

Item Search Wizard

Please see section BEG 7 – “Find an item record” for basic searching instruction.

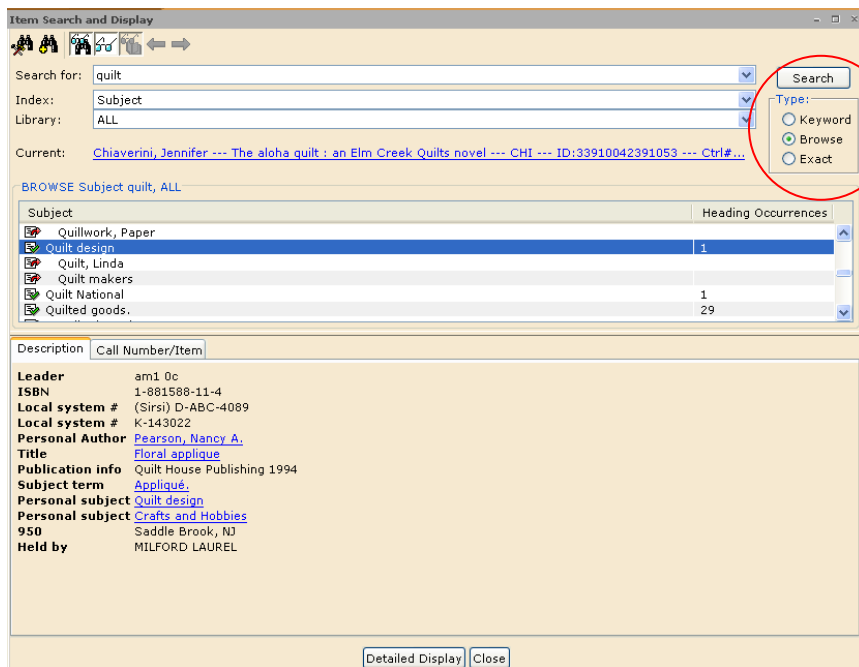
Search Types

Keyword

Keyword searching returns records that contain the term(s) entered, wherever they may appear in the field(s) specified in the search. Author, General, Periodical Title, Subject, and Title are keyword-searching options that support Boolean and proximity operators, substitution, truncation, and nesting.

Browse

In a Browse search, WorkFlows matches terms entered character by character with cataloged entries in the system. The Browse option produces a list in the alphabetic vicinity of the term you typed:



Exact

If you select Exact, WorkFlows searches the browse list, and if it finds an exact match, it displays only the matching record or hit list associated with that entry. If WorkFlows does not find an exact match, a browse list appears at the point closest to the search term.

Configure Options for Item Search Helper



Use the Configure Options for the Item Search helper to qualify your search when searching for catalog items.

Important Considerations When Configuring this Helper

- Changes you make to this helper's properties apply globally whenever this helper is used. The default settings for this helper are used for each workstation session and whenever the Item Search and Display wizard is used.
- If you set options in this helper, it is possible to search or browse an empty search string. All items for the selected search criteria appear. The Item Search indexes are ignored for this type of search.
- If your search does not return results, a system message will suggest that your search options are too restrictive.

Click the Configure Options for Item Search helper. The following tabs appear:

Search Options

Search | Display | Call Number Browse | Print

Publication year:

Format: All

Item type: All

Location: All

Item category 1: All

Item category 2: All

Language: All

Shadow: BOTH

Sort by: None

OK Cancel

Search Tab

On the Search tab, you can limit and sort search results based on call number/item characteristics. The following fields are available to qualify your search:

Publication Year – Type an operator and publication year, and the search will only locate titles published on, before, or after a particular year, or within a range of years. The operators that can be used are: less than (<), greater than (>), equal to (=), not equal to (<>), less than or equal to (<=), and greater than or equal to (>=). The substitution (?) and truncation (\$) symbols may also be used. All other punctuation is ignored. If only those records with a partial date are desired in a result (such as 19uu) the search should be entered as the first two digits of the year (19).

