## <u>Research Library Search Tips</u> (Published November 2017)

Use **keyword** searches to locate documents by temporal period, research theme, or site type. Two types of keywords are assigned to documents in the research library. Temporal keywords categorize documents by the archaeological stage, era, period, or phase they cover. Topical keywords categorize documents by site types, research themes, research methods, or geographic names. Temporal keywords must be entered into the "Temporal Keyword" search field at the top of the search page; thematic or topical keywords must be entered into the "Thematic Keyword" search field. If multiple keywords are entered, they are linked by an "or" operator. Click on the "Keyword Lists" link on the library search page for more information about keyword searches.

Resources may be identified by one or more words in the **title**. Wildcard keys are not necessary; title word searches return all documents containing the input word regardless of its position in the title. Multiple words must appear consecutively in the title.

Author name searches return all documents associated with a particular name, including all authors with the same last name. Each document is associated with a maximum of four authors; however name searches can only include a single name. Author first names are not included in the document metadata.

Three **defined-term** search parameters are also available, including document type, project type, and 1999 river basin context area. Click the drop-down menu on each search field to view a list of available search criteria.

Search results are displayed in a table. Several columns of the results table can be sorted, including document title, author last name(s), document type, and publication year. Click on the column heading to change the sort order.

Additional keyword searches can be performed from the results table. Click on a temporal or thematic keyword for a list of all documents associated with that term.

Click on a document title in the search results table to view a specific record, then click on the PDF attachment to view or download the document. Some documents are only available to professional users. In some cases, ORCA has not been granted copyright permission to post a document; in those cases, only the citation is provided.

Each document record includes an external link to the publisher's website. Use those links to subscribe to a journal or to purchase copies of books.

Keyword searches can also be performed from each document record by clicking on the associated temporal or thematic keywords.

Click on the "Browse by Author" or "Browse by Title" links in the left-hand bar on the search page to view lists of all library documents.