Searching tips for using the catalogue
of the NKUA Library and Information Center (LIC)(ΒΚΠ)

On the LIC home page, there is a search field for the electronic catalogue. Select the **OPAC Catalogue** and enter the search term. [OPAC: Online Public Access Catalog].

For more search options, in the **Services** section, select **OPAC Catalogue** and click **Connect to OPAC** or go directly to the NKUA Library and Information Center OPAC

Note: *The catalogue includes the collections of all the NKUA Libraries.*

1. In the initial search **[Basic Search - Keyword]** it is better to use more than one terms, so as to retrieve fewer and more relevant book titles. The search is done in multiple fields and sometimes too many results may be displayed.
   Note: *if no results are found to match the search terms, the results that are displayed refer to both search terms.*

2. In the **[Title - Alphabetical]** search, prefer the search without the initial article.

3. In the **[Author (alphabetical)]** search, enter the surname first and then the first name in the language in which the author most often appears, e.g. Πλάτων and not Πλάτωνας or Plato.

4. In the **[Subject (alphabetical)]** search, select both indexes **[Subjects - Greek subjects]**, one after the other, at least for the near future, until the bibliographic database of the catalogue is completely revised and updated.

5. In the subject searches, in order to retrieve Greek and foreign language titles in the results, you should search in both Greek language and English language.

6. It is generally recommended to use the **Advanced Search**, as it is possible to limit the search to specific fields (author, title, subject,

etc.) there. Especially, if you search by subject, please be sure to prefer the **Advanced Search.**

7. Search terms can be truncated to the right by using an asterisk "*" in place of unknown characters. You can use the truncation symbol "*" and the symbol "?" to replace a character anywhere in the word. Examples: environment*, politic *, w?man

8. Use the "**AND**" or "**OR**" operators to specify multiple words in the search in any field or order. Use "**AND NOT**" to exclude words from the search.
Example: stocks AND bonds
Example: (Alaska OR Canada) AND (adventure AND NOT vacation)

9. When the foreign language title you search for contains latin characters with **stress marks** (German umlaut, French stress marks, etc.), prefer the Advanced search and especially the **Title** field, selecting words from the title that do not have such characters.

10. If the online catalogue remains inactive for some time, the MITOS: ILSaS Catalogue will automatically appear, part of which is the LIC catalogue. You will notice this, when the phrase **Search all collections** appears in the **Library (required)** field.

11. To search for journal titles, please visit the **Collections** section, the **Journals** category and click the **Overview list of printed journals subscribed by NKUA**.

12. For the time being, avoid the **[Journal search]** option in the OPAC catalogue.

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