**Search Strategies and Browsing Techniques**

When performing a search, avoiding typing a period ( . ) in the search string. The search engine used by SirsiDynix Symphony interprets the period as a search qualifier, and your search could return erroneous results.

**Boolean Operators**

Operators link search terms and define the relationship between them. Operators help to focus the search. Boolean operators (AND, NOT, OR, and XOR) locate records containing matching terms in the library catalog. You can use Boolean operators to connect words or phrases between more than one text input field, or use Boolean operators to connect words or phrases within a text input field. The following list explains each operator.

• AND – SirsiDynix Symphony locates records containing all of the specified terms. For example, a subject search on “cats AND dogs” locates records that contain information on both cats and dogs. Records about only cats or records about only dogs are excluded.

•NOT – SirsiDynix Symphony locates records containing the first search term but not the second. For example, a subject search on “cats NOT dogs” locates records only about cats, and excludes any records about cats that also contain information about dogs.

• OR – SirsiDynix Symphony locates records matching any or all of the specified terms. For example, a subject search on “cats OR dogs” locates records that contain information only about cats, records only about dogs, and records that contain information on both cats and dogs.

• XOR – SirsiDynix Symphony locates records matching any one of the specified terms but not all of the specified terms. For example, a subject search on “cats XOR dogs” locates records only about cats and only about dogs. Records that contain information on both cats and dogs are excluded.

**Positional Operators**

Positional operators (SAME, WITH, NEAR, ADJ) locate records in which the search terms are in close proximity. Positional operators can be used to connect words or phrases within a single field entry.

• SAME – SirsiDynix Symphony locates records in which a bibliographic record field contains all of the specified terms.

• WITH – SirsiDynix Symphony locates records in which a field contains a sentence with all of the specified terms.

• NEAR – SirsiDynix Symphony locates records in which a field contains all of the search terms adjacent to each other; however, the order of the terms does not have to match the order they were entered.

• ADJ – SirsiDynix Symphony locates records in which a field contains all of the search terms adjacent to each other and in the order they were entered.

You can append a number to the operators, NEAR and ADJ, to limit or broaden the proximity between words. For example, ADJ2 means that the words may be within two searchable words of each other, but they must be in the order they were entered. The title *From Here to Eternity* could be searched as follows.

FROM ADJ1 HERE ADJ2 ETERNITY

**Precise Phrase Searching**

SirsiDynix Symphony allows a set of terms to be marked as a single phrase by enclosing the expression in single quotes. This enclosed search expression must be matched in the catalog exactly as typed in the search field. In the located records, the matched term(s) must also display in the same (adjacent) order as the order they were entered. However, the search expression can display in any of the heading fields searched using the index selected.

**Nesting**

SirsiDynix Symphony allows search expressions to be grouped or nested using parentheses. SirsiDynix Symphony searches the expression located in the innermost set of parentheses first. SirsiDynix Symphony continues the search, moving outward to the terms at the edges of the expression.

**Searching Keyword Index Synonyms**

Every record in the SirsiDynix Symphony database has standard entry tags. The most common format is the MARC format with MARC entry tags. SirsiDynix Symphony allows one or more MARC entry tags to be represented with an index synonym name. The search can be limited to certain fields and entries within a bibliographic record without typing several entry tags. Search the General index by entering the search term followed by the keyword index synonym enclosed in braces, or curly brackets. SirsiDynix Symphony searches only the specified entries/fields represented by this abbreviated name.

Any searchable keyword index external/internal synonym can be entered.

See the following list of SirsiDynix Symphony equivalent search fields for keyword indexes. These tags are most effective when conducting a general index search.

| **Keyword Index** | **Synonym** | **MARC Entries Included** |
| --- | --- | --- |
| Author | AU | 100,110,111,700,710,711 |
| Title | TI | 130,245,440,730,740 |
| Subject | SU | 600,610,611,630,650,651,690,691 |
| Series | SER | 400,410,411,440,490,800,810,811,830,840 |

For example, to find any materials with the author Charles Dickens, enter a General search with the following text.

Dickens {AU}

SirsiDynix Symphony locates items by searching all of the MARC entry fields represented by the keyword index synonym, AU. In this example, SirsiDynix Symphony searches the 100, 110, 111, 700, 710, 711 entry tags for Dickens.

