KEYWORD SEARCH WORKSHEET

1. Write down your search topic in the form of a question and underline the key words or phrases.

   Example: *I want information on how violence on television affects children.*

2. Divide these concepts into specific keywords and list below. Use as many keyword boxes as needed. List synonyms for each concept; consider singular/plural forms, spelling variations and different word endings.

   Example:
   1. Violence, Violent, Aggression, Aggressive
   2. Television, TV
   3. Children, Child, Kids, Young, Youth

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3. Pick one keyword from each column above and construct your NEW search strategy using the AND Boolean operators.

   Example: 
   "violence AND television AND children"
**Boolean Operators: AND, OR, NOT** are used in a search to combine or exclude keywords, resulting in more focused and productive results. Using these should save time and effort by eliminating inappropriate hits that must be scanned before discarding.

- **AND** Narrows a search by requiring at least one term from each concept be present in your search results.
- **OR** Broadens your search — either term (or both) will be in the returned documents. *With OR you get MORE*
- **NOT** or **AND NOT** Search results will not include these terms.

**Other Search tips:**

- **USE QUOTATION MARKS FOR PHRASE SEARCHING:** Using “quotation marks” around 2 or more words allows for searching of the whole word or the exact phrase. If the word you are searching for needs to be considered as a whole word, enclose it in quotation marks. The documents must include the specified phrase or whole word. Quotation marks can also be used to search for an exact phrase. Example: “Lord of the Rings”.

- **USE THE LIBRARY!**
  - You can access the Hazy Library resources 24/7 (http://hazylibrary.erau.edu/).
  - The library is open 111 hours per week.

- **ASK A LIBRARIAN FOR HELP!**
  - Librarians are available during the academic semester from 9 am - noon and 1 pm – 9 pm, Mondays – Wednesdays; 9 am – noon, 2:30 – 9 pm, Thursdays; 9 am – noon and 1 pm – 5 pm, Fridays; and 12 pm – 9pm Sundays at the Hazy Library’s Ask Desk.
  - Librarians are also available by appointment, e-mail, or phone. See the Hazy Library website for details!