Format – Select a Format policy from the list.

Item Type – Select an Item Type policy from the list.

Location – Select a Location policy from the list.

Item Category 1 and Item Category 2 – Select Item Category policies from the lists.

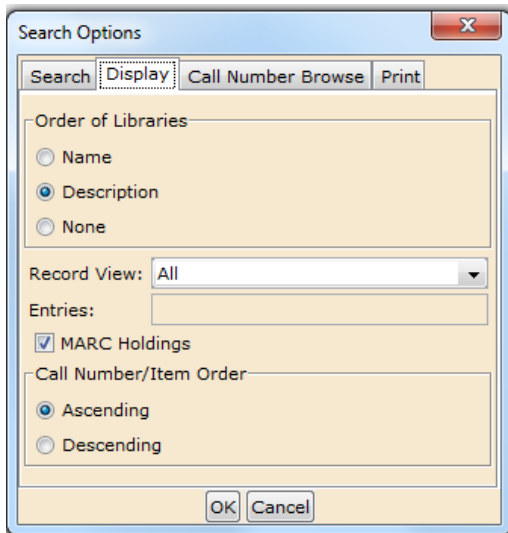
Language – Select a Language policy from the list.

Shadow – Select a Shadow option from the list: YES to search the shadow catalog, NO to search only the public catalog, or BOTH to search both the shadow catalog and public catalog.

Sort By – Select a sort option from the list: Author, Pub Year, Reverse Pub Year, Subject, Title, or None.

Important Considerations When Configuring These Fields

- If you use the helper to filter a keyword search, the main hitlist will return all items that match the search with the filter applied. For instance, if you filter by location, the hitlist will display all items that match your search that are in the selected location.
- If you use the helper to filter a browse search, the main hitlist will return all items that match the search, and the View Pane will apply the filter from this helper. For instance, if you filter by item type, the hitlist will display all items of all item types that match your search. The View Pane will display items of the selected item type that match your browse search.



Display Tab

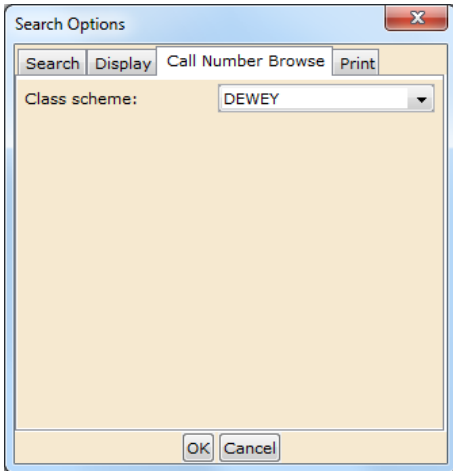
On the Display tab, you can set options to display the call number and items associated with the particular library in your search result. Settings in these fields will govern the display of individual items retrieved from an Exact or Search search method and are retained throughout the wizard process.

Order of Libraries – This option affects the order of libraries in the item-level holdings list in a title display. Click Name to sort call numbers by policy name, Description to sort by policy description, or None to display in random order.

Record View – Select a record view from the list: All to display all entries, Full to display the full template entries, Brief to display the brief template entries, or Specified Entries to display a specific list of entries.

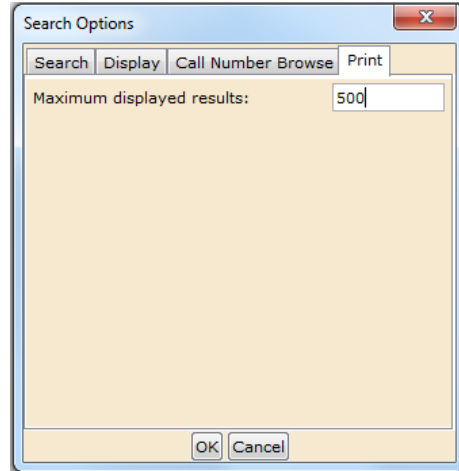
MARC Holdings – Select this check box to display MARC holdings information on viewed titles.

