Tips and Tricks for Your Search

If you do not get any results, please check first if there are any spelling mistakes in your search query.

Less is more
In many cases, it is sufficient to enter just one or a few concise terms from the publication’s title or only the author’s last name to find the item needed. This way you also reduce the risk of spelling mistakes.

Truncation
Truncation means to replace the last few characters of a search term by another symbol. In our online catalogue as well as in many other databases the asterisk * is used, therefore.
Example: If you enter “thermodynami*” into the search field “Keyword in title” you will get all library items that contain any possible form of this term both in English and German. Truncation also works within a word. If you want to replace just one character, if you are not sure how to spell, you may use the question mark ? as a placeholder. Sometimes * and ? are called Wildcards.

Phrase search
If you search for a term consisting out of several words, put these words in quotation marks “ … “. These signs also work in Google.

Searching the exact title
If you know the exact title of a book or a journal, choose the search field “Exact title”. The title will be searched exactly as you tip it in.

Limiting the search
In the upper area of the search mask, you find several possibilities to limit your search.

Boolean Operators
You may combine the given search fields by using the operators „and“, „or“ and „and not“. “and”: Every of the search terms has to apply to the search results.
“or”: At least one of the search terms has to apply to the search results.
“and not”: The search terms will be excluded.
Index
For the most important search fields, there is an index given on the right side. The index lists all terms that are available via this field. Thus you may proof the spelling, for example with person names, or you can look up whether you expect results at all, using a search term.

Too many results?
• Restrict your search concerning the subject:
  o Add another search term that narrows your concept
  o Choose a subtopic
• Restrict your search concerning formal criteria (Note: Thereby you might lose relevant items):
  o Only items in languages you understand
  o Only items from the last ten years
  o Only books – only journal articles
  o Only E-Media

Too little results?
• Use more general search terms or a superordinate concept.
• Enter fewer search terms into the search fields.
• Delete your search restrictions.
• Search other terms (synonyms, translations).
• Search the index for appropriate search terms.
• Consider whether other catalogues or databases might suit your query better (e.g. Gateway Bayern for collections of other scientific libraries, specialised databases for searching journal articles)