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Information Literacy
Step 3 / Find



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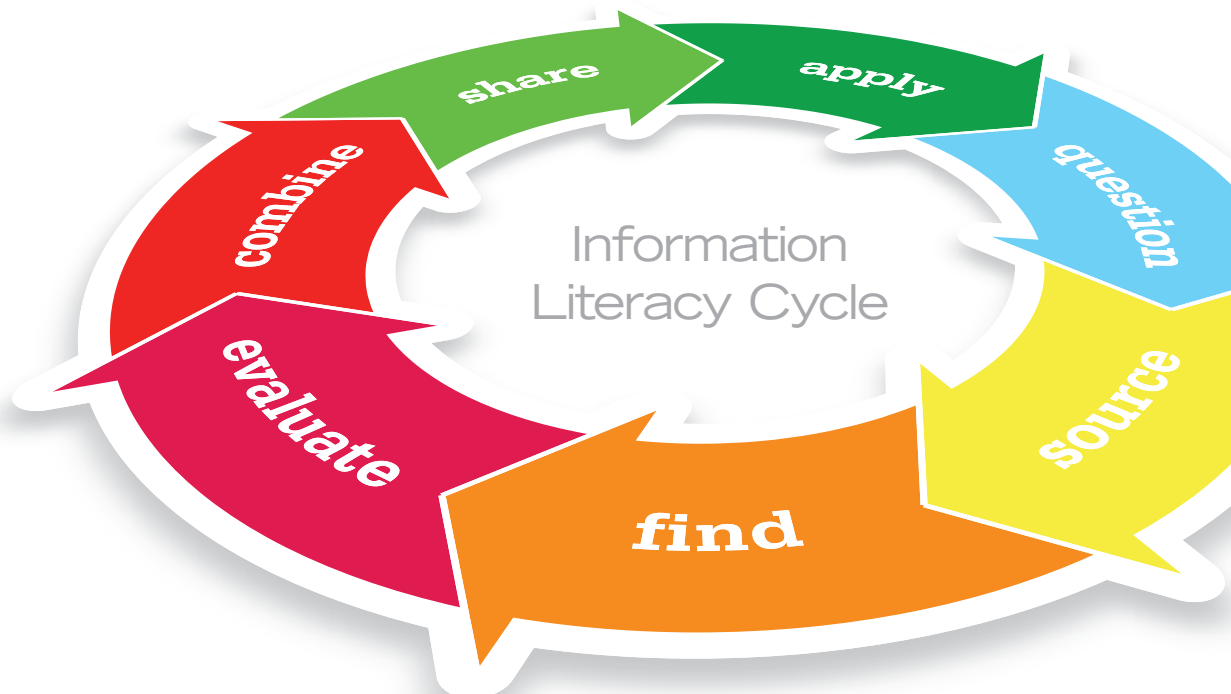
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Which words do you use in your search? At the *Question* step you identified the key words in your question. The *Find* step looks at using keywords in different search strategies.

Learning outcomes

This unit aims to support you to develop skills associated with the *Find* step of the information literacy cycle. It will enable you to:

- Utilise strategies to broaden and narrow your search
- Explain how to combine search terms
- Navigate simple and advanced search features in SSKS



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BROADENING AND NARROWING YOUR SEARCH

Truncation is a way of *broadening* your search by telling a search engine to search for all variations of a word. This works by entering the first part or 'root' of a keyword usually followed by a * symbol, for example:

- **femini*** would retrieve: feminine, feminist, feminism
- **child*** would retrieve: children, childhood, childish

If you want to *narrow* your search you can tell the search engine to search for terms in a specific order by using a *phrase*. For example, if you're searching for a specific title or piece of text you can focus your search by putting quote marks (" ") around your search term. The search engine will then locate all pages with words or phrases that match the search terms in the same order as they appear in your phrase. Searching on **child protection**, for example, returns pages containing the word *child* and *protection* anywhere and in any order in the page. Searching on "**child protection**" will return results where *child* and *protection* appear next to each other. You can also combine phrases with other keywords, for example "**social work**" **AND** **disability**, which will return results with the phrase *social work* appearing together and *disability*.

