininely, feminineness,
feminism, feminist, femininity, feminization, feminize, femino-, femme, etc., along
with some undesirables (e.g. femoral, femur, etc.).

Truncation: as under Wildcard searching, above.

Boolean operators
AND (all caps): Paris AND fashion, or Paris fashion (assumed, and therefore unnecessary).
OR (all caps): e.g. Paris OR fashion.
NOT (all caps): e.g. Paris NOT fashion.

Clustering/grouping and even nesting: search boxes or ( ) (parentheses), as follows:

<table>
<thead>
<tr>
<th>Library Resources</th>
<th>SPU Special Collections</th>
<th>Course Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ordination OR ordain* OR ministry) (wom<em>n</em> OR fem* OR sex*)</td>
<td></td>
<td>SPU Library + Summit</td>
</tr>
</tbody>
</table>

Browsing. From the main search box (http://spu.edu/library) 1) either Sign in or go to
Advanced Search, 2) choose Browse Search, 3) Select the list to browse (By subject,
author, title, or Library of Congress call numbers), and then 4) enter the appropriate
controlled vocabulary:

For more Help, go here: http://alliance-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/helpHandler.do?helpId=search
Phrase searching: “” (quotation marks). E.g. “ancient near east”.

Wildcard searching

# (pound sign) for one character. E.g. wom#n: retrieves woman and women both (wom#n? or wom#n* would get woman’s and women’s as well).

? (question mark) for one or more characters. E.g.

clope?dia (no maximum specified): retrieves encyclopaedia, encyclopædia, and encyclopedia.

bu?2er (maximum specified): retrieves burner, butler, butter, etc.

fem? (no maximum specified, as with *, below): retrieves female(s), feminal, feminity, feminine, femininely, feminineness, feminism, feminist, femininity, feminization, feminize, femino-, femme, etc., along with some undesirables (e.g. femoral, femur, etc.). fem?3 (maximum specified): retrieves female but not females.

Truncation: * (asterisk) or ? (question mark, no maximum specified)

Boolean operators

AND (all caps) / +: assumed, and therefore unnecessary.

OR (all caps) / |. E.g. Paris OR fashion, Paris | fashion.


Clustering/grouping and even nesting: ( ). E.g. su:bible su:(genesis OR revelation)
su:(commentaries OR criticism). But the field codes, too, seem to function in this way by themselves, to a certain extent. Try, for example, su:Austen ti:wom#n* OR fem* OR gender (where ti: clusters everything after it). For a simple example of nesting, try su:”rap music" (ti:(cultur* OR identi* OR soci*) OR su:(cultur* OR identi* OR soci*)).

Field codes. E.g.,

<table>
<thead>
<tr>
<th>Field code</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>kw:</td>
<td>Keyword</td>
<td>kw:Harry Potter</td>
</tr>
<tr>
<td>ti:</td>
<td>Title</td>
<td>ti:Harry Potter</td>
</tr>
<tr>
<td>au:</td>
<td>Author</td>
<td>au:J K Rowling</td>
</tr>
<tr>
<td>su:</td>
<td>Subject</td>
<td>su:Harry Potter</td>
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<tr>
<td>isbn:</td>
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<td>ISSN number (serials)</td>
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<td>no:</td>
<td>OCLC number</td>
<td>no:155131850</td>
</tr>
<tr>
<td>se:</td>
<td>Serial</td>
<td>se:archaeology</td>
</tr>
</tbody>
</table>

Anchored left: =. E.g. ti=Ran, ti=Sun*