

A **search statement** is used to search on the library's website¹. It is made up of **keywords**, combined using **Boolean Operators** (AND, OR)²

For example, to learn about the impact of **smartphones** on **society**, you might build your search statement as follows:

AND – all keywords or concepts must be found in your list of results	<i>smartphone AND society</i>
OR – any keyword may be found ³	<i>smartphone OR "mobile phone" OR "cell phone"</i>
Quote marks find two or more words always together	<i>"mobile phone"</i>
Truncation * captures any combination of letters to follow	<i>societ**⁴</i>
Brackets () isolate a concept	<i>(societ* OR cultur*)</i>

To end up with the following search statement⁵:

(smartphone OR "mobile phone" OR "cell phone") AND (societ OR cultur*)*

Searching **Google**⁶

To isolate your search to a specific file type (pdf, ppt, xls, etc.) ⁷ , type filetype: and then the format	<i>filetype:pdf</i>
Quote marks find two or more words always together	<i>"collection development"</i>
To isolate your search to a specific website , type site: and then the URL ⁸	<i>site:library.carleton.ca</i>

For example, to find pdf documents mentioning collection development on the library's website, you might try searching with:

filetype:pdf "collection development" site:library.carleton.ca

¹ [Summon](#), [Catalogue](#), [Databases](#)

² NOT is also a Boolean Operator, used to exclude a keyword: *smartphone NOT cancer*

³ This is helpful for synonyms, guessing how different authors may refer to the same idea

⁴ This will find: *society, societies, societal*, etc.

⁵ Most databases have their own help guides containing additional operators, including proximity, mentions, wildcard, etc.

⁶ There are many more search strategies than this – a quick search online will turn up more

⁷ Formal reports tend to be available as PDF, topic summaries in PPT, data saved as XLS, etc.

⁸ Isolating by domain also works: *site:org, site:ca, site:int*, etc.