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AND / OR / NOT

You can combine search terms using AND, OR, and NOT (these are often referred to as 'Boolean operators').

Down syndrome AND employment[†]	This will look for all references that include <i>both</i> Down syndrome and employment	AND helps to <i>limit</i> your search
Down syndrome OR Down's syndrome	This will look for all references that include <i>either</i> Down syndrome <i>or</i> the alternative Down's syndrome	OR helps to <i>broaden</i> your search
Down syndrome NOT adult	This will look for all references that include Down syndrome but <i>not</i> adult	NOT helps to <i>limit</i> your search

[†] Down syndrome is also known as Down's syndrome.

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SSKS SEARCH FEATURES

SSKS has several handy search tools:

1. **More** takes you to a detailed record about the resource
2. **Find Similar** searches the whole collection of resources in SSKS for documents similar to the selected item
3. **Refine** finds resources that are similar within the original search

In the example opposite, if you selected 'Find similar' a new search would be automatically carried out across the whole of SSKS, whereas if you clicked on 'refine' a new search would be carried out for similar resources *within* the 1071 results already found.

To find resources that are different from the selected resource within the scope of the original results, click on Exclude. A new search is carried out that removes from the original results list similar resources to the selected one.

The screenshot shows the SSKS search results page. At the top, there is a search bar with the query "down syndrome OR down's syndrome". Below the search bar, there are navigation tabs: Home, Journals and Books, Topics, and Users and Carers. The main heading is "Search Results" with "Results 1 - 10 of 1071" displayed below it. A pagination bar shows numbers 1 through 11 and a "Next" button. The first result is titled "A case of mosaic trisomy 21 with Down's syndrome signs and normal intellectual development". Below the title, the author is listed as "de A Moreira, L M; San Juan, A; Pereira, P S; de Souza, C S" and the year as "2000". The source is "ASSIA" and availability is "All e-Library Athens password holders". Below the author information, there are three numbered callouts: 1 points to the "More" link, 2 points to the "Find Similar" link, and 3 points to the "Refine" link. The second result is titled "Divalproex-responsive rapid cycling bipolar disorder in a patient with Down's syndrome: implications for the Down's syndrome--mania hypothesis". The author is "Sovner, R" and the year is "1991". The source is "ASSIA" and availability is "All e-Library Athens password holders". The third result is titled "UK multicentre project on assessment of risk of trisomy 21 by maternal age and fetal nuchal-translucency thickness at 10-14 weeks of gestation". The author is "Snijders, R J M; Noble, P; Selinger, W; Souk, A; Nicolaides, K H" and the year is "1998". The source is "ASSIA" and availability is "All e-Library Athens password holders". At the bottom of the page, there is a "1071 weeks of gestation" label.

