

Boolean/Command Search

Pick this type of search to construct searches yourself, using **Boolean** AND, OR, and NOT groupings.

- Do **NOT** use the "Enter" key; use the Search button or your search may fail
- Use upper case **Boolean operators** - AND, OR, NOT - to combine search terms (Hint: Press the "Caps Lock" key and capitalize entire search)
- Use quotation marks for phrases: "glass ceiling"
- Use parentheses to group terms: (CAT OR DOG OR PET) AND (AGED OR ELDERLY)
- Use ? to truncate: child? finds child childhood childlike children
- Use **field codes** before terms to limit the search to particular "field" of the bibliographic record: NKEY MITCHELL AND TKEY WIND
- Questions? Use Help or contact a reference librarian.

Connecting to Other GIL Library Catalogs

You may search multiple GIL library online catalogs at one time. From any search screen, click "Other Databases." Select a group such as "South Georgia GIL Libraries," choose a single site, or hold down the CTRL key and select two or more to search, then click "Connect." Type in a search, hit "Search," and all catalogs will be simultaneously searched. Result counts will be displayed and the screen will tell you when searches are complete. To view results, click "Show" on the last row, far right.

Course Reserve Search

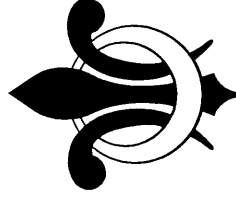
Not fully operational yet, this type of search will soon allow users to locate course reserve materials listed in the OPAC and placed on reserve at the Circulation Desk by SGC professors.

Journal Title Search

Not fully updated yet, this type of search will soon allow users to determine what format and year coverage SGC has for a particular journal or magazine title.

GIL @ SGC

*Tips for Searching
the Online Catalog*



<http://gil.sgc.peachnet.edu/>

Relevance Ranked Keyword Search

This search type finds *any* word(s), phrase(s), or name(s). Results are ranked by relevancy.

- Do NOT use the "Enter" key; use the Search button or your search may fail
- Enter any word(s) or phrases in any order; do not use AND, OR, NOT
- Use quotation marks to search phrases like "stress disorders"
- Use + to mark essential terms; this term will appear in all records: +diagnosis
- Use * to mark important words; in the list of results, records which contain this term will be ranked before those that do not: *georgia
- Use ? to truncate: surg? Finds surgery, surgeons, surgical
- Click Search to begin your search
- Click Reset to clear the search page
- Questions? Use [Help](#) or contact a reference librarian.

Title/Author/Subject Search

Pick this search type to find *exact* title, journal title, author, LC subject heading, or call number matches.

- Do NOT use the "Enter" key; use the Search button or your search may fail
- Select the desired kind of search
- Author - last name first; space between last and first name: hemingway ernest
- Title - omit initial articles (a, an, the, der, la, los, etc.); sun also rises
- Journal Title - use for magazines, periodicals, newspaper, series: sports illustrated
- Subject - use Library of Congress subject headings; omit dashes: united states motion pictures
- Call Number - include punctuation: hm45 . a7
- Limits DO NOT apply to author, subject or call number searches
- Truncation is automatic to the right; enter just the first few words: midnight in the gar
- Questions? Use [Help](#) or contact a reference librarian.

Precision/Guided Search

Begin here if you are an experienced user and want to **customize** your search. This search type allows limits by date, language, format, etc.

- Do NOT use the "Enter" key; use the Search button or your search may fail
- Enter terms in "Search for:" boxes; use as many as needed
- Use drop down menus to select:
 - any of these, all of these, as a phrase
 - "Search in" (title, subject, author, series, etc.)
 - AND OR NOT
- Click Set Search Limit to narrow by date, etc.
 - type a date as YYYY (1997), then click the appropriate radio button for published in =, before <, or after >.
- Search Limit settings apply until reset. Questions? Use [Help](#) or contact a reference librarian.