**Boolean (Logical) Operators:**

Set logic to indicate relationships between search terms. The three Boolean operators are:

**AND:** Combines terms/limits search results. All terms combined with "and" must be in each record retrieved.

```
apples and red
```

**OR:** Broadens search results. Either one term "or" the other must appear in the record.

```
apples or oranges
```

**NOT:** Eliminates unwanted term(s).

```
apples not "red"
```
In most cases, if no operator is used, the system will assume a default Boolean or proximity operator. The default operator will vary from system to system.

**Controlled Vocabulary:**

List of terms used to assign subject headings. Examples of controlled vocabulary lists include the *Library of Congress Subject Headings*, the *Thesaurus of Eric Descriptors*, and the National Library of Medicine's *Medical Subject Headings*.

**Field:**

A specific segment of a record, i.e., author, title, abstract, publisher, etc.

**Free Text Searching:**

Search for words that can be found in any field. This is not necessarily in the descriptor field. This is also called Keyword searching.

**Nesting:**

Nesting combines several terms and Boolean operators into a single search statement. Use parentheses in multi-word searches that include more than one Boolean or proximity operator. For example: *(personnel management or administration) and (turnover or job satisfaction)*

**Truncation/ Wildcard:**

Method to retrieve various forms of a word by entering the root of the word (or some part of it) followed by the truncation symbol. The symbol varies from system to system. The most common truncation symbols are ? # * $. Some systems have implied right truncation.

*(Example: librar# would retrieve the words library, librarian, and libraries.)*