# Searching for Circulation

Item Search and Display

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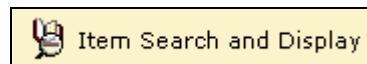
You can search for an item within your library or throughout the entire SAILS system and display its bibliographic, call number, and item information. Item information includes descriptive, circulation, billing, checkout, and holds information.

To search for an item and display the item information:

1. Click the **Item Search and Display** icon in the Common Tasks group of wizards.
2. Enter your keywords in the **Search for** field.
3. Select the I**ndex** you wish to search
4. Enter which **Type** of search you want to perform.
   Keyword radio button searches all fields in a record
   Browse radio button searches the selected index. If you select General, it defaults to the Subject index.
   Exact radio button performs an exact search in the record for your search terms
5. Click the **Search** button.

Each item that WorkFlows finds in the system appears in a list below the search fields. Below the list of items, tabs for **description** and **call number/item** contain information for the highlighted item.

Tip: WorkFlows saves up to 20 of your previous searches, as long as you do not close the wizard. To view previous searches, click the down-arrow button to the right of the **Search for** field.

Refining your search

When searching, you can refine or focus your search and get more precise results by using:

- The Configure Options helper
- The Advanced Search helper
- And, Or, or Not with your keywords (search terms)

The Configure Options helper

Use the **Configure Options** helper to add search options or change the way the results display. The search options appear in the **Search** tab of the Search Options screen.
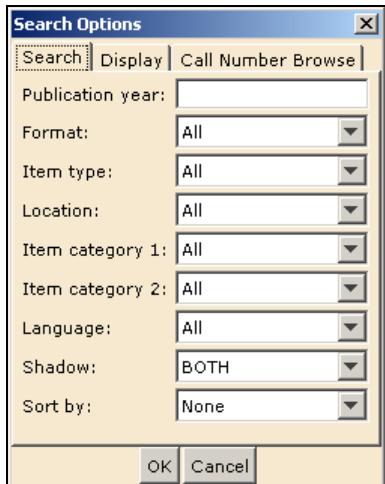
⚒ The Advanced Search helper

Use the **Advanced Search** helper if you have more than one keyword and want to easily combine fields, like author and title.
Note: set this wizard's properties before using this search.

To use the **Advanced Search** helper:

1. Click the **Advanced Search** helper. The following screen appears:
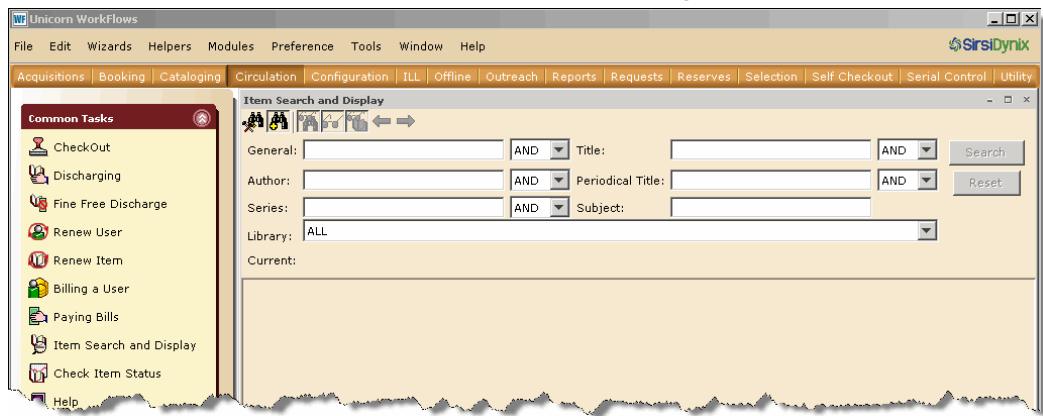
2. Enter keywords in the appropriate fields.
3. Select And, Or, or Not from the drop-down list.
4. In the **Library** field, select a library.
5. Click the **Search** button.

Using And, Or, or Not
When you have two keywords to enter into the **Search for** field, you can use And, Or, or Not, as follows:

- Using **And** between two keywords brings results in which both keywords are present.
  For example, select General in the **Index** field and enter:
    > Philbrick and Mayflower

  your results include all items whose records have *both* keywords Philbrick and Mayflower. In this case, your results include only the item titled *Mayflower* by the author Philbrick (in its various formats).

- Using **Or** between two keywords brings results in which *either* keywords are present. For example, if you select General in the **Index** field and you enter:
    > Philbrick or Mayflower

your results include all items whose records contain either the keyword Philbrick or the keyword Mayflower. In this case, your results include all the items by the author Philbrick plus all the items that have the word Mayflower in their records.

- Using **Not** between two keywords brings results in which the first keyword is present but the second keyword is not. For example, if you select General in the **Index** field and you enter:

    Philbrick not Mayflower

    your results include all items whose records contain the keyword Philbrick except for those items whose records have the keyword Mayflower. In this case, your results include all the items by the author Philbrick except the item titled *Mayflower*.

