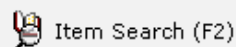


# Searching In WorkFlows

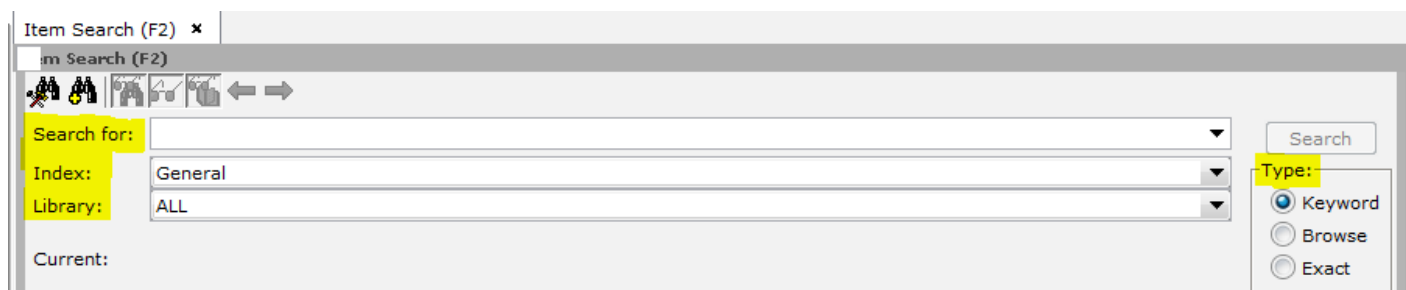
## Searching For Library Materials In WorkFlows

To search for bibliographic and item records, use the **Item Search Wizard**. This Wizard is located in the Circ and Tech toolbars in the Common Tasks wizard groups. It can display information at the title, call number, and the item level. You can also view circulation and hold information. The staff of SEO have defaulted this wizard to first display the General index and the Type of search as Keyword.

1. Click on the Item Search Wizard.



2. In the Search For box, type the terms you wish to search.



3. In the Index dropdown, select the type of Search Index you wish to use. The following index options are available:

- General- searches multiple fields of a bibliographic record
- Author
- Call Number
- ISBN
- Item ID
- Periodical Title
- Series
- Subject
- Title
- Title control #- searches OCLC number
- Newspaper Subject

4. In the Library dropdown you have the option to select a single library location or All libraries.

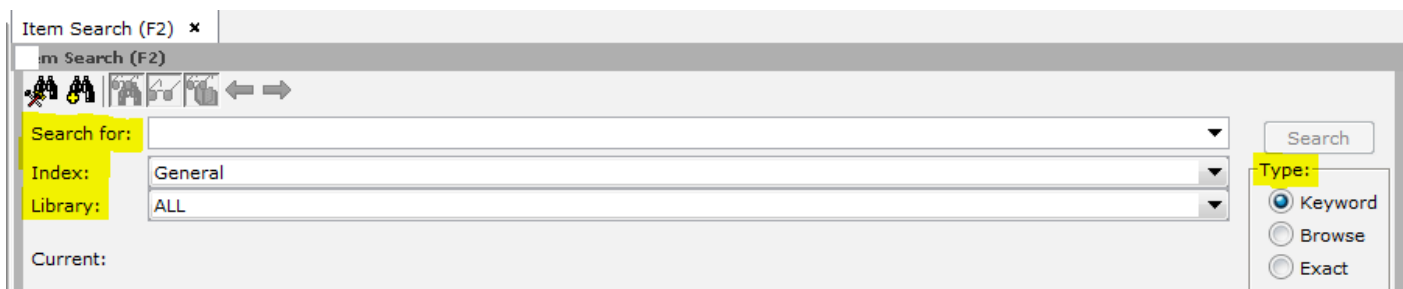
# Searching In WorkFlows

5. WorkFlows allows you to search using keyword, browse and exact terms. Choose the Type of search you wish to perform.

**Keyword**- Keyword searching locates records that contain the terms you entered and displays them as a group.

**Browse**- Browse searching produces a list in the alphabetic vicinity of the term you entered.

**Exact**- The Exact search option displays a single record of the search index you used. This option is best for specific number or code searches.