**Searching Specified Entries**

Every record in the SirsiDynix Symphony database has a particular format consisting of standard entry tags. SirsiDynix Symphony allows the search to be limited to certain fields and entries within a bibliographic record. In an appropriate search index, enter your search expression followed by the entry tag(s) enclosed in braces, or curly brackets. SirsiDynix Symphony locates only records with your search term in the specified entries/fields.

For example, to find materials with the primary personal author Charles Dickens, enter a General search with the following text.

**Dickens {100}**

SirsiDynix Symphony locates items by searching only the specified entry fields represented by the tag. In the preceding example, SirsiDynix Symphony will search the primary personal author (100) entry tags for Dickens.

Enter multiple entries separated by a space only. In the following example, SirsiDynix Symphony will search both the primary (100) and secondary (700) personal author entries.

**Dickens {100 700}**

Any entries may be combined in a single search. In the following example, SirsiDynix Symphony will search the main title (245) entries and the primary (100) personal author entries.

**Dickens {100 245}**

The following entries are some of the most common MARC and Technical Report entry tags.

| **US MARC Entry** | **Tag Definition** |
| --- | --- |
| 100 | Personal author main entry |
| 245 | Main title and statements of responsibility |
| 260 | Publication information including date published |
| 440 | Series title entry |
| 500 | General note |
| 505 | Contents note |
| 520 | Summary or abstract |
| 650 | Topical subject heading |
| 651 | Geographical subject heading |
| 710 | Added corporate author |

Other formats use different entry tags and fields appropriate to the database you are searching.

**Stopwords**

SirsiDynix Symphony can be configured to ignore specified words when searching the catalog. This feature allows SirsiDynix Symphony to search on the keywords of an expression. These stopwords are usually articles, prepositions, or conjunctions. The following list identifies typically defined stop words.

A

AN

AS

AT

BE

BUT

BY

DO

FOR

IF

IN

IT

OF

ON

THE

TO

For example, if you type the title*The Book of Lists* in the Title field, SirsiDynix Symphony locates items with the words “Book” and “Lists” in the title. The terms “the” and “of” are not searched. If you type a search expression that contains all stopwords, the following message appears.

Your search contains all stopwords

Enclose the expression in double quotation marks to prevent the stopwords from being ignored.

**Substitution and Truncation**

SirsiDynix Symphony allows the symbols ? and $ to be used to represent substitution and truncation. Use the ? symbol as a substitute for a missing character in a search term. Use the $ symbol to truncate a search term. These two symbols can be used together or separately. These symbols may only be used at the middle or end.

Many symbols/characters are used to enhance a catalog search, such as relational operators and the symbols ? and $. To literally search these symbols/characters, enclose them with quotation marks.

**Substitution**

The ? symbol is used as a substitute for a missing character in a search term, usually when you are unsure of a spelling or when you want to find two forms of one word.

For example, type wom?n in the search field. SirsiDynix Symphony locates the appropriate records containing either “woman” or “women.”

**Truncation**

Truncation is unlimited character substitution. The $ symbol is used to truncate search terms and can represent a single characters, many characters, or no characters. If you follow the $ symbol with a number, SirsiDynix Symphony limits the number of characters matched. When more than one term in a search expression is truncated, each term is searched for all variations. When truncated words produce too many variations to search, a partial list is retrieved.

For example, if you type Jame$ in the search field, SirsiDynix Symphony locates records containing the terms: Jame, James, Jameson, and Jamerton.

**Special Punctuation -- Hyphens**

Search expressions containing hyphens are searched with the hyphen included. A search without the hyphen displays words both with and without the hyphen.

For example, the title *Camp-fire Girls* will be searched as the following.

Title ==> CAMP-FIRE GIRLS

Only titles that include a hyphen between Camp and Fire will display.

A search for *Camp Fire Girls* broadens the search to include the phrase “Camp Fire” with and without the hyphen.

Title ==> CAMP FIRE GIRLS

Title ==> CAMP-FIRE GIRLS

A search for the term as one word, *Campfire Girls*, returns only the following results.

Title ==> CAMPFIRE GIRLS