Call Number/Item Order – You can control the display of call numbers and items. Click Ascending to display the lowest numeric value call number first, or earliest date. Click Descending to display the highest numeric value call number first, or the earliest date. Ascending is the default.



Call Number/Browse

Under Call Number Browse, you can qualify the search by class scheme. This value will determine the order in which the retrieved call numbers are sorted. Select a default class scheme from the list. This list references the Classification policies on your system.



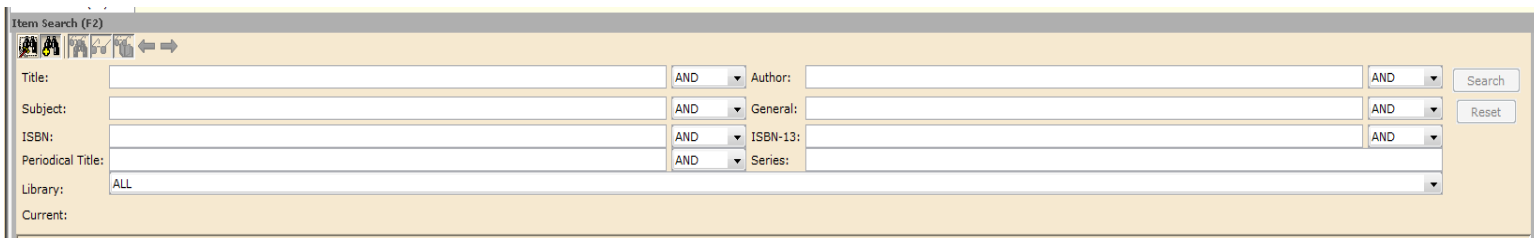
Print

Under Print, you can set the maximum number of item search results that you want to display when doing a print screen.

