How to Search Using Boolean Logic

Boolean Logic is a way of narrowing or expanding a database search by linking search terms with the connectors AND, OR, and NOT.

**AND**
- narrows a search by linking two or more terms
- Use the connector AND to retrieve items that must have BOTH terms
- AND is used to combine different ideas or concepts
- only items represented by the shaded area are retrieved.
**OR**

- broadens a search by linking two or more terms
- use the connector OR to retrieve items that may have EITHER term
- OR is used to combine synonyms or related terms
- Items represented by the shaded area are retrieved.

**NOT**

- narrows a search by excluding items containing a second search term
- use the connector NOT to find items that have the first term but not the second
- in the example, all items with the term cats will be retrieved except those also containing the word dogs
- only items represented by the shaded area are retrieved
- use NOT with caution; you may exclude relevant items