Let's Get Started

In this catalog we use "Tags". (The equivalent of electronic Sticky Notes.)
We have used multiple tags to make your search easier.
We search all tags, titles and authors. Plus other significant information in our database.
State names may be spelled out or you can just use the Postal prefix.
Example: enter "wa" (for Washington), "ca" (for California) without the "" marks.

All searches are converted to lower case, so for simplicity, enter everything in lower case except for the

Boolean Operators

Library databases use Boolean operators to combine keywords in database searches.
The Boolean Operators use the words **AND**, **OR**, **NOT** to combine keywords and thus broaden or narrow your search results. Here are some examples of these operators. NOTE: the operators must be in UPPER CASE.

Using the Boolean Operator AND will narrow your search results. In this case, using AND will retrieve search results which only containing both keywords Washington and business.
If you enter: "wa AND business" You will get all the items about business is the Washington State.

Using the Boolean Operator OR will broaden your search results. In this case, using OR will retrieve search results containing either the keywords Smith or Smyth.
If you enter: "smith OR smyth"   You will get both variations of this surname.

Using the Boolean Operator NOT will narrow your search results. In this case, using NOT will retrieve all search results containing the primary keyword but will not retrieve search results containing the secondary keyword.
If you enter: "census" NOT "wa" You will get censuses documents but will exclude those from Washington State.

Wild Cards

There are several wildcard symbols that can be used to enhance your search string.

Truncation (*) lets you search for a word that could have multiple endings. The symbol for truncation is usually an * (asterisk) at the point where the spelling of the word could change. For example, **music*** would find results of **music/musical/musician/musicians/musicality** in them. Truncation is very useful when you know one of your search terms has several endings, but all of the variations represent basically the same idea. Using truncation will help you complete your search faster because you will not have to manually type in and search every variation of the word.

Asterisk wildcard (*) - Is used between words where variations may be possible. Example: **William * Smith** you get results such as, "William Smith**"** or **"William D. Smith" or William Douglas Smith"**

Question mark wildcard (?) - Is used to replace an unknown character. Example: **sm?th** will return results for Smith or Smyth.