The screenshot shows a software window titled "Item Search (F2) \*". Inside the window, there is a search interface with the following elements:

- A search bar labeled "Search for:" with a dropdown arrow.
- A dropdown menu labeled "Index:" with "General" selected.
- A dropdown menu labeled "Library:" with "ALL" selected.
- A "Type:" section with three radio buttons: "Keyword" (selected), "Browse", and "Exact".
- A "Search" button.
- A "Current:" label at the bottom left.

6. Click Search or press Enter. All item records fitting the criteria you entered will display. The next few pages of this document will help you navigate through your results.

# Searching In WorkFlows

General Keyword Search Navigation and Display The Item Search Results window is divided into three sections (panes) that change depending on the activity you perform. The Search Pane, the Hit List Pane, and the Viewer Pane. The following example is a normal display for a General Keyword Search.

The Search Pane– The Search Pane contains the fields needed to perform a search and retains the last search that you performed.



Title	Author	Pub. Year
Poodle	Johnson, Jinny, 1949-	2013
Best in show	LeFrak, Karen.	2011
Poodles	Fernandez, Amy	2010
Poodles for dummies	Ewing, Susan M.	2007
Poodles : everything about purchase, care, nutrition, behavior, and traini...	Stahlkuppe, Joe	2007
Poodles for dummies	Ewing, Susan M.	2007
Poodles	MacAulay, Kelley	2006
The toy & miniature poodle	Biniok, Janice	2006
How to train your poodle	Palika, Liz, 1954-	2000
Poodles : everything about purchase, care, nutrition, breeding, behavior,...	Stahlkuppe, Joe	1997

Leader am8a0c  
key ocn793187620  
Data source OCoLC  
Date/time stamp 20121015160349.0  
Fixed field data 120503s2013 mnu j 001 0 eng  
LCCN 2012012146  
Cataloging source DLC eng DLC OCLCO YDXCP BTCTA OSD  
ISBN 9781599208459 (hardcover, library bound)  
ISBN 1599208458 (hardcover, library bound)  
Local system # (OCoLC)793187620  
Authentication code pcc  
LC Call Number SF429.P85 J64 2013  
Dewey class number 636.72/8  
Local holdings OSD#  
Author [Johnson, Jinny, 1949-](#)  
Title [Poodle / by Jinny Johnson.](#)  
Publication info Mankato, Minn. : Smart Apple Media, c2013.  
Projected pub date 1301  
Description p. cm.  
Series [\(My favorite dog\)](#)  
Notes Includes index.

Also located in the Search Pane are helpers to assist you in limiting your search and changing the window display. Hovering over each helper will give you a description of the helper functionality.

