

Start with a **Keyword Search** when you have chosen a topic.

What is a Keyword search? A keyword search uses the most important word or words in your topic.

- A keyword search will find records that include any of your search terms in specific places, such as the title, author, table of contents, and subject. Choose the most relevant words. The order in which you type your search terms is unimportant.

Phrase Searching - Phrase searching is more specific than keyword searching.

- Phrase searching tells the computer to search for two or more words in the exact order in which they are entered. Type in the words exactly as you expect to find them, for example: "attention deficit disorder" or "genetic engineering".
- To do a phrase search in the catalog, most databases, and web search engines, enclose your phrase in "quotation marks."

How to do a Keyword search in LOIS (lois.losrios.edu)

Choose **Simple Keyword** from the LOIS main menu.

- Enter your search terms in the search window (you do not need to use AND).
- Click on the Search button.

In **Advanced Keyword**, you can set your Material Type, Location, Publication date range, and other limiters in order to retrieve fewer results tailored more to your research needs.

Examples:

Topic: abortion	Keywords
	Abortion laws
	Pro-choice
	Pro-life
	Anti-abortion
	Abortion public opinion
	Abortion personal histories (or case studies)

Hint: At the bottom of each full-record view page in LOIS is a list of subject headings that apply to that title. Use those to get more keywords, and click them to find books on the same topic.

Subject searching is usually inadvisable as a starting point. It is very difficult to guess the words that the Library of Congress uses to describe a topic of interest. If you wanted information about "moon rocks" and used those terms in a subject search, there would be no results. The special vocabulary used for that idea is "lunar geology." A good strategy is to find a book or video that is on target and then go to the subjects at the bottom of the record and click on the one that is most relevant to your work.

What can you find in LOIS?

You can locate books, e-books, audiotapes, videotapes, maps, reserve materials, and the periodical titles that Los Rios Community College libraries subscribe to in print. By selecting SCC in the drop-down menu, you can narrow your search to materials in the SCC library. If a *circulating* title is held at a library of one of the other colleges (ARC, CRC, etc.), you can click "Request" and the item can be delivered to SCC.

What can't you find in LOIS?

Journal, magazine and newspaper full text articles and their citation information are **NOT** in LOIS.

Finding journal titles at SCC in LOIS:

- Choose **Periodical** from LOIS main menu.
- Enter your search terms in the search window.
- Press the **Search** button. You will retrieve a list of results or the title of a journal and its location.
- Limit your search to SCC by selecting SCC from the drop down menu to the right of your search terms.

How to find journal articles:

- Go to the SCC Library Homepage.
- Click on **Databases**.
- *Academic Search Premier* is a good place to start researching almost any topic, but there are over forty databases; check the categories and descriptions to find the best ones for your topic.
- Major Search Paths:
 - Keyword: Enables you to conduct a broad search. The words you enter can be found in either the article title, author, subject headings, abstract, or periodical title.
 - Advanced Search: Enables you to design a more powerful search by key words (using "and" and/or "not"), limiting search to scholarly publications (journals), full text, limiting dates (for more current articles). You can also specify a particular field (e.g. title, subject, full text of the article) to search.
 - If citations are found for journals held by SCC (see above) journals are housed in Periodicals area on 2nd floor of library.

(OR find articles using The Reader's Guide to Periodicals - the green volumes in the Periodicals Area on 2nd floor of library)

Where to go for help:

You can get personalized help from a librarian by visiting Reference Desk the 2nd floor of the Learning Resource Center, or contact us from off campus using the Library Research Assistance page: scc.losrios.edu/~library/help.

The library also offers in-person and online orientations to help you learn to use LOIS and the databases. Go to scc.losrios.edu/~library/orientations for more information.