

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

On the LIC home page, there is a search box 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.

* In the initial search **[Basic Search - Keyword**] it is better to use more than one term, 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 system will return results similar to the search terms.

* In the [**Title - Alphabetical]** search, prefer the search without the initial article.
* In the **[Author (alphabetical)]** search, enter the surname first and then the first name in the language in which the author most often appears. (Most Greek names are indexed in Greek)
* 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. **Most subject headings regarding legal material are in Greek.**
* In the subject searches, in order to retrieve Greek and foreign language titles in the results, it is recommended to search in either **Greek or English**.
* It is generally recommended to use the **Advanced Search,** as it is possible to limit the search to specific fields (author, title, subject, 2 etc.) there.
* 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: law\*, politic \*, wom?n,
* 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)
* 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. Also you can replace the accentuated character with the question mark.
* 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.
* To search for journal titles, please visit the Collections section, the Journals category and click the Overview list of printed journals subscribed by NKUA. You can also use the Journal search] option in the OPAC catalogue.
* Most journal articles or court decisions are also available online via legal databases (Βάσεις Δεδομένων).