Search keys

- **Boolean operators**
- **Neighbourhood operators**
- **Wildcards**
- **Reserved words**

**Target of your search:**

- **All** search terms must occur in the title
- **OR** One or other of the search terms must occur in the title
- **NOT** A particular term must not occur in the title
- **NEAR** The search terms must be near to each other
- **Phrase** Search for a phrase, i.e. an exact word sequence
- **any number** The terms must occur in the specified order.
- **maximum one** term
- **exactly one term** - no terms
- **Wildcards**

**Boolesche operatos:**

If your search query is too generalised you may receive an unmanageable number of hits, or too few if the search term is too specific. To achieve better results, you can use Boolean operators in your search.

**Operator**

- **and**
- **&**
- **+**
- **or**
- **?**
- **not**
- **near**
- **~**
- **""**
- **...**

**Example**

- **house garden**
- **hous and garden**
- **hous & garden**
- **hous | garden**
- **(car or vehicle)**
- **and (transport or traffic)**
- **hous not garden**
- **hous ~ garden**
- **hous near/3 garden**
- **"freedom as duty"**

**Explanation**

- Searches only for titles containing both terms specified.
- Searches for titles containing either the term house *or* garden or both terms.
- If you want to search for several topics combined that can be expressed through various terms, you can use the and and or operators together. Here it is important, however, to put brackets around terms linked with or which represent the same topic. This then searches for entries that contain at least one of the terms within each pair of brackets.
- Titles searched must always contain the term hous but never the term garden.
- This searches for titles in which there are a maximum of 3 words between the search terms, e.g. garden, hous courtyard
- *A house with a magnificent garden*
- Enter near/3 to specify that there can be a maximum of 2 words between the search terms.
- Searches only for titles containing the phrase between the quotation marks. Searches for this exact word order and no other terms must appear within the phrase.
- This search will find, for example:
  *Freedom as duty of the citizen but not Freedom and unity as duty*

**Neighbourhood operators:**

You can use neighbourhood operators to specify whether the phrase you are looking for should be searched in the specified word order or with terms in between.

**Operator**

- **?**
- ***""**
- **#**

**Example**

- **history ? railways**
- **history * railways**
- **history # railways**

**Explanation**

- If you separate two search terms with * or ?, the search looks for titles in which the terms occur in this order. There can be none or any number of other terms in between them. The search example finds:
  *History of the railways*
  *History of the Indian Railways*
- Searches only for titles containing the terms in this order. There can be a maximum of one word between the terms.
Search only for titles containing the terms in this order. There can be exactly one word between the terms, e.g. history of the railways.

This operator searches for keywords in any order. There must be no other term between the search terms. The search example finds: The great railways - history and background

Combining the % operator with one of the unidirectional operators described above (? * # !), turns them into bidirectional operators, i.e. the specified terms are searched for in any order with none or one or many terms between them. The search example finds:

The Great Western Railway : History of a great railway company

Search with wildcards:

You can use wildcards when you are not sure how to spell a search term or you also want to search for similar terms in the same search. Wildcards can be placed at the end or in the middle of a term, but never at the beginning.

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Example</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Title</td>
<td>The question mark acts as a wildcard for any number of characters. Finds titles containing the keywords far, fairy, father, faster, etc.</td>
</tr>
<tr>
<td>*</td>
<td>Person/carr: Hamann</td>
<td>finds people with the name Hamann, Hagmann, Hartmann, Habermann etc.</td>
</tr>
<tr>
<td>#</td>
<td>Title</td>
<td>The hash sign stands for a maximum of one character. Finds titles containing the keywords fair, but not far, father, faster etc.</td>
</tr>
<tr>
<td>!</td>
<td>Person/carr: Hamann</td>
<td>finds people with the name Hamann, Hagmann und Haumann, nicht aber Hartmann oder Habermann</td>
</tr>
<tr>
<td>? * # !</td>
<td>micro!p*</td>
<td>Wildcards can also be combined with one another within a search term. The search example finds matches with the keywords microsphere, micro-optics, microspectrophotometry</td>
</tr>
<tr>
<td>in</td>
<td>moskau/2</td>
<td>/n is not a wildcard but has a similar function: end a term with a forward slash and then add the number of characters within the search term by which a term can differ. The search example finds Moskau and Moskva and Moskou</td>
</tr>
</tbody>
</table>

Reserved words:

All the operators used in searches are reserved words.
The system understands operators entered in both German and English:

und - oder - nicht - bei
and - or - not - near

Problems arise when you run a search using search terms that match one of these operators. If possible, you should omit these terms altogether or enclose them in quotation marks or "neutralise" using a backslash.

For example, if you are searching for a title with the keywords Money or Life, the system interprets this as a search for the term money OR the term Life and returns titles that contain one or the other term. Or if you try searching for the title Not fish not meat, the system understands the word NOT as an operator and searches for titles that contain neither one nor the other term - which in this case provokes an error message.

However, if you do want to use expressions that contain the reserved words, then you must either enclose them in quotation marks or neutralise them with a backslash, e.g.

Money "or" life
money lor life
fish "not" meat
fish \not meat