

### When to use Power Search

If a Basic Search returns too many or too few results, **Power Search** lets you look for search terms by Keyword, Title, Author, Subject, Series, or Note.

These options let you specify how Destiny should treat each term.

You can also define the Boolean relationship **between** each search term (see next page).


View your search history by clicking [My Searches](#).

Reading and interest grade levels let you find books that are just right for you.

The Reading Programs limiter works with Accelerated Reader, Reading Counts!, Lexile Measures, and Fountas & Pinnell levels.


If you subscribe to **One Search**, you can also search for online resources.

### Defining your search terms

All these words 

Use this option when you want to find materials that contain **ALL** of the words in the search term.

The more words you enter, the *smaller* the search results will be.

Any of these words 


Use this option when you want to find materials that include at least one of the words in the search term.

The more words you enter, the *larger* the search results will be.

Starts with 

Use this option when you have a search term that contains or starts with **stop words**, or when a title or name is very long.

This search won't ignore any of your words.

This exact phrase 


Use this option when you want to find materials that include a particular phrase.

You may have more options...

The **Location** option lets you look for items outside of your school.

To find only one particular type of material, select it from the **Material Type** list.

To find materials published during a specific time period, select a **Publication Year** option and enter a year.

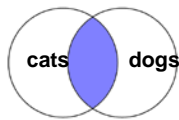
You can limit your search to copies assigned to specific **Circulation Types** by clicking .

**Award Winners** allows you to limit your results to titles that have won state or national literary awards.

Using Boolean operators

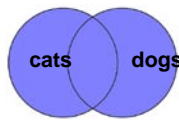
**cats AND dogs**

Returns only titles that mention both cats and dogs.



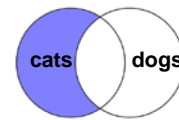
**cats OR dogs**

Returns all titles that mention either cats, or dogs, or both.



**cats NOT dogs**

Returns only titles about cats that don't mention dogs.



Using a **second** Boolean operator to add a **third** search term can either contract or expand your search results. The search order follows the same logic as the equation  $(a + b) + c$ .

**cats AND dogs AND fish**

Returns only titles that mention all three: cats, dogs, and fish.

**cats AND dogs OR fish**

Returns the titles that mention cats and dogs PLUS every title that mentions fish.

**cats AND dogs NOT fish**

Returns the titles that mention cats and dogs, but only if they don't mention fish.

Stop words

The following common words are ignored when searching:

- a, an, and, are, at
- be, but, by
- for
- if, in, into, is, it
- no, not
- of, on, or
- such
- that, the, their, then, there,
- these, they, this, to
- was, will, with

If you need to include these words in your search term, select "Starting with these words."

Truncation

Add an asterisk to the end of a word to find plurals or words with variant endings.

An \* matches any number of characters, including none, at the end of a word.

**Example:**

electron\* finds:

- electron
- electrons
- electronic
- electronics

Wildcards

Substitute ? for one or more letters to find variant forms or when you're unsure of the spelling.

A ? matches any single character in or at the end of a word.

**Examples:**



a?sorption finds:

- absorption
- adsorption

Johns?n finds:

- Johnsen
- Johnson

## Other Searching Tips

<p><b>Determine your keywords</b></p> <ol style="list-style-type: none"> <li>1. List the main words from your essay question or research topic.</li> <li>2. Add synonyms and related terms to your list.</li> <li>3. Use reference works such as encyclopedias to learn the basic facts and background information about your topic and gather some additional keywords and search terms.</li> <li>4. Then use these words when searching.</li> </ol>	<p><b>Use “official” subject terms</b></p> <p>To discover the “official” subjects for your search terms, you can use the <b>Explore!</b> section of Title Details.</p> <ol style="list-style-type: none"> <li>1. Start with a Keyword search.</li> <li>2. When the results appear, find something in the list that looks promising and click  <b>Details</b>.</li> <li>3. Look under <b>Explore!</b> to find the “official” subject headings (terms) for your topic. Click the  <b>Find It</b> link to see other titles with the same subject.</li> <li>4. Add any relevant subject terms to your search term list.</li> </ol>	<p><b>Start with a broad search</b></p> <p>Start with a <b>Keyword</b> search that finds materials by matching your words with words anywhere in the records.</p> <p>Then try a <b>Subject</b> search to find subjects that match your words.</p> <p>These initial searches will give you a feel for what materials the library has on your topic.</p>
<p><b>Not enough search results?</b></p> <ul style="list-style-type: none"> <li>▪ Search Keywords instead of Subjects or Titles.</li> <li>▪ Use more keywords and “Any of these words” instead of “All of these words.”</li> <li>▪ Your topic may be too new or too specific. Use more general terms.</li> <li>▪ If you have a <b>Look in</b> box, search other libraries as well as your own.</li> <li>▪ Use <b>truncation</b> (*) to get variations or alternate spellings of your term.</li> <li>▪ Check your spelling.</li> <li>▪ You may be using slang or “unofficial” keywords. To discover the correct terms, use the technique described under <b>Use “official” subject terms</b>.</li> </ul>	<p><b>Too many search results?</b></p> <ul style="list-style-type: none"> <li>▪ If there are words that you want to exclude, set the second Boolean option to NOT and enter the words in the third search term field.</li> <li>▪ Try limiting the results to materials of a certain type or published during a certain time span.</li> <li>▪ Use more precise search terms.</li> <li>▪ Search for subjects instead of keywords.</li> <li>▪ Remove any asterisks you may have added to your search terms. This will eliminate plural and alternate endings.</li> <li>▪ If you still find too much information, your topic may be too broad with lots of materials on it. Narrowing your topic may make your results list more manageable.</li> </ul>	