Introduction: There are several approaches to searching for books starting from our Library Home page:

Summon. Searches the Library catalogue for books as well as journal, newspaper and magazine article databases, but does so in a somewhat superficial manner. Learn more about Summon from our guide.

Library Catalogue: The Library catalogue offers a number of options you can use when looking for books relevant to your geography assignments. This tutorial will cover a few of these search options: Title, Keyword Anywhere and Keyword Boolean. The emphasis will be on the two types of keyword searching since these are the searches you’ll most likely need to use. We suggest that you do each step in this tutorial on a computer. You’ll learn a lot more that way than you will by just reading it! We think you’ll find it time well spent.

To begin, go to the Library home page: http://www.uregina.ca/library/ and choose Search/Find from the menu on the left-hand side.
On the next screen, choose Catalogue.

The next page opens in **Basic** Search. There are 3 elements on this search page:

1. Enter search into **text box**.  
2. Click arrow for **drop down menu** and select type of search from menu.  
3. Click **Search**.
1) **Title** searching: Enter the title of the work in the search box.
   Select **Title** from the drop down menu.
   Example: *Community, environment and health: geographic perspectives.*
   Hint: Do not include punctuation when entering the title into the search box.
   If the title **begins** with an article such as “the” or “a”, omit it.

Book title entered with punctuation omitted. Title search selected.
If the Library has the book you are looking for, a bibliographic record will appear. Looking at the record gives us more information about the book.

### Community, environment and health : geographic perspectives /

**Title:** Community, environment and health : geographic perspectives / edited by Michael Hayes, Leslie T. Foster, Harold D. Foster.

**Other Author(s):** Hayes, Michael V. (Michael Vincent) Foster, Leslie T., 1947; Foster, Harold D., 1943; University of Victoria (B.C.), Dept. of Geography.

**Publisher:** Victoria, B.C. : Dept. of Geography, University of Victoria, 1992.

**Format:** Book

**ISBN:** 0919838170

**Subjects:** Medical geography--Canada--Congresses; Environmental health--Canada--Congresses; Public health--Canada--Congresses; Medical care--Canada--Congresses.

**Description:** xvi, 411 p., [9] p. of plates : ill., maps ; 23 cm.

**Series:** Western geographical series, v. 27

**Notes:** Edited papers from a conference held at Simon Fraser University, Feb. 21-22, 1991.

**Holdings Information**

- **Database:** University of Regina Library
- **Location:** ARCHER
- **Call Number:** RA 809 C84 1992
- **Number of Items:** 1
- **Status:** Not Charged

Clicking here will take you to other books on Medical geography in Canada

Write down the location and call number. Make sure the Status of the book is “Not Charged.” This book shows Archer as its location. You would go to the 4th floor to find it.

The blue hyperlinked **Subjects** show the main topics covered by the book. This will give you an idea of whether or not the book might contain information relevant to your topic. As well, clicking on any of the subject headings will take you to any other books on the same subject.

Below the subject headings is information on where the book is **Located.** The library catalogue lists the holdings on all campus libraries: Archer, Campion, Luther and First Nations University (FNUNIV). You may also see **Sublocations** in some libraries. For example, **Location:** Archer micro. means that the item is in our micromaterials collection which is housed in the Audiovisual / Micromaterials section on the main floor. If you are unsure of any location, ask at the Information Desk.

The **Call number** is a unique series of letters and numbers assigned to the book. You’ll need to write down this call number in order to find the book on the shelf.

Books showing **Location:** ARCHER are shelved on the 3rd and 4th floors, depending on the call number. Books with call numbers beginning with letters A to M are on the 3rd floor. Books beginning with N to Z are on the 4th floor. Check to ensure the **Status** of the book is Not Charged.

In this example the Call Number begins with R and the location is ARCHER. This book would therefore be found on the 4th floor.
2) Keyword Searching

Keyword Anywhere and Keyword Boolean are the types of searches you will use most often. In most of your assignments, you will not usually have a list of titles or authors, but will be given a topic to research.

Example topic: You are taking a class in regional geography and you’ve been asked to “Discuss the geography of Palliser Triangle in a short research paper.”

The first step is to map out a search strategy by identifying the main ideas in your topic.

“Palliser triangle” is the main concept here. This is a simple keyword search, so use the Keyword Anywhere search. Enter your search terms and click Search.  
**Note:** If you have a phrase, such as “Palliser triangle”, use quotes around it. Other common phrases are “United States” “World Health Organization” “First Nations”.

Palliser triangle is a phrase. It is enclosed in quotation marks.

Keyword anywhere is the default search.

This search retrieved several resources which could be useful for a geography paper. Click on any title to obtain Location, Call number, etc.
Keyword Boolean

For a more complex topic, use **Keyword Boolean**. Boolean searching allows greater flexibility in your search.

Example topic: You are taking a class in urban geography and your assignment is to “Discuss the relationship between urban planning and human health.”

Once again, the first step is to identify the key concepts in the topic.

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
</tr>
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<tbody>
<tr>
<td>urban planning</td>
<td>health</td>
</tr>
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</table>

In **Boolean** searching, different concepts are joined with the word **AND**, which is called a **Boolean operator**. Combining concepts using **AND** tells the computer that you want only those records which contain all the terms.

Using the concepts from our topic, a simple Keyword Boolean search would look like:

“urban planning” **and** health

Enter the search terms in the search box. Don’t forget, phrases, such as urban planning, need quotation marks around them. Select Keyword Boolean from the Search within list and Click **Search**.
This search retrieved nineteen results. This is a good start, but we want to see if there might be more books on our topic. We need to broaden our search. To do this, we need to think of related terms or synonyms for our main concepts (where applicable). We can also truncate words so that different word endings are retrieved. The truncation symbol for the Library catalogue is a ?. 

<table>
<thead>
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<th>Concept 1</th>
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</tr>
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<tbody>
<tr>
<td>urban plan?</td>
<td>health</td>
</tr>
<tr>
<td>city plan?</td>
<td>well-being</td>
</tr>
<tr>
<td>urban sprawl</td>
<td>obesity</td>
</tr>
</tbody>
</table>

We now have several related concepts in addition to the original ones. [There are other terms that could be generated under each concept. To demonstrate, let’s keep this search fairly simple.]

Terms that are related are joined with the **Boolean operator OR** and are grouped together using parenthesis ( ). This is called nesting and it tells the computer that these terms are related.

Using the concepts from our topic, our new search would look like:

("urban plan?" or "city plan?" or "urban sprawl") and (health or "well being" or obesity)

Broadening the search retrieves 63 items.
In a Nutshell
Keyword Anywhere and Keyword Boolean Searching

Phrases must be in quotations. e.g. “regional geography” “united states”

Truncation. The ? is used to search for various word endings. Typing canad? into the search box retrieves Canada, Canada's, Canadian, etc.

Boolean operators. There are two main Boolean operators:

and use this operator to combine different key concepts so that the computer retrieves only those records which contain all concepts. e.g. “regional geography” and canad?

or use this operator to combine related terms so that the computer finds records with any or all terms. Nest related terms in brackets ( ) if you wish to add different terms to narrow a search.

e.g. (geograph? or spatial) and (poverty or poor or income)