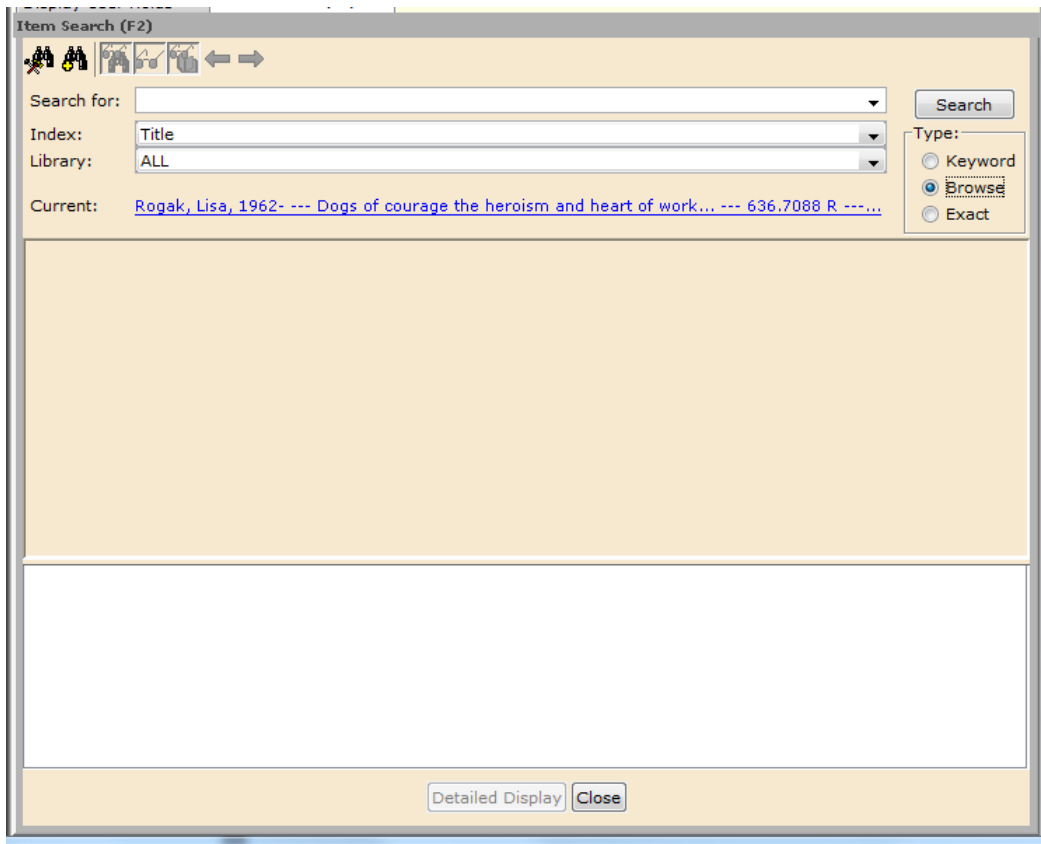


## Item Search Wizard

Use the Item Search wizard to perform Keyword, Browse, or Exact searches. It displays information at the title, call number, and item level. You can also view circulation, booking, hold, order, and serials information.

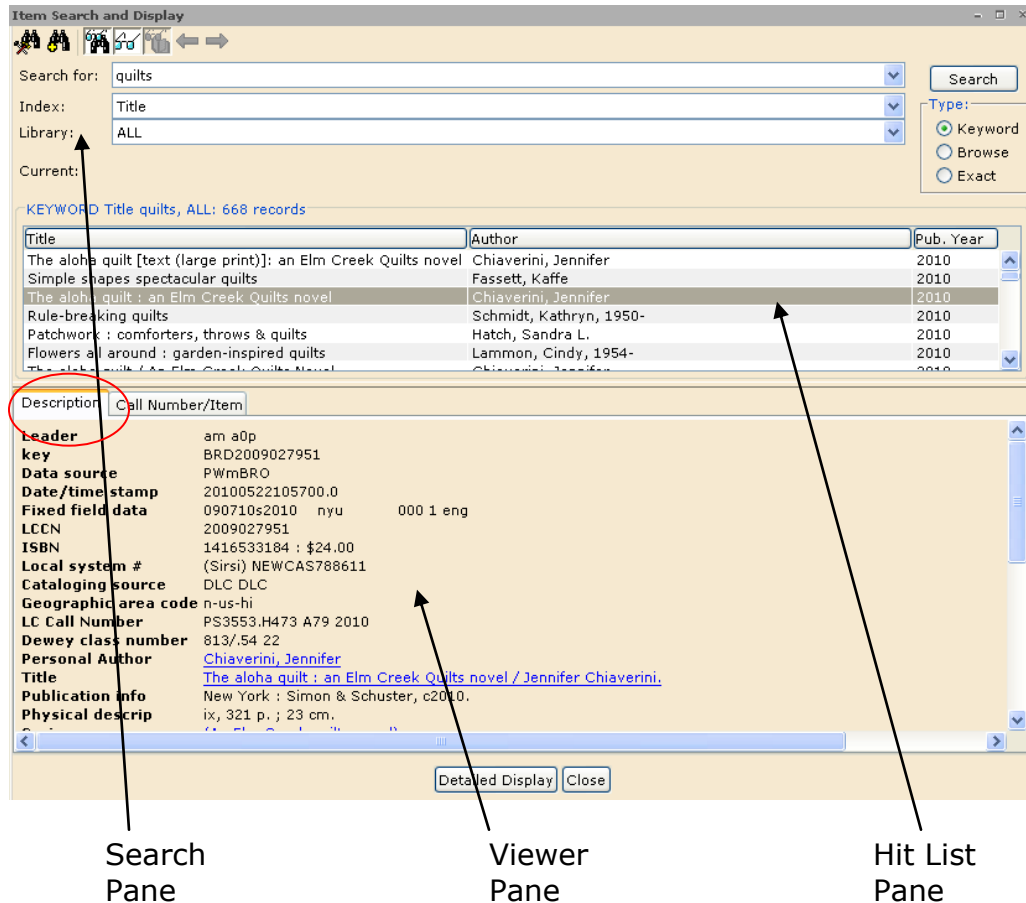
### **To search for an item in your bibliographic database:**

1. Under the **Common Tasks Toolbar** click the **Item Search** wizard . The following window appears:



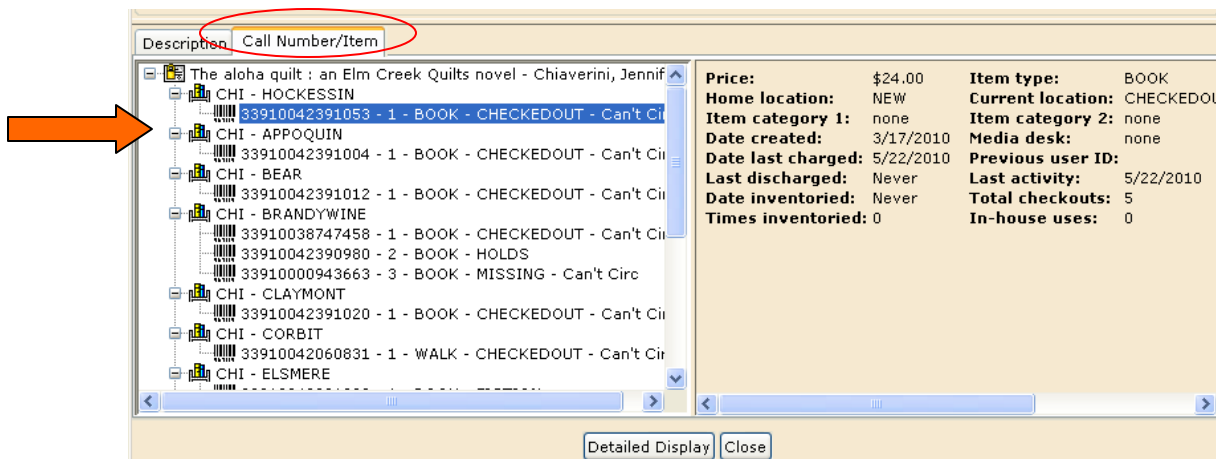
2. In the **Search for** box, type the title or other criteria to search.
3. Select Keyword, Browse, or Exact for the **Type** of search you want to perform.
4. In the **Index** box, select the Index you want to search (Title, Subject, Author, etc.).
5. Since we are in a multi-library setting, you can qualify the search by selecting a single library or all libraries in the **Library** box.

6. Click **Search** or press ENTER. All item records fitting the criteria you entered will display. The system will default to the **Description** tab in the **Viewer Pane** which gives information about the title:



The Item Search and Display results window is divided into three sections (panes) that change depending on the activity you perform.

- **Search Pane** – The search pane contains the fields needed to perform a search and retains the last search that you performed.
- **Hit List Pane** – The hit list pane displays all records that qualified on the search. You can expand the size of this pane and each column. You can also reorder the columns by dragging them with the mouse. Resort each list by clicking the **Title**, **Author**, or **Pub. Year** headings.



- **Viewer Pane** – Title, call number, and item level information for the record selected in the hit list pane displays in the viewer pane under the **Call Number/Item** tab. Click the plus and minus signs to expand/collapse the call number and item records.

## Detailed Display

Click **Detailed Display** (or double-click a record in the hit list pane) to view in-depth information about the bibliographic, call number, and item level records.

For our system properties set for the Item Search and Display wizard, the following tabs of information display:

- **Control**                      The Control tab contains information about the title record, including its control number, date created, and date modified.
- **Bibliographic**                (Default) The MARC record information that displays on the Bibliographic tab is common to all volumes and copies of the title, and is used primarily to bibliographically describe the item or items. The bibliographic tab contains the data that is indexed for keyword searching and browsing.
- **MARC Holdings**                The MARC Holdings tab can contain formation about holdings in one or more libraries for a particular title. This information displays in the OPAC.
- **Call Number/Item**              **Important see next page**
- **Bound With**                    For Serials only
- **Orders**                            For open orders
- **Serials Control**                 For Serials only
- **Selections**                      For open orders

## Call Number/Item Tab

The **Call Number/Item** tab displays information about individual call numbers and items attached to a bibliographic record. The **Call Number/Item** tab is subdivided into additional categories of information, which includes:

**Item Info** – Call number, Item type, Home and Current locations, number of pieces, etc.

**Circ Info** – Includes statistics about an item's circulation history

**Bills** – A list of patrons who owe money for this particular item

**Checkouts** – Who currently has the item checked out and under what conditions

**Holds** – A list of patrons who are waiting to read the title

The screenshot shows a library catalog interface. At the top, the title "The aloha quilt : an Elm Creek Quilts novel / Chiaverini, Jennifer" is displayed. Below the title, there are several tabs: "Control", "Bibliographic", "MARC Holdings", "Call Number/Item", "Bound-with", "Orders", "Serials Ctrl", and "Selections". The "Call Number/Item" tab is selected and highlighted with a red circle. Underneath this tab, there are sub-tabs: "Item Info", "Circ Info", "Bills", "Checkouts", and "Holds", with "Item Info" being the active sub-tab. The main content area is divided into three sections: "Call number information", "Item information", and "Extended information".

**Call number information**

Call number:	CHI	Class scheme:	DEWEY
Call library:	HOCKESSIN		
Shadow call number	N		

**Item information**

Item ID:	33910042391053	Copy number:	1
Type:	BOOK	Item library:	HOCKESSIN
Home location:	NEW	Current location:	CHECKEDOUT
Item cat1:		Item cat2:	
Media desk:		Number of pieces:	1
Total charges:	5	Price:	\$24.00
Permanent:	Y	Circulate:	N
Shadow item	N		

**Extended information**



Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

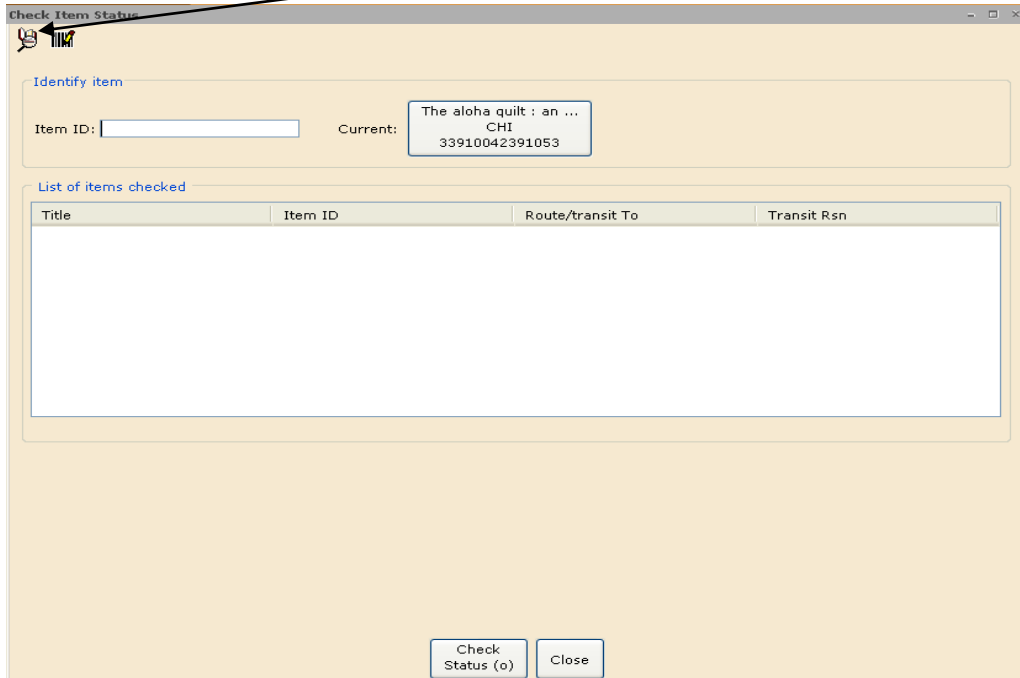
At the bottom of the interface, there are three buttons: "Return to Search", "Display Holdings", and "Close".

For more detailed information on searching options, please see section **Ref 1 – Searching for items/copies**.

## Check Item Status Wizard

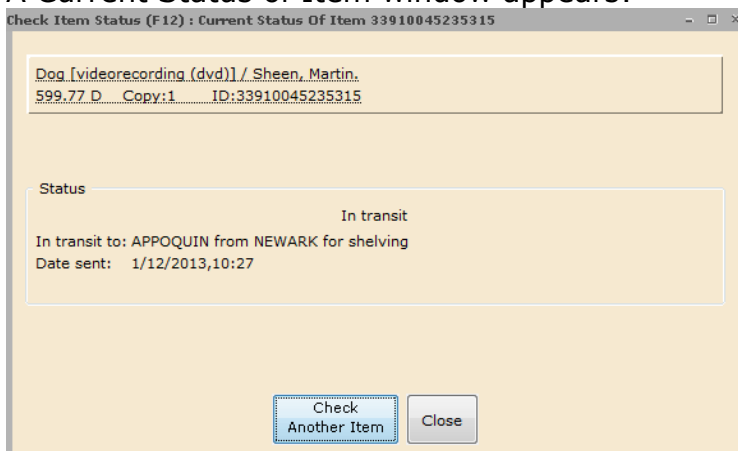
Use the **Check Item Status** wizard to display the status of an item, where the item is shelved, and whether it should be put in transit.

1. On the Common Tasks toolbar, click the **Check Item Status** wizard .
2. Scan the barcode of the item if you have it in hand. If not, you can click on the **Item Search Helper**  and do a title or author search.



Title	Item ID	Route/transit To	Transit Rsn
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A Current Status of Item window appears:



Dog [videorecording (dvd)] / Sheen, Martin.  
599.77 D Copy:1 ID:33910045235315

Status

In transit  
In transit to: APPOQUIN from NEWARK for shelving  
Date sent: 1/12/2013,10:27

3. Click **Check Another Item** to see the status of another item, or click **Close** to exit this window.

Check Item Status (F12) : Current Status Of Item 33328200016547

Jack Reacher's rules / Child, Lee.  
CHIL Copy:1 ID:33328200016547

Proposed action  
Route/Transit to WILMINGTON

Status  
Hold  
On hold for: [redacted] User ID: [redacted]  
At: WILMINGTON...  
Notified: 1/11/2013

Put Item In Transit   Check Another Item   Close

**NOTE:** If you see a status that has a proposed action, be very careful not to take that action by accident.