IDENTIFYING KEYWORDS
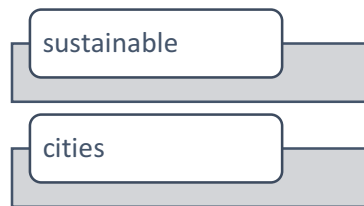
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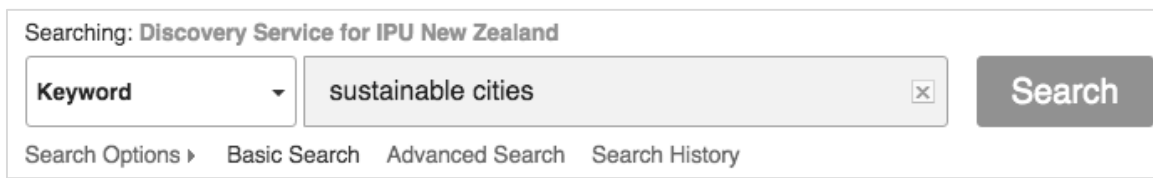**LIBRARY**

BASIC KEYWORD SEARCHING

To search for resources in a library database, such as Discovery, you need to identify **keywords** from your assignment topic / question.

An example assignment question might be: *Discuss the benefits of sustainable cities.*

The **keywords** in this topic are:

> sustainable

> cities

You will need to type these words into a **basic** database search box:

Searching: Discovery Service for IPU New Zealand

| Keyword ▾ | sustainable cities ✕ | Search |

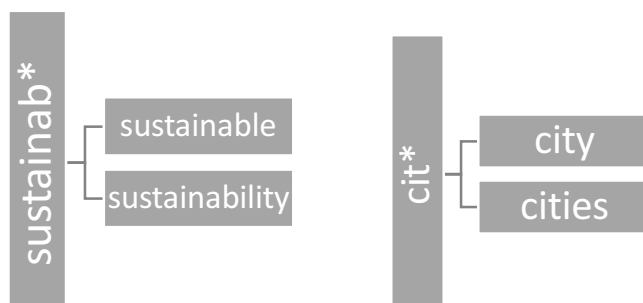Search Options ▸   Basic Search   Advanced Search   Search History

Although this example uses the Discovery database, you can apply the same techniques in other database searches.

ADVANCED KEYWORD SEARCHING

It is possible to do more complicated searches on databases, which allow for more results. Here are some tips for how to expand your searches.

1. **Think about using a star * at the end of words.**

   Some authors might write about 'sustainable' but others might write about 'sustainability.' By adding a * to a word, the database will look for both of these words at the same time, allowing you to find additional relevant resources.

sustainab*
— sustainable
— sustainability

cit*
— city
— cities

When using the * cut the word back to the common part, even if it doesn't look like a proper word, for example, sustainab*.

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2. **Think of other words authors might have used**:

These words will be linked in a database search using OR:
→ sustainable OR green
→ cities OR urban OR towns

Your new keywords can now be entered into an **Advanced** database search box:

Although this example uses the Discovery database, you can apply the same techniques in other database searches.

ASKING FOR HELP
If you're unsure of anything then please ask at the Information Desk in the library for help.

Email: library@ipu.ac.nz
Phone: 06 354 0922 ext. 855

The library's opening hours can be found on the library website.

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