Techniques for database searching

Boolean Logic
This method uses logical connectors to define the relationship or connection between words. The words **AND**, **OR** and **NOT** are often referred to as Boolean operators. These operators can be used when searching library catalogues, magazine and newspaper databases and to locate websites using search engines.

**AND**
All terms entered must be present in the list of results. In the search

\[
\text{FOOD} \text{ AND} \text{ MARKETING}
\]

the results will include both words. In the following diagram this is represented by the shaded area:

![Venn Diagram](image)

**OR**
This Boolean operator is used to **expand** the results by using alternative keywords that describe the subject. Records will be found where at least one of the keywords must be present. In this example, searching for **EDUCATION OR TRAINING** will retrieve records that contain either word or both words.

![Venn Diagram](image)
**NOT**
This operator is used to **exclude** records that contain a specific word. In the following example:

```
POLLUTION NOT WATER NOT AIR
```

The results will find records containing the word *pollution* but will exclude those records which include the words *air* and *water*.

**Truncation**
Search results can also be expanded by truncating search terms. Truncation is used to search for words with common suffixes such as:
- es, -ers, -ed, - ised, - ing

The base of a word is entered followed by a symbol, usually an * eg. keyboard* will find records with words like keyboard or keyboards or keyboarding.

**Wildcards**
The question mark can be used to replace letters within words. An example is the word *organis?ation* where the words *organisation* or *organization* will be found.