Using Boolean terms in your search increases the accuracy of your searches and will help you get better results. This works with most databases including Google.

**AND**
"AND" narrows your search. This is the default when you search for more than one word. A search for *nursing education* is the same as a search for *nursing AND education*. When you search for nursing education or nursing AND education you are saying find the word *nursing* in the same document as the word *education*. The search engine discards all results except those that have both terms. If just one word appears, it will not be displayed.

**OR**
"OR" broadens your search. A search for *manager OR supervisor* requires that a document have either of these terms. This is useful where two different words have similar meanings and are used interchangeably. If just one word appears in a document, it will be displayed.

**NOT**
"NOT" also works exactly as you would expect it to. The word following **NOT** must not appear in a document for the search engine to return it. If you were to search for *research NOT midwifery*, you would receive results that mention *research* without the word *midwifery* in them.

**Quotation Marks: "... "**
Enclose specific phrases in quotation marks. This will direct the search engine to search the database for documents containing that exact phrase. A search for *nurse education* (without quotes) will return any document containing nurse and education with anything in between. If you place quotes around the phrase, searching for "*nurse education*" will search for the words combined as a phrase.

*** or ? or $(depends on database)**
* or ? or $ can be substituted for any number of letters. This is particularly useful to include all words with a certain term and any suffix after it. Simply apply the asterisk to the end of a term and it will return all documents containing that term, followed by anything. For example: *nurs* will find nurse, nurses, nursing or nurseries.

**() (parentheses)**
Terms can be grouped together with parentheses. A search for *leadership AND (manager OR supervisor)* will return any document that contains the word *leadership* and either of the words *manager* or *supervisor*. Searching for (leadership AND manager) OR supervisor will find results with leadership manager or the term supervisor alone.

If you need help with literature searches, contact us at LLC-Liaison@dundee.ac.uk
1. Every subject is covered. Try and add a word/phrase specifically relevant to your subject in your search e.g. nurse, nursing, mental health or nurs*

2. Remember to Sign-in.

3. Try using phrase searching e.g. “nurse patient relationship” instead of nurse patient relationship.

4. Limit your search using the column on the left hand side. Try tweaking my results:
   - Peer-reviewed journals
   - Full Text online
   - Available in the library for hard copy books

5. Lock your filters for the time of your library search session by clicking on lock. The filter becomes yellow. Deselect by unlocking.

6. If the article/book is available as full-text it will have a blue full text online. Follow hypertext links. (watch out for off campus access instructions)

7. Pin items to save to my favorites. If you sign-in, pins will be saved.

8. For books, when Versions of this record exists appears, click on see all versions. You’ll be able to see the different editions and formats (e.g. online) for the same title.

9. Click on my library account to view loans, renew items, check on requests, messages etc.

10. To request a book, find the book title. Scroll down to:

    **REQUEST OPTIONS:** Request

    Main Library   ➔ General Shelving   ➔ 610.730 711 Q 7
    (8 copies, 7 available, 0 requests)

    Click on request and decide which library you’d like the pick up location to be. Only choose (for reference only) for reference books or hard copy journals.

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