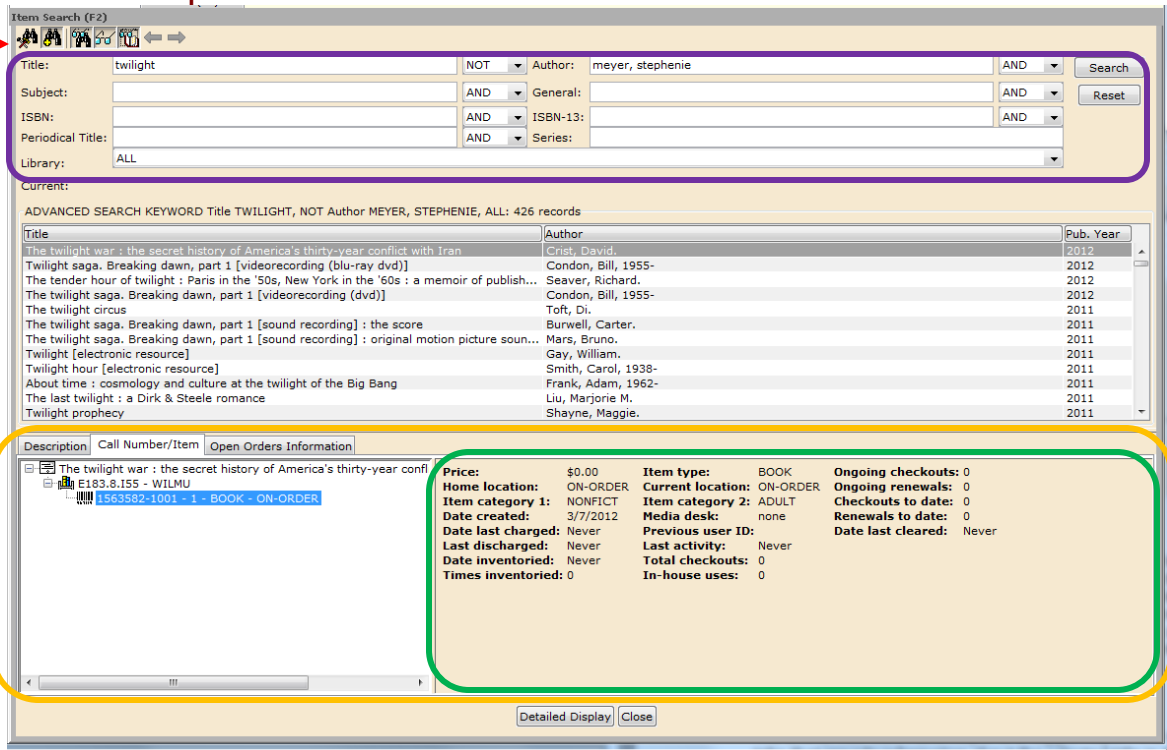
Advanced Search Helper



The Advanced Search helper performs catalog keyword searches using multiple criteria. You can search multiple indexes using Boolean operators. Additionally, you can limit the searches to a single library or to all libraries. Defaults for this helper are set in the Item Search and Display wizard properties on the Helpers tab. You can configure any number of search combinations using the eight available search index fields.



Other Helpers



The screenshot shows the 'Item Search (F2)' window. A red arrow points to the search criteria fields. A purple box highlights the search criteria: Title: twilight, Author: meyer, stephenie, and Library: ALL. A yellow box highlights the search results table, and a green box highlights the detailed view of a selected item.

Title	Author	Pub. Year
The twilight war : the secret history of America's thirty-year conflict with Iran	Crist, David	2012
Twilight saga. Breaking dawn, part 1 [videorecording (blu-ray dvd)]	Condon, Bill, 1955-	2012
The tender hour of twilight : Paris in the '50s, New York in the '60s : a memoir of publish...	Seaver, Richard.	2012
The twilight saga. Breaking dawn, part 1 [videorecording (dvd)]	Condon, Bill, 1955-	2012
The twilight circus	Toft, Di.	2011
The twilight saga. Breaking dawn, part 1 [sound recording] : the score	Burwell, Carter.	2011
The twilight saga. Breaking dawn, part 1 [sound recording] : original motion picture soun...	Mars, Bruno.	2011
Twilight [electronic resource]	Gay, William.	2011
Twilight hour [electronic resource]	Smith, Carol, 1938-	2011
About time : cosmology and culture at the twilight of the Big Bang	Frank, Adam, 1962-	2011
The last twilight : a Dirk & Steele romance	Liu, Marjorie M.	2011
Twilight prophecy	Shayne, Maggie.	2011

Price: \$0.00	Item type: BOOK	Ongoing checkouts: 0
Home location: ON-ORDER	Current location: ON-ORDER	Ongoing renewals: 0
Item category 1: NONFICT	Item category 2: ADULT	Checkouts to date: 0
Date created: 3/7/2012	Media desk: none	Renewals to date: 0
Date last charged: Never	Previous user ID:	Date last cleared: Never
Last discharged: Never	Last activity: Never	
Date inventoried: Never	Total checkouts: 0	
Times inventoried: 0	In-house uses: 0	



Show/Hide Search Pane Helper

The Show/Hide Search Pane helper is a toggle helper. That is, this helper can turn the Search Pane on (show) or off (hide). The Search Pane contains the Search edit box in the Item Search window. This pane also provides search type, search index, and search library options. If there is an existing current title, it will display next. Finally, once a search has been performed, a summary of the search you performed displays immediately preceding the hit list.



Show/Hide View Pane Helper

The Show/Hide View Pane helper is a toggle helper. The view pane displays tabs that provide information about the selected title in the Item Search window. Different tabs may display depending on the selected title, such as Description, Call Number/Item and possibly other tabs, such as Order Information. Item circulation information may also display to the right of the item tree.



Show/Hide Circulation Information Helper

The Show/Hide Circulation Information Pane helper is a toggle helper. In the Item Search window, the Circulation Information area displays item circulation information about the selected title. Item circulation information might include price, item type, home location, current location, and item categories, date created, date/time charged, date/time due, and so on.