



# Library Research Tips

## Truncation in the Library Catalogue

Use truncation to broaden your search by cutting off the end of a search term and replacing it with the truncation symbol. This technique allows you to search for all possible endings of a search term in just one search.

Use the question mark (?) as the truncation symbol when you are searching for keywords within: All Fields, Title, Subject, Journal Title, or Author.

Example:

A search for **forest?** will retrieve all of these terms:

- forest
- forests
- forestry
- foresters
- forestation

Do not add the truncation symbol too early in the word, or you will also retrieve unrelated hits.

Example:

To find results for **country** and **countries**, a search for **coun?** will retrieve these terms:

- country
- countries

However, the truncated search **coun?** will also retrieve terms such as:

- count
- counts
- council
- counter
- counting
- counselling
- counterfeit, and many other irrelevant hits!

A better truncated search is **countr?** to only find results for **country** and **countries**.

Visit the library website: [www.nait.ca/library](http://www.nait.ca/library)