

An Assisted Search finds records using keywords located anywhere in a record, or only in specific parts of the record (e.g., author, title, publisher, etc.). This search type is especially helpful if you are looking for specific items, or if you would like to create a precise search strategy without the complexity of a Keyword Search.



The screenshot shows the 'Assisted Search' interface. It features three 'Search For:' input boxes stacked vertically. Between the first and second boxes, and between the second and third, are radio buttons for 'AND', 'OR', and 'NOT'. To the right of each 'Search For:' box is a dropdown menu for search criteria, with 'all of these' selected for all three. To the right of the top two boxes is a 'Search By:' dropdown menu with a list of options: 'Keyword Anywhere', 'Title', 'ISSN', 'AuthorName', 'Library of Congress Subject', 'ISBN', 'Publisher: Name', 'Series', 'Publisher: Place', and 'OCLC Number'. At the bottom, there is a '50 records per page' dropdown, a 'Search' button, a 'Reset' button, and a 'Get Links' button.

1 Enter your search term(s) or phrase in the “Search For” box.

Use the truncation symbol (?) to find words with multiple endings.

Example: publish? (finds publish, published, publisher, publishing, etc.)

Only ONE phrase per line may be entered. For additional phrases, enter them in the next “Search For” boxes.

2 Designate how terms are combined by using the drop down list.

any of these = one or more of the terms must appear in the record

all of these = every term must appear in the record

as a phrase = terms must appear as entered

3 Using the drop down list provided in the “Search By” box, narrow your search by selecting where the terms should appear in the record (e.g., author, title, publisher, etc.).

4 Select how to combine words or phrases from each “Search For” box.

AND = narrow the search to obtain fewer records

OR = broaden the search to obtain more records

NOT = narrow the search by excluding terms from records; *use carefully*

5 Click on the “Search” button.