

Search Tips

You can use Boolean operators to limit your search either in the Advanced Search tab using the drop down choices or by creating a search string in the Expert Search field.

- AND: all terms in the search appear in the results
- OR: at least one term in the search appears in the results
- NOT: excludes terms from the search
- (): groups words and phrases to show a relationship and the order in which you would like the search to be performed
- W# (with): searches for terms in the order listed in an article with no more than the number searched between them
- N# (near): searches for terms in any order listed in an article with no more than the number searched between them

Phrase searching is useful when searching for an exact phrase. If you are looking for articles about modern, you can put "modern art" in quotation marks to ensure the phrase is searched and not just the combination of the terms in any location in the article.

Wildcards allow you to search for multiple terms at one time. There is a variety offered by BHA.

- The plus sign (+) allows you to search for a word and its plural.
- The asterisk (*) represents any number of characters including no characters at all at the end of a word. This is often referred to as truncation. There must be at least three letters preceding the asterisk

ex. **environment*** matches:

environment
environments
environmental

- The pound sign (#) represents any single character.

ex. **wom#n** matches:

woman
women

- The question mark (?) represents from zero to nine additional characters. You can include a specific number after the question mark to indicate the maximum number of characters to replace.

ex. **colo?r** matches:

color
colour
colonizer

while **colo?1r** matches:

color
colour

Take care when using wildcards as you may not want to use one with all searches.

If nesting is not used, BHA will process AND, OR or NOT in left to right order.

Search Results

Once you have run your search, you will be taken to a list of results.

The screenshot shows the FirstSearch interface with the following details:

- Page title: **Bibliography of the History of Art List of Records**
- Navigation tabs: Home, Databases, Searching, Results, Resource Sharing
- Search criteria: kw: jenny and kw: holzer
- Records found: 101
- Result 4: **Jenny Holzer**. Author: Taylor, Paul; Holzer, Jenny. Source: Flash art 1990, no. 151, Mar-Apr, p. 116-119. Doc. Type: Article Database Name: BHA, Bibliography of the history of art. **Libraries Worldwide: 627** **University of Minnesota, Morris**

A red circle highlights the text "University of Minnesota, Morris" in the search results, and a red arrow points to it from the text "Available at Briggs Library." on the right side of the image.

If Briggs Library has access to the article, in either print or electronic versions you will see a green highlighted indicator.

If you click on the title of the article, you will be taken to a full record that will allow you to request the article through ILL. Sometimes BHA doesn't always list the publications we receive at the library. Once you've clicked on the "Find It" tab, make sure to check the Summon holdings. You may find there is either a print or electronic subscription available.