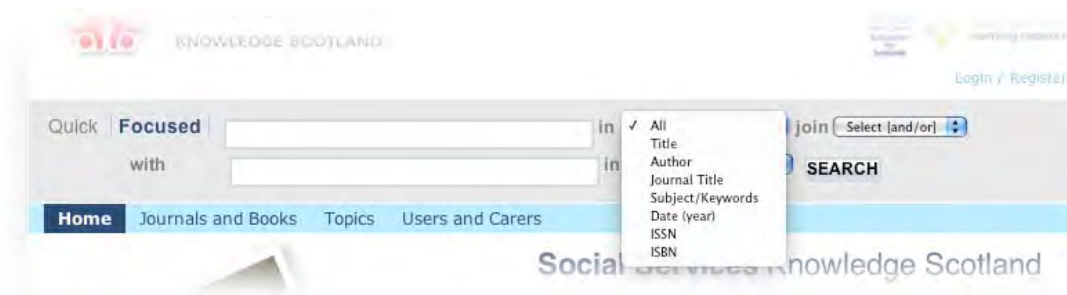
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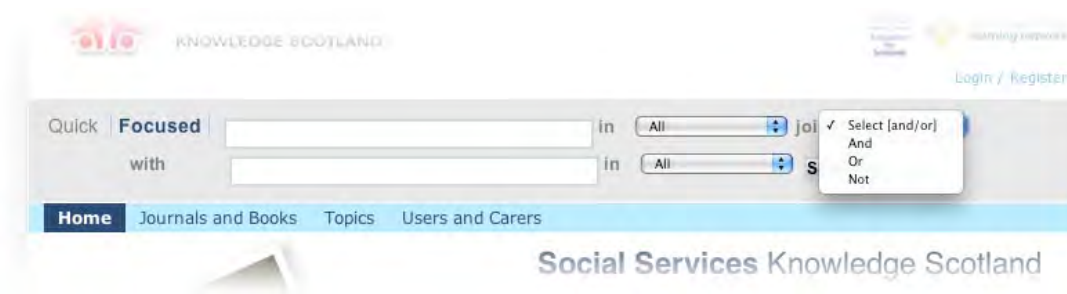
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SSKS FOCUSED SEARCH

What not try SSKS focused search. You can specify where you want SSKS to look for your search terms e.g. in the Title, Author, Subject keyword fields.



You can also specify how you want to combine your terms using AND, OR, and NOT.



Tip: When you find interesting resources in SSKS you can use the 'Add tags' function which lets you add your own keywords to the resource and stores them in your own personal space in SSKS. For more information on My Community Space go to www.mcs.scot.nhs.uk

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Scenarios

Information need	Search strategy
You want to find a journal article entitled <i>Social work and criminal justice: the uneasy alliance</i>	You search for the title as a phrase, using quote marks: "Social work and criminal justice: the uneasy alliance"
You want to find information on dementia and sleep.	You search for: dementia AND sleep
You want to find more about crime excluding any resources on youth.	You search for: Crime NOT youth
You want to do a broad search for information on parenting or foster care.	You search for: Parenting OR foster care
You want to know more about domestic violence and disability.	You search for: "domestic violence" AND disability

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ACTIVITY 1

1. You want to find information on learning disability and transition – which search strategy would you use?
 - a. search for “learning disability” AND transition
 - b. use the AND Boolean operator
 - c. use the OR Boolean operator
2. You want to do a general search on restorative justice or young offenders – which search strategy do you think would be most effective?
 - a. use the AND Boolean operator
 - b. use the OR Boolean operator
 - c. search for “restorative justice” as a phrase using quotes
3. You want to do a general search for information on mental health, mental illness and mentally ill individuals – which search strategy would be most helpful?
 - a. search for “mental health” as a phrase using quotes
 - b. use truncation e.g. mental*
 - c. use the AND Boolean operator
4. You want to *broaden* your search – which strategy would you use to do this?
 - a. truncation
 - b. a phrase
 - c. use the AND Boolean operator
5. You want to *narrow* your search – how you could you do this?
 - a. use the OR Boolean operator
 - b. truncation
 - c. use a phrase



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ACTIVITY 2

Using the box below, plan three different searches and think about ways you could combine the terms using AND/OR/NOT, truncation and phrases.

Search terms	Search strategies

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FURTHER READING

- Web Search Strategies in Plain English – Common Craft
<http://is.gd/345m>
- Internet Social Worker: Search Strategy
<http://is.gd/fG9S>
- Recommended Search Engines
<http://is.gd/eRqg>
- Searching with a Search Engine
<http://is.gd/fGaw>
- Searching the Internet – Recommended Sites and Search Techniques
<http://is.gd/fGaG>
- Boolean Searching on the Internet
<http://is.gd/fGaU>
- Finding information in health and lifestyle: basic principles
<http://is.gd/icDc>

TRAINER NOTES

Activity 1: Answers

Question 1: **a**

Question 2: **b**

Question 3: **b**

Question 4: **a** – options b) and c) would narrow a search

Question 5: **c** – options a) and b) would broaden a search

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