Browse Searching

There are a few times when it makes more sense to search by browsing the catalog vs. using the keyword search. There are a few things to note:

- You must select an index other than General
- Authors are search last name, first name
- "the" and "a" are normally dropped from the beginning of a title
- Subject searching is difficult, since you're searching the actual Library of Congress subject headings.
- Items using the same title are collapsed under the same title heading

BROWSE Title pirates of the caribbean, ALL

Title	Heading Occurrences
Pirates of the Caribbean : Dead man's chest : Island of the Pelegostos.	1
Pirates of the Caribbean, dead man's chest (Motion picture)	13
Pirates of the Caribbean, dead man's chest (Motion picture)--Juvenile literature.	1

Records | Description | Call Number/Item

EXACT Title pirates of the caribbean, ALL: 13 records

Title	Author	Pub. Year
The age of bronze	Kidd, Rob.	2006
Bring me that horizon : the making of Pirates of the ...	Singer, Michael, 1952-	2007
Dance of the hours	Kidd, Rob.	2007
Disney pirates of the Caribbean : dead man's chest		2006
Pirates of the Caribbean : dead man's chest	Trimble, Irene.	2006
Pirates of the Caribbean, dead man's chest : the m...	McCafferty, Catherine.	2006

When to use the Browse search

- You don't know the full title of an item
- You don't know the spelling of the author's name

Practical Uses

Tip: **The following formats are handy to use when placing a hold:**
MUSIC = audio books and music – all sound recording
VM = DVD's and VHS – all video recordings

Tip: **Limiting to DVD's**
1. In Item Search and Display, click on the Advanced Search helper
2. In the General Index field type: **videodisc or videodiscs**.
3. In the Title Index, enter the movie title, if desired.
4. In the Author Index, enter the name of the actor, if desired.
5. Click the Search button
   Note: If you want to get most recent title first, click the Pub. Year heading to sort by Pub year. If you want, sort by title by clicking on the Title heading.

Patron wants to know how many holds are on a title
1. Click on Display Title Holds wizard
2. Type in your search to find the specific title
3. In the results screen, click the Detailed Hold Count helper
4. Here you will find all the details about the holds, including how many of your copies are available to fill holds.

Can't place item on hold. Getting the message, "The current location for this item is not holdable".
How to investigate:
1. Click on the current title glossary, as shown here:
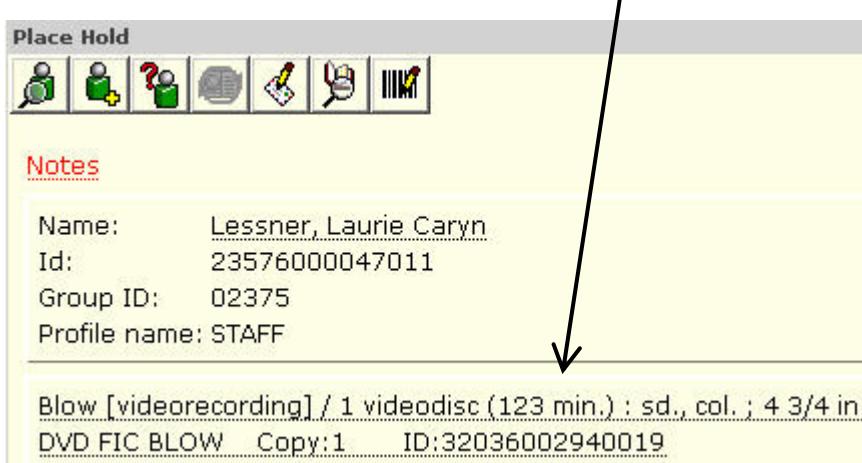
2. Note the copy information. In this case, both copies are Lost.

A patron wants a printout of a list of titles. Do the following to get a nice printout.

1. Perform a search – make sure it's fairly specific, you won't be limited to printing just the lines viewable in your screen, but you don't want to give the patron irrelevant results.
   Note: you can change your screen to a higher resolution to view more in a window.
2. Sort the results as desired.
3. Remove the Viewer and Search Pane to view just the list of titles
4. Click on File > Print Screen
   Note: To open in a web browser, your properties should be set to have nothing in the "Application to dump screen" field in your print setup. To open in a different program, in your print setup, use the gadget to set "Application to dump screen" to the desired program like Word or Excel.
5. Now you can print from the newly opened browser window or other desired program.

Search Questions

1. How many Stephanie Plum titles are in the SAILS catalog? _____

2. How many Stephanie Plum titles are in your library? _____

3. Name 5 other titles in the SAILS catalog by the same author.

_____

_____

4. Tell 2 ways you could search to find the answer to #3.

_____

_____

5. I want to find information on the rock band Nirvana. What titles can you find?

_____

_____

6. Can you find a fiction book for a student about 911?

_____

7. Find a song on CD about a dragon by Alicia Keys

_____

_____

9. Can you find the song by Muse from the Twilight soundtrack?

_____

_____

10. I want to place a hold on the sound recording for the appeal. Write your search strategy:

_____

11. Patron has an isbn from Amazon, but no other information. How do you find the title? Write your search strategy:

_____