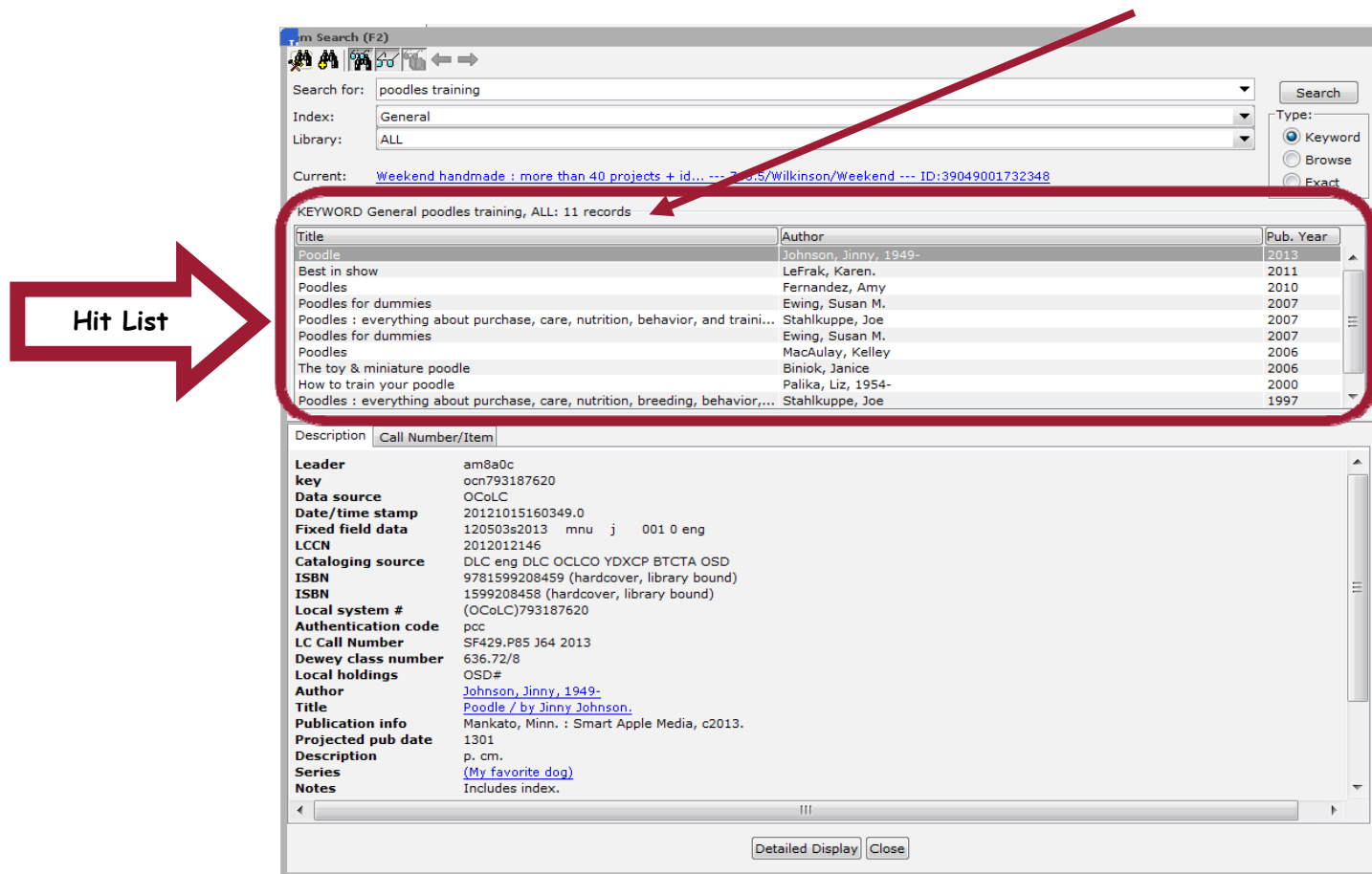


## Remember

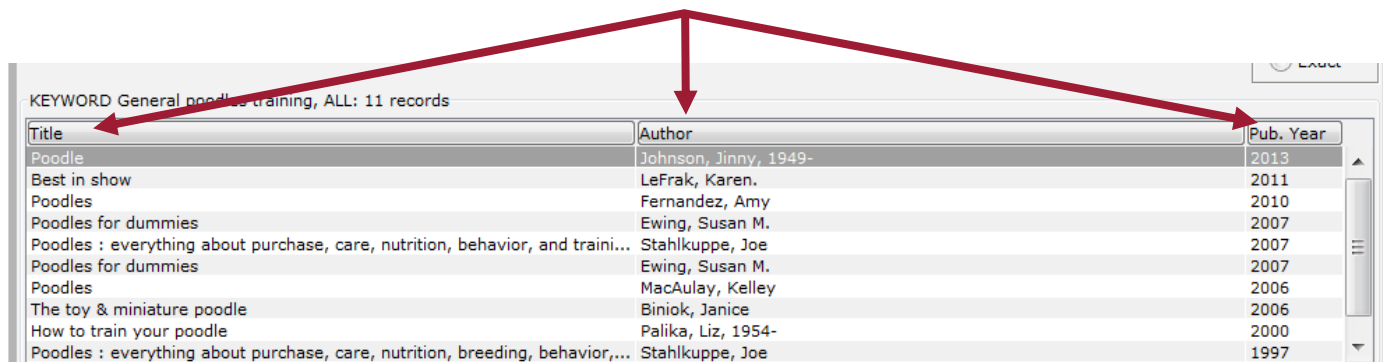
*A General Keyword search will display a **group** of titles that contain the criteria you searched.*

