

# How to improve your searches

## 1 Outline what you're looking for



- Subject
- Keywords
- Scope [dates and languages]

## 2 What and where

### What to search for

- Articles, books, book chapters, proceedings, etc.
- Laws or rulings
- Statistics, images, data, etc.
- News
- Pre-print, post-print, reports, theses, final projects, research data, etc.
- Patents

### Where to search

- UOC Library search engine
- Databases
- Legal databases
- Specialist databases
- Press databases
- Digital repositories
- Patents databases

## 3 Start searching

Ways of optimizing your search results:

### • Boolean operators

To retrieve information using combinations of search terms:

#### AND

Results will contain **ALL** of the search terms.

*Travel AND Europe*

#### OR

Each result will contain at least **ONE** of the search terms.

*College OR university*

#### NOT

**NONE** of the results will contain the **SECOND** search term.

*Mustang NOT animal*

### • Truncation

Retrieve variations of words with the same root. Different symbols are used depending on the database:

**\* \$ ? ! +**

For example: *econom\**

Use wildcards in place of one or more letters in a word. Different symbols are used depending on the database:

**? # \$**

For example: *Wom?n "Woman" or "Women"*

### • Subjects

Use the terms your database suggests.

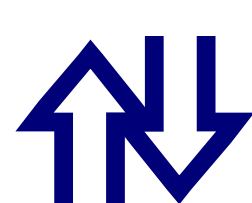
For example:

You search for: **Collaborative economy**

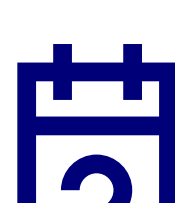
Term suggested: **Sharing economy**

## 4 Go through the results

### • Order them

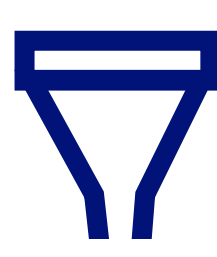


By relevance



By date

### • Filter them



By author/date/subject  
Using other criteria: source, content, language, etc.

### • Assess them



#### Relevant

Is the information useful or significant?



#### Reliable

Does it come from a trustworthy source?



#### Precise

Is it thorough, specific and well organized?

### • Make your selection

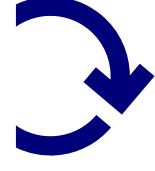


Save them



Export bibliographical references

## 5 If necessary, widen your search



Adjust your search terms or try other sources



Contact **The Library Replies**