2.3.1 Searching the catalogue using a keyword

Keyword searching is the default search in most search tools. A keyword search finds the keywords anywhere in the record.

When searching for information on a topic you can use the keyword search or a subject search.

It is best to use the keyword search initially because you:
1. get a broad set of catalogue records which contain your topic terms (and provide an overview of the scope of the topic);
2. can then filter and refine your results using the subject headings for those records

We will start with a keyword search.

I want to find books about *communication in multicultural groups*.

- In the “Search Catalogue” query box, type in the keywords: “communication”, and “multiculturalism”.
- Click on “Search”

Note that there are over 179 results for this keyword search, including 168 books.

At this point, you could browse the results to see if there are suitable books, or you could use a subject search to narrow your results.

Note the box above the search results with the heading “Suggested subjects (Within this search)”
If one of the suggested subject headings is what your topic is about:

- select that subject heading (e.g. Intercultural communication—this is a better term for the information I am looking for)

A subject search can help you find more specific information.

By selecting the relevant subject term, you have 63 records for material which is about “intercultural communication”, rather than 179 records which contain the keywords “communication” and “multiculturalism”

I can also limit the results by format, so that only the print books will be listed.

If you want to find out more information about a particular record:

- Click on the title link and look at the other subjects for that record. This will also help you decide if the book will be useful for you.