Use operators to join keyword terms: AND, OR and NOT.

**“AND” search**
You can search articles which include both of two keywords or all three ones. Put a space among each word. (e.g., kyoto food custom)
If you want to put a word “genji” in “Title words” box, and “murasaki shikibu” in “Author” box, you can construct a search statement looks like this:

```
AND
murasaki shikibu
```

**“OR” search**
“festival or matsuri” gives results which includes at least one of two words.

```
OR
festival
matsuri
```

**“NOT” search**
“kyoto not tokyo” only gives results with the first word.

```
NOT
tokyono
```

Complex search statements can be constructed by using more than one operator at a time. For example, if you want to search items involving “festival or matsuri” in “Kyoto”, see the example below:

```
kyoto
```

Use drop down menu to select search category such as Title, Author, Subject and so on.

**Exact Match Search**
When you know the material title exactly (e.g., The tale of Genji), input the title in the search box and select “Full Title” in drop menu like below. Then you will be able to find the material quickly.

```
the tale of genji
```

**Document Type**: Specify material type.

**Campus**: Specify library.

**Search Option**: Specify options such as publication year, publication country, language and subjects.
Classification & Subjects

Searching with “Classification” and “Subject” enable you to reduce irrelevant results and find materials that have similar contents with each other. There are 3 ways to search with “Classification” and “Subject”.

1. Classification Search

Materials are classified by Nippon Decimal Classification (NDC). Classification Search helps you to find the materials you need more easily.

- Click Classification on Doshisha Univ. tab to refine your search.
- Check a category that you search for. You can also select a specific category to click on the left of each category.
- You can add keywords.

2. Advanced Search

You can edit the search criteria and search with “Classification” and “Subject” also on Advanced Search.

- Select materials you want to output from the search results. The top checkbox is for selecting all results.
- Select a way to output (“Send Mail”, “Output File” and “Export Refworks”) and follow the instruction. *You need to make an account to export Refworks.

3. Use of Bibliographic Data

You can use “Classification” and “Subject” on the bibliographic data to search similar materials.

- All Subject Search will show you other materials assigned with same subjects. In this example, materials assigned with both “Kyoto” and “Description” will be displayed.

Library Service Menu

Move the cursor over “Library Service”, the second one from the left in the purple line at the top of the screen and each menu will be displayed.

- New Books List
  The list of classified materials which become available within a month.

- New Journals List
  The alphabetical list of journals which become available within a month.

- New Audio Visual Materials List
  The Japanese syllable list of audio-visual materials which become available within a month.

- Journal Title List
  The alphabetical list of serial collection.

- Audio Visual Title List
  The Japanese syllable list of audio-visual materials collection.

- Course Reserves
  You can search for your reserves.

- Teachers Writing Books
  You can search for books written by faculty authors.

- Extensive Reading Books
  You can see the list of ESL (English as a Second Language) books.

- Best Books
  Best books to read by genre in each library.

- 100 Doshisha Recommendations
  Doshisha University selects 100 all-time books that would be worth reading while you are a university student. You can borrow all of them in Doshisha University Library.

  Click “同志社100冊” in the middle of DOORS top page to browse the list.

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