# Searching In WorkFlows

**The Hit List Pane**– The Hit List Pane displays all records that qualified on the search. The number of qualifying records and search string appear at the top of this pane.



**TIP** You may also Alphabetically sort the columns by clicking on the column name. Clicking on the column name will sort the titles alphabetically A to Z. If you click the bar again, it will sort the titles alphabetically Z to A. This is also true for any of the columns. (ex. Title, Author, Pub. Year)



# Searching In WorkFlows

**TIP** You can also expand the size of each column and the Hit List Pane. To expand the width of the column, place your cursor between two columns until your cursor turns into the double arrow. ⇔ Click and drag the column left or right to the desired width.

The screenshot shows a library search interface. At the top, there is a search bar with the text "poodles training". Below it, there are dropdown menus for "Index: General" and "Library: ALL". A "Search" button is on the right. Below the search bar, there is a "Current:" field with a URL: "Weekend handmade : more than 40 projects + id... --- 745.5/Wilkinson/Weekend --- ID:39049001732348".

The main part of the interface is a table of search results. The table has three columns: "Title", "Author", and "Pub. Year". The results are as follows:

Title	Author	Pub. Year
Poodle	Johnson, Jinny, 1949-	2013
Best in show	LeFrak, Karen.	2011
Poodles	Fernandez, Amy	2010
Poodles for dummies	Ewing, Susan M.	2007
Poodles : everything about purchase, care, nutrition, behavior, and traini...	Stahlkuppe, Joe	2007
Poodles for dummies	Ewing, Susan M.	2007
Poodles	MacAulay, Kelley	2006
The toy & miniature poodle	Biniok, Janice	2006
How to train your poodle	Palika, Liz, 1954-	2000
Poodles : everything about purchase, care, nutrition, breeding, behavior,...	Stahlkuppe, Joe	1997

Below the table is a "Description" pane. It has a tab labeled "Call Number/Item". The description is as follows:

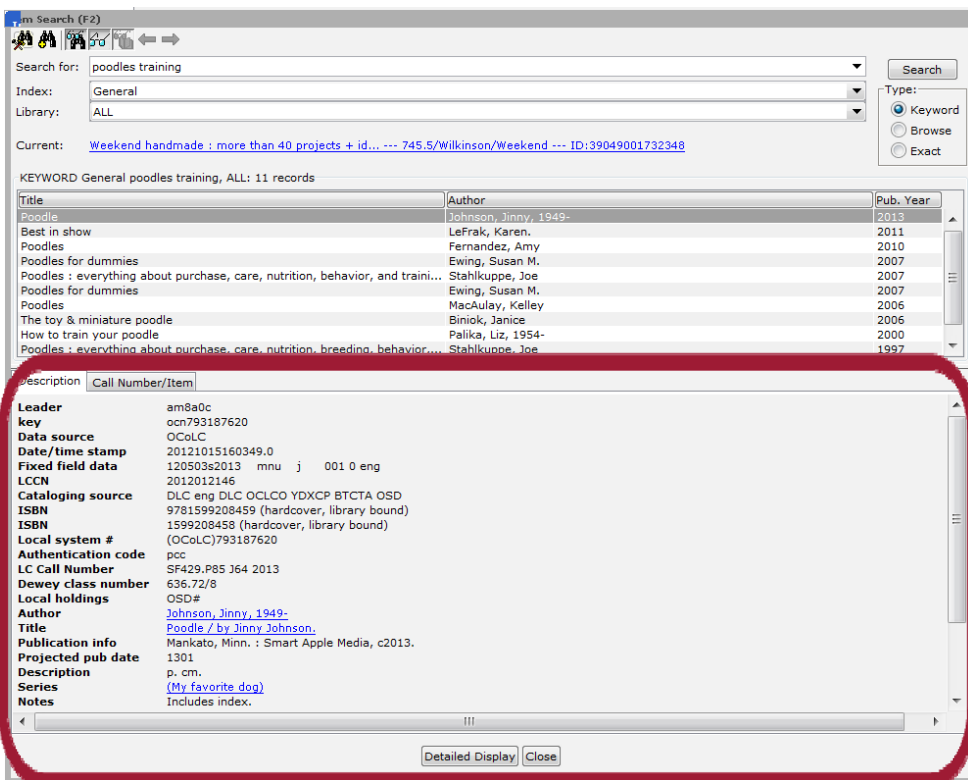
**Leader** am8a0c  
**key** ocn793187620  
**Data source** OCoLC  
**Date/time stamp** 20121015160349.0  
**Fixed field data** 120503s2013 mnu j 001 0 eng  
**LCCN** 2012012146  
**Cataloging source** DLC eng DLC OCLCO YDXCP BTCTA OSD  
**ISBN** 9781599208459 (hardcover, library bound)  
**ISBN** 1599208458 (hardcover, library bound)  
**Local system #** (OCoLC)793187620  
**Authentication code** pcc  
**LC Call Number** SF429.P85 J64 2013  
**Dewey class number** 636.72/8  
**Local holdings** OSD#  
**Author** [Johnson, Jinny, 1949-](#)  
**Title** [Poodle / by Jinny Johnson.](#)  
**Publication info** Mankato, Minn. : Smart Apple Media, c2013.  
**Projected pub date** 1301  
**Description** p. cm.  
**Series** [\(My favorite dog\)](#)  
**Notes** Includes index.

At the bottom of the window, there are two buttons: "Detailed Display" and "Close".

**TIP** To resize the Hit List and the Viewer Panes, click in the area between the two panes until the double arrow appears. ⇕ Click and drag the window up or down to the desired height.

# Searching In WorkFlows

**The Viewer Pane**– Title, call number and item level information for the record selected in the Hit List Pane displays in the Viewer Pane.




The screenshot shows a search results window titled "im Search (F2)". The search criteria are "poodles training". A list of search results is shown, with the first result selected. A red circle highlights the detailed record information for the selected item, which is displayed in a pane below the list. A blue arrow points from the text "Viewer Pane" to this pane.

Title	Author	Pub. Year
Poodle	Johnson, Jinny, 1949-	2013
Best in show	LeFrak, Karen.	2011
Poodles	Fernandez, Amy	2010
Poodles for dummies	Ewing, Susan M.	2007
Poodles : everything about purchase, care, nutrition, behavior, and traini...	Stahlkuppe, Joe	2007
Poodles for dummies	Ewing, Susan M.	2007
Poodles	MacAulay, Kelley	2006
The toy & miniature poodle	Biniok, Janice	2006
How to train your poodle	Palika, Liz, 1954-	2000
Poodles : everything about purchase, care, nutrition, breeding, behavior,...	Stahlkuppe, Joe	1997

**Viewer Pane**

**Leader** am8a0c  
**key** ocn793187620  
**Data source** OCoLC  
**Date/time stamp** 20121015160349.0  
**Fixed field data** 120503s2013 mnu j 001 0 eng  
**LCCN** 2012012146  
**Cataloging source** DLC eng DLC OCLCO YDXCP BTCTA OSD  
**ISBN** 9781599208459 (hardcover, library bound)  
**ISBN** 1599208458 (hardcover, library bound)  
**Local system #** (OCoLC)793187620  
**Authentication code** pcc  
**LC Call Number** SF429.P85 J64 2013  
**Dewey class number** 636.72/8  
**Local holdings** OSD#  
**Author** [Johnson, Jinny, 1949-](#)  
**Title** [Poodle / by Jinny Johnson.](#)  
**Publication info** Mankato, Minn. : Smart Apple Media, c2013.  
**Projected pub date** 1301  
**Description** p. cm.  
**Series** [\(My favorite dog\)](#)  
**Notes** Includes index.

The **Description Tab** displays the full bibliographic record. Here you can see the author, title, format, series, notes, summary, subject, summary, subject, etc.



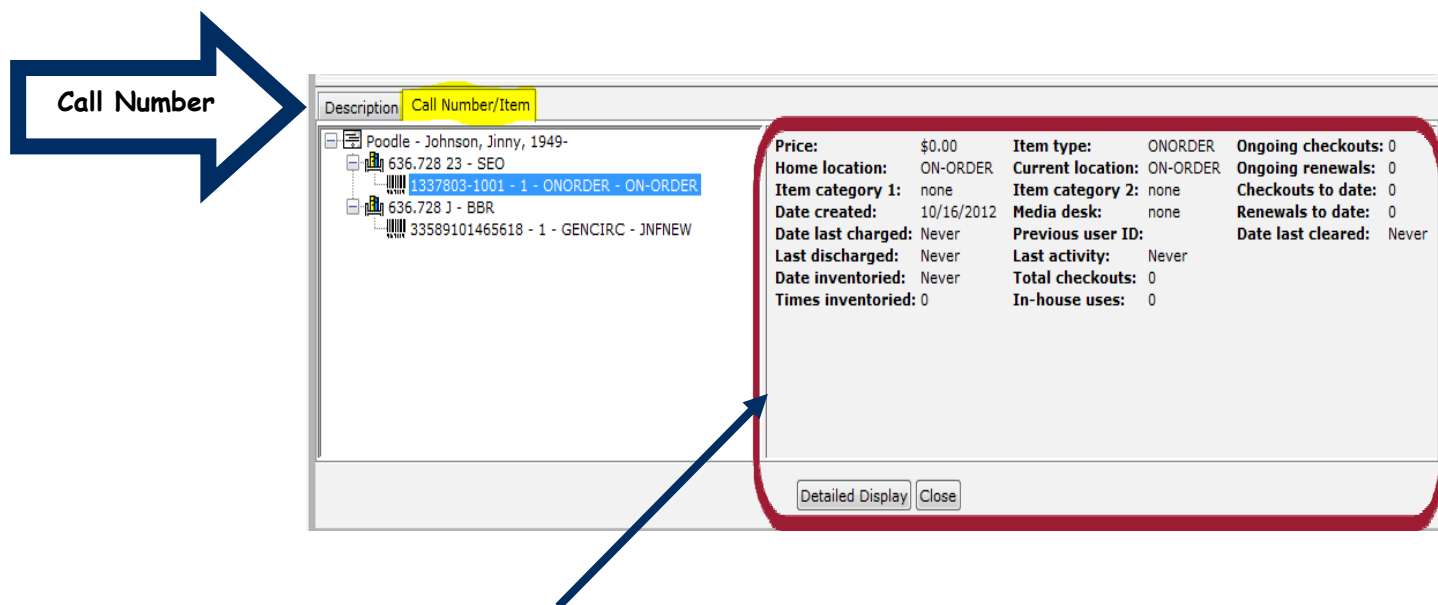
The screenshot shows a detailed bibliographic record pane. A blue arrow points from the text "Description" to the "Description" tab, which is highlighted in yellow. The record information is displayed in a list format.

**Description** Call Number/Item

**Leader** am8a0c  
**key** ocn793187620  
**Data source** OCoLC  
**Date/time stamp** 20121015160349.0  
**Fixed field data** 120503s2013 mnu j 001 0 eng  
**LCCN** 2012012146  
**Cataloging source** DLC eng DLC OCLCO YDXCP BTCTA OSD  
**ISBN** 9781599208459 (hardcover, library bound)  
**ISBN** 1599208458 (hardcover, library bound)  
**Local system #** (OCoLC)793187620  
**Authentication code** pcc  
**LC Call Number** SF429.P85 J64 2013  
**Dewey class number** 636.72/8  
**Local holdings** OSD#  
**Author** [Johnson, Jinny, 1949-](#)  
**Title** [Poodle / by Jinny Johnson.](#)  
**Publication info** Mankato, Minn. : Smart Apple Media, c2013.  
**Projected pub date** 1301  
**Description** p. cm.  
**Series** [\(My favorite dog\)](#)  
**Notes** Includes index.  
**Summary** "Describes the care, training, and rearing of the poodle. Also explains the poodle's unique characteristics and history"--Provided by p  
**Subject** [Poodles--Juvenile literature.](#)  
**938** YBP Library Services|bYANK|n9522131  
**938** Baker and Taylor|bBTC|nBK0011923500  
**OCLC-MARC processing** 02 OSD  
**Held by** SEO BBR

# Searching In WorkFlows

Clicking on the **Call number/Item Tab** will show specific item information. The title, call number and item level information for the record selected in the Hit List Pane displays in the **Viewer Pane**. Click the plus and minus signs to expand/collapse the call number and item records. When you click on a specific Item ID, the unique information for that item displays in the pane to the right.



**TIP** You can also adjust the width of the windows displaying in the Call Number/Item Tab. Click on the bar between the windows until you have the double arrow cursor. ⇔ Then click and drag the window to the desired width.

# Searching In WorkFlows

## Browse Search Navigation

In a Browse search, SirsiDynix Symphony matches terms entered character by character with cataloged entries in the system. Essentially, Browse searching produces a list in the alphabetic vicinity of the term you entered. Browse searching can be combined with various search indexes. (Title, Author, Subject, Periodical title) \*\*Note: When using a Title Browse Search, a bibliographic record that only contains items that are shadowed will not display in the Hit List pane. The system shadows items that have the current location of Lost, Missing, Mending, Damaged, etc.

The Item Search wizard is still divided into three sections (panes) just as it is when performing a keyword search. (The Search Pane, the Hit List Pane, and the Viewer Pane) However, you will see differences in the Hit List and Viewer Pane display. Headings linked to your search term will display in the Hit List. The numbers that display on the right of the window, indicate the number of times the heading occurs in the database. See below for an example:

The screenshot shows the 'Item Search (F2)' window. The search parameters are: Search for: Poodles, Index: Title, Library: ALL. The search type is set to 'Browse'. The 'BROWSE Title Poodles, ALL' pane shows a list of headings with their occurrence counts. The heading 'Poodles' has 18 occurrences. The 'EXACT Title Poodles, ALL: 18 records' pane shows a list of records with columns for Title, Author, and Pub. Year. Red arrows point from the 'Browse' radio button to the 'Poodles' heading and from the '18' occurrence count to the 'EXACT' pane header.

Title	Heading Occurrences
Poodlena /	1
Poodles	18
Poodles are the best! /	1
Poodles : everything about purchase, care, nutrition, behavior, and training /	1
Poodles : everything about purchase, care, nutrition, breeding, behavior, and training /	1
Poodles for dummies /	2
Poodles : standard, miniature, and toy poodles : everything about purchase, training, nutrition, and diseases /	1
Poody /	1
Poof! /	2

Title	Author	Pub. Year
Poodles	Mathea, Heidi, 1979-	2011
Poodles	Fernandez, Amy	2010
Poodles	Schuh, Mari C., 1975-	2009
Poodles	Fernandez, Amy	2008
Poodles	MacAulay, Kelley	2006
Poodles	Trumbauer, Lisa, 1963-	2006
Poodles	Fitzpatrick, