

Within the input boxes you can also use search expressions created with any Boolean operator(s) and brackets (see paragraph "Basic search").

DO YOU WANT TO LOCATE A SPECIFIC TITLE ON THE CAMPUS?

Always search for the title of the journal or multi-author work, not the article title! Our catalogue does not list any articles contained in journals or multi-author works.

Much recommended search strategy for books: Choose "Basic search" and enter the author's last name as well as a few significant title keywords.

No matter which search form you prefer: Keep the number of search terms low.

Are you uncertain about spelling? Use the truncation and wildcard symbols or browse the corresponding index.

Are you looking for a journal or newspaper? Do not limit your search by publication year!

SUBJECT SEARCHING

DEVELOP A SEARCH STRATEGY

Make yourself familiar with the topic and build up a structured list of relevant search terms. Useful

sources: specialized encyclopaedias and dictionaries; handbooks and textbooks; general encyclopaedias; RUBopac subject headings index.

FLEXIBLE RESPONSE

If you are not satisfied with your result, check your search strategy. Perhaps it would be a good idea to broaden or narrow your search terms. In addition to that you might also try to find literature about or by people leading the debate on your topic.

WHAT IS YOUR AIM?

ARE YOU LOOKING FOR TITLES EXACTLY MATCHING YOUR TOPIC?

Use the search fields "Subject" and "Local subject". We recommend that you browse the subject headings indexes. You will thereby benefit from the cross-references. You can transfer any relevant search term to the search form (see paragraph "Browsing indexes").

DO YOU WANT A COMPREHENSIVE LIST OF MATERIAL AVAILABLE ON THE CAMPUS?

Use the search fields "Title", "Subject", and "Local subject" simultaneously by combining them with the OR operator. Purposeful use of truncation and wildcard symbols will further increase the potential number of hits. Be aware that your hit list will also include titles of minor relevance to the subject though.

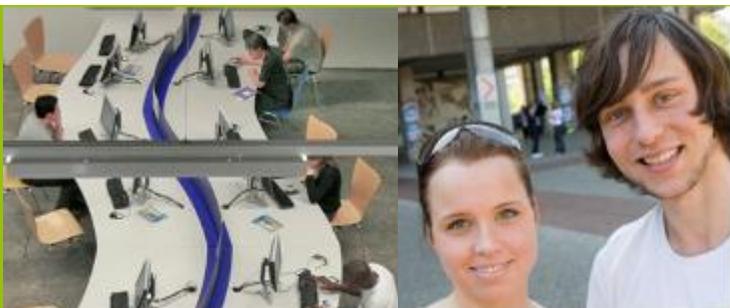
RUB OPAC SEARCH TIPS

<http://opac.ub.rub.de>

or homepage of Bochum University Library (<http://www.ub.ruhr-uni-bochum.de/>)

→ OPAC / Benutzerkonto

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GENERAL SEARCH TOOLS

TRUNCATION AND WILDCARD SYMBOLS

Use the truncation and wildcard symbols to create searches where there are unknown characters, multiple spellings or various endings.

* Replaces an unlimited number of characters (= truncation)

? Replaces a single character (= wildcard)

Both truncation and wildcard symbols can be used as first or last character and within a search term.

LIMITERS

Beneath the search form you will always find four options for filtering your search result:

E-Media	Specifically search for online publications or DVD/CD-ROM.
Branch library search	Choose between searching the entire campus or searching the holdings of a single library
Journals, newspapers	Specifically search for scientific journals or newspapers
Year of publication	Limit by period or year. Do not use this limiter when searching for journals or newspapers!

BROWSING INDEXES

For every search field excluding ISBN/ISSN/ISMN there is an alphabetical list of all the terms occurring in the catalogue. Using the "Index" link you

can jump into the list and browse. To transfer terms to the search form, click the check box left to the index entry. **Then click on "Select" under the caption "Actions (for selection)".** Indexes for personal and corporate names contain cross-references to name variants. The subject index contains cross-references to synonyms, related, and narrower terms.

ADD TO "MY LIST"

You can mark and save records to "My list" from the short title list or from the full record. If you are logged in as a guest the list will be kept until the end of the session. If you are logged in as a registered user you can create, name, and maintain up to 20 lists.

SEARCH FORM "BASIC SEARCH"

Search form with a single input box. Search terms are being simultaneously searched within the most important bibliographic fields. Searching without limiters is preset.

Search terms are automatically combined with the AND operator. You can also create search expressions with any Boolean operator(s) and brackets. Operators then *must* be entered in capitals.

Examples:

(toskana OR tuscany) AND renaissance
logik NOT matematik

SEARCH FORM "ADVANCED SEARCH"

Partial results for the input boxes are combined with the AND operator. To change an operator use the drop down menu to the far left of the input box.

Basic search	Search within all important bibliographic fields (e.g., keyword, subject, author, publisher)
Title	Keyword search in: title, parallel title, and series title
Author, ed.	Persons actively involved in the publication. Examples of correct input: luhmann, niklas Niklas luhmann Luhmann, N* <i>The author category is not suitable to conduct a secondary literature search!</i>
(Local) subject	<i>Standardized terms that help you conduct a focused subject search.</i> Please note: A considerable number of catalogue entries (mostly older material) does not contain any subject headings.
Institution, congress	Corporate authors or congresses acting as authors or editors. <i>This category is not suitable to conduct a secondary literature search!</i>

