

Catalog Search Essentials Manual

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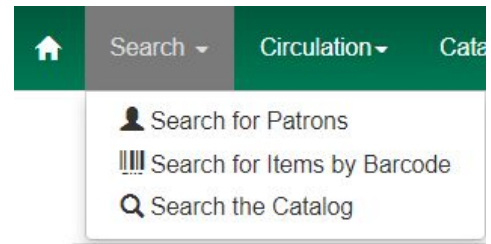
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Go to Search > Search the Catalog

The Advanced Search will load. Keyword is the default search.

Options include:

- Boolean operators
- Filters based on
 - MARC record entries like language and format
 - Item level descriptors like Item Type and Shelf Location
 - Library
 - Availability
- Grouping by Format and Edition



Enter a search term(s) and press the Enter key

Keyword Search Tips:

Adjacency

To search for a phrase, enclose your search terms in quotation marks.

(example: "garcia marquez")

Truncation

Use a single asterisk * at the end of a word to truncate any number of characters.

(example: environment* agency)

A screenshot of a library's advanced search interface. At the top, there are tabs for 'OPAC View', 'MARC Edit', 'MARC View', 'View Holds', 'Monograph Parts', 'Holdings View', and 'Conjoined Items'. Below these is a search bar with 'Search the Catalog' and 'Browse the Catalog' options. The 'ADVANCED SEARCH' tab is selected. The search form has three rows: 'Keyword' with 'my antonia', 'Title', and 'Author'. Each row has a 'Contains' dropdown and a clear 'X' button. Below the search form is a 'CLEAR FORM' button. Under 'Search Filters', there are three columns: 'Item Type' (with options like Atlases, Books, etc.), 'Item Form' (with options like Braille, Direct electronic, Electronic, Large print), and 'Language' (with options like Arabic, Chinese, English, etc.).

Anchored Searching

Use ^ and \$ to indicate "phrase begins

With" and "phrase ends with," respectively, within a search phrase enclosed

in quotation marks. (examples: "^harry" for

phrases that begin with the term harry. "stone\$"

for phrases that end in stone.)

Stemming

Allows search results to contain variants of the search term.

Boolean Operators

AND / OR Instead of NOT, use "-" as a negator, cuddled up right next to the search term

title:moby -dick

ti:moby -dick

"title:moby - dick" without cuddling just treats the hyphen as a search term (that gets normalized away).

You can also combine the search terms by using && as an explicit Boolean AND operator. The working syntax is:

ti:midsummer && au:-shakespeare

to search titles for "midsummer" and search authors that do not contain "shakespeare".

Results display in OPAC view

The results which best match your search are returned first, rather than results appearing in alphabetical or chronological order. By default, the results are listed in **order of relevance**, similar to a search engine like Google. The relevance is determined using a number of factors, including how often and where the search terms appear in the item description, and whether the search terms are part of the title, subject, author, or series. In the *Advanced Search* screen, you may select to order the search results by relevance, title, author, or publication date before you start the search. You can also re-order your search results using the *Sort Results* dropdown list on the search result screen.

Show More Details

- Limit to Available Items
- Group Formats and Editions
- Show Results from All Libraries
- Exclude Electronic Resources

Enhanced Search Filters

- Item Type, includes general format limiters like music, non-musical sound recording, video, etc.
- Item Form, includes large print
- Language
- Audience, includes Pre-K, Primary, Adult, etc.
- Bib Level, includes serials
- Literary Form, includes print variations like fiction, non-fiction, comics, poetry, etc.
- Shelving Location (this works well if searching a specific library)
- Publication Year

See More Details

Click title for more details

- View Record Summary
- View Tabs
 - OPAC View, MARC Edit, MARC View, Holdings View

Record Summary

Title:	My Antonia	Edition:		TCN:	1724881	Created By:	au_1
Author:	Cather, Willa 1873-1947	Pub Date:	1994	Database ID:	1724881	Last Edited By:	au_1
Bib Call #:	813/.52	Record Owner:		Last Edited On:	1/29/2011 2:48 PM		

Start Previous Next End Back To Results (1 / 3)
Add Holdings Serials Mark for: Other Actions:

OPAC View MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items

- View owning library, Call number, Barcode, Shelving location, Circ modifier, Creation date, Holdability, Status, and Due date.

View other formats and editions									
<ul style="list-style-type: none"> • Book (2) • E-book (1) • E-audio (1) • CD Audiobook (2) • Large Print Book (1) • View all formats and editions (7) 									
Location	Call Number / Copy Notes	Barcode	Shelving Location	Circulation Modifier	Age Hold Protection	Active/Create Date	Holdable?	Status	Due Date
Ada Neighborhood Library	813/.6 (Text)	6874647466 view edit	New Books	14 DAY	None	03/06/2019	Not holdable	Available	-
Ada Neighborhood Library	813/.6 (Text)	6874647646 view edit	Adult Fiction	21 DAY	None	03/01/2019	Copy hold / Volume hold	Checked out	03/19/2019

- Select View (under barcode) to see Item Quick Summary, Recent Circ. History, Circ. History List, Holds/ Transits, Cataloging Info, and Triggered Events.

Quick Summary Recent Circ History Circ History List Holds / Transit Cataloging Info Triggered Events

Barcode	2001383000333	Circ Library	RIV-ADA	Call # Prefix		Status	In process
Price	24.00	Owning Library	RIV-ADA	Call #	FICTION CATHER	Due Date	
Acquisition Cost		Shelving Location	Adult Fiction	Call # Suffix		Checkout Date	
ISBN	{0486282406 - .0553214187(pbk)}	Loan Duration	Normal	Renewal Type		Checkout Workstation	
Date Created	3/11/2019 9:55 AM	Fine Level	Normal	Total Circs	0	Duration Rule	
Date Active		Reference	false	Total Circs - Current Year	0	Recurring Fine Rule	
Status Changed	3/11/2019 9:55 AM	OPAC Visible	true	Total Circs - Prev Year	0	Max Fine Rule	
Item ID	5581253	Holdable	true	In-House Uses	0	Checkin Time	
Circulate	true	Renewal Workstation		Remaining Renewals		Checkin Scan Time	
Floating		Circ Modifier		Age-based Hold Protection		Checkin Workstation	
Inventory Date		Inventory Workstation					
Item Alerts							

Add Manage

Scroll down to see additional details

- Record Details
- Content Description
- Search for related content by subject and genre
- Summaries and More
- Awards, Reviews, & Suggested Reads
- Shelf Browser (this will only work if searching in specific location)

- MARC Record

Place a Hold

Title Holds

For Title holds, select the **Place Hold** Button next to the title to open the Place Hold Form.

Copy Holds

For a copy specific hold, click on the title to open the detailed view screen. Select **Copy Hold** to open the Place Hold Form.

The screenshot shows a library catalog search results page. At the top, there are tabs for 'OPAC View', 'MARC Edit', 'MARC View', 'View Holds', 'Monograph Parts', 'Holdings View', and 'Conjoined Items'. Below these is a search bar with 'my antonia' entered. To the right of the search bar are fields for 'Type' (set to 'Keyword') and 'Format' (set to 'All Formats'). Further right is a 'Library' dropdown set to 'Riverside Community Libraries' and a 'Search' button. Below the search bar, there's a section for 'Recent searches' with a 'Search Result Options' dropdown. The main results area shows two entries for 'My Antonia' by Willa Cather. The first entry is for the 1947 edition, and the second is for the 1955 edition. Each entry has a 'Place Hold' button next to it. The first entry also shows 'Call number: FIC CATHER' and availability information: '1 of 1 copy available at ARBOR Regional Consortium' and '1 of 1 copy available at Riverside Community Libraries'.

1. Scan patron barcode ID or search for patron to find ID.
2. **DO NOT USE "Place This Hold For Me."** It is **NOT** associated with a library card barcode and will not work.
3. Verify the pickup location.
4. Verify Notifications. Notifications will follow the patron default preferences (set by staff or patron account). **Phone numbers must be entered WITHOUT spaces or dashes. Email addresses must be in lowercase format.**
 - a. Multiple notification methods are available
 - b. Making changes here create a one-time variation to those defaults.
5. To suspend the hold,
 - a. under ***Suspend this hold***, click the checkbox
 - b. click Set Activation Date
 - c. enter a date in the Activate On box in MM/DD/YYYY format.

6. Click Submit.

Book Group Holds

Select the number of copies that you need from the drop-down menu. (This option is only available through a title hold). Follow steps 1 - 6.

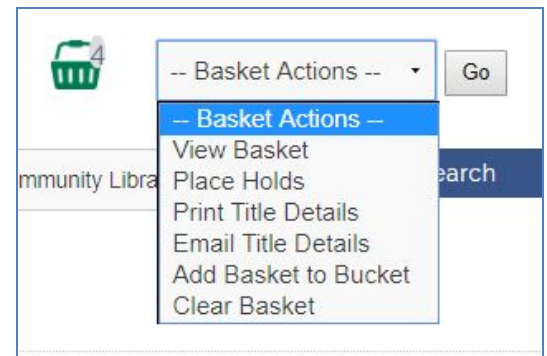
The screenshot shows the 'Advanced Hold Options' form. At the top, it says 'Pickup location:' followed by a text box containing 'Pound Ridge Library District'. Below this is a section for 'Notify when hold is ready for pickup?' with three checkboxes: 'Yes, by Email', 'Yes, by Phone', and 'Yes, by Text Messaging'. The 'Yes, by Email' checkbox is checked, and there is a text box for 'Email Address:' containing 'lowercase@example.com'. The 'Yes, by Phone' checkbox is also checked, and there is a text box for 'Phone Number:' containing '9142313235'. A red arrow points to this text box. The 'Yes, by Text Messaging' checkbox is checked, and there is a text box for 'Mobile carrier:' containing 'Chariton Valley Wireless (USA)'. Below this is a text box for 'Mobile number:' containing '9141234567'. A red arrow points to this text box. A hint below the mobile number text box says 'Hint: use the full 10 digits of your phone #, no spaces, no dashes'. At the bottom, there is a section for 'Suspend this hold?' with a checkbox for 'Yes Set activation date'. At the very bottom are two buttons: 'Submit' and 'Cancel'.

Add an Item(s) to a Basket for Further Action

Select one or more items by clicking on the selection boxes. This will automatically add them to your basket.

Choose a basket action:

- View basket allows those items to be filtered
- Place holds allows multiple titles to be placed on hold at once
- Add basket to bucket allows **title (bibliographic) records** to be modified, deleted
- Clear basket will remove items after a hold is placed.



Search the Catalog Advanced Search Browse the Catalog

Search: Type: Format: Library:

Basket

Sort basket items by:

 ☐ Clear entire basket when action complete

<input checked="" type="checkbox"/>	Title	Author(s)	Local Call Number
<input checked="" type="checkbox"/>	Little fires everywhere : a novel	Ng, Celeste,	813/.6 (Ada Neighborhood Library)
<input checked="" type="checkbox"/>	Homegoing : a novel	Gyasi, Yaa,	FIC GYASI (Ada Neighborhood Library)
<input checked="" type="checkbox"/>	My Antonia	Cather, Willa, 1873-1947.	FICTION CATHER (Ada Neighborhood Library)