

Evergreen Search Tips

Try changing to **Advanced Search**.

Adjacency

Multiple words are not searched together as a phrase. They will be found in various parts of the record. To search for a phrase, enclose your search terms in quotation marks. (example: "**garcia marquez**")

Truncation

Words may be right-hand truncated using an asterisk. Use a single asterisk * to truncate any number of characters. (example: **environment* agency**)

Anchored Searching

You may use ^ and \$ to indicate "phrase begins with" and "phrase ends with," respectively, within a search phrase enclosed in quotation marks. (examples: "**^harry**" for phrases that begin with the term *harry*. "**stones\$**" for phrases that end in *stone*. "**^the wild\$**" for combined anchor searching with beginning and ending of phrase.)

Excluding a term

Put a minus sign (-) directly in front of a term you want to exclude (with no space between). Also works with phrases in quotations. This can be used with multiple terms if necessary as well. (example: **harry potter -rowling** searching for bibs with *harry & potter* but not with *rowling* or "**harry potter**" -**rowling** searching for bibs with phrase *harry potter* without *rowling*.)

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