

**Lecture no.: 14**  
**Department: Information and Library Science**  
**Subject: Information Storage & Retrieval**  
**Name of the lecture: Search Strategies-1**  
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## **Search Strategies**

How to get the best results from your search.

How to:

**Plan your search**

**Refine your search**

**Make use of Library Search**

**Use Boolean searching**

**Use Truncation and Phrasing**

**Analyze your information**

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## **Plan your search**

Think about the keywords from your assignment. Consider possible synonyms, alternative spellings, plurals and other endings.

What sort of information are you looking for?

- Scholarly or popular information?
- Electronic versions of books, newspapers, journals or other resources?
- Simple facts or complex discussion?

How much information do you need?

- A simple answer from one site?
- A range of material from several different sites?

## **Refine your search**

**If you have too many hits:**

- Add other terms or concepts (see Boolean Searching)
- Search a narrower concept (For example if you started with the term 'education', try "special education").

- Adjust the date range.
- Go to the Subject Portals for subject specific databases.

**If you have too few hits:**

- Check your spelling
- Try using a broader term or concept e.g. rather than fractions use mathematics
- Broaden the search by using synonyms
- Go to the Subject Portals for subject specific databases.
- Think about the source. Not all information you want is available online.
- Ask a Librarian for help.

Remember, you can always ask a Librarian. We're here to help.

## **Make use of Library Search**

Search the Library's online and print resources through a single search box. The initial search can be limited to just books or just journal articles. Results from the search can be refined further by choosing categories located on the left hand side of the results page. The options are full text online or scholarly articles, a specific content type or different subject terms (keywords), a particular date range or Library location.

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### Reference

[http://www.waikto.ac.nz/library/guides/general/search\\_strategies](http://www.waikto.ac.nz/library/guides/general/search_strategies)