

Boolean Operators

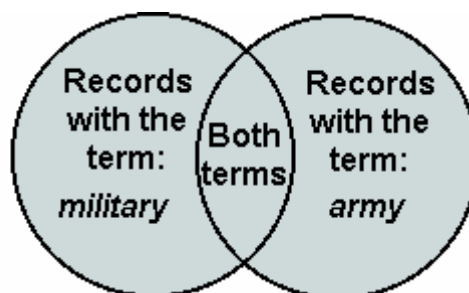
Boolean is a library terminology (derived from Mathematics). Boolean operators allow you to have greater control over the way you search. In the catalogue, Boolean operators are available in most databases and in the *Guided Search* in the library catalogue. It is important that you capitalise any operators that you use (e.g. OR, AND, NOT).

OR

By using the Boolean operator OR you can combine multiple terms into one search to find more records. OR is most helpful for broad searches on similar terms.

For instance, if you type in **military OR army** the database will find all the records that have **either** of these words or **both words** in them. You can achieve the same effect by selecting "any of these" from the drop-down boxes in the Guided Search in the library catalogue.

The blue area shows how much material an **OR** search will return.

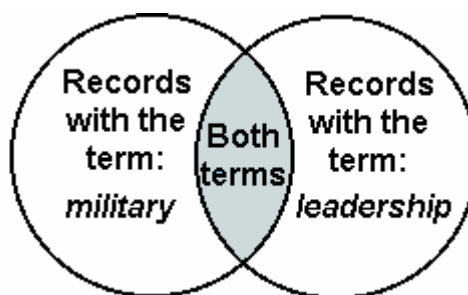


AND

By using the Boolean operator AND, you can combine your search terms to try and limit the amount of records you get, or to make them more specific to your search. An AND search will only return records with all your search terms in them.

For instance if you use **military AND leadership** the catalogue will only return records with **both** the word **military** *and* the word **leadership** in them. You can achieve the same effect by selecting "all of these" from the drop-down boxes in Guided Search in the library catalogue.

The blue area shows how much material an **AND** search will return.



NOT

By using the Boolean operator NOT, you can combine your search terms to try and limit the amount of material or "hits" you get, or to eliminate irrelevant terms.

The NOT operator is used to reduce the number of hits you get. For instance if you use **military NOT army** the catalogue will only return records that have the word **military** but *do not* have the word **army** in them.

NOTE: Use **with care** as you may be eliminating useful records.

The blue area shows how much material a **NOT** search will return.

