Basic Search Tips

**Drop down menu options**

Use UP Library Search to find books, DVDs, online resources, journal articles, and much more from the University of Portland, Summit, and beyond.

Levels of Searching:
- **UP Only**: Clark Library’s collection
- **UP + Summit**: Add the collections of 39 academic libraries in Oregon, Washington, and Idaho
- **UP + Summit + Articles**: Includes some article citations

**Phrase Searching**

To search for an exact phrase, put quotation marks around it.

Example: UP + Summit + Articles "global warming"
**Using Wildcard Characters**  * ?

* Use the asterisk to find multiple endings of a word.

Finds results that have: culture, cultures, cultural, culturally, etc.

? Use the question mark to substitute for one character within a word...

Finds results that have either spelling: behavior or behaviour

... or at the end of a word.

Finds results that have a singular or plural ending: sport or sports

Multiple letter endings like sporting or sported will not be included in results.
Results Screen – use options in the left column to display results that are most relevant for YOUR needs.

Show only
Want to see what is available right away from the Clark Library? Choose Available in the Library.

Need scholarly articles? Choose Peer-reviewed Journals.

Refine My Results
Get more precise results by Format, Physical Location, Date, Language, Subject, etc.
Advanced Search Tips

**Boolean Operators (AND, OR, NOT)**

*Note: OR and NOT must be entered in all capital letters.*

**AND** The *AND* operator does not have to be typed because the system default assumes AND between words. The search example below finds the same results as: mind AND brain.

**OR** Use to find either word in the results:

**NOT** Use to exclude a term from results:

**Grouping Words**

Use parentheses to group words for more complex Boolean searches. For example, to search for Shakespeare and either tragedy or sonnets, type the following in the search box:
**Advanced Wildcard $$**

In the Advanced Search, use the $$ to find everything in the UP Only collection limited to a certain Material Type, Publication Date, or Language.

![Advanced Search Interface](image)

This example finds both Audio and Video items in UP’s collection. Use the Format options on the results screen to see Streaming Video & Audio (73,184), DVD Videos (3,370), etc.

**Need more help? Reference librarians and assistants are available to help you.**

Email [library@up.edu](mailto:library@up.edu), use [Library Chat](https://library.up.edu), or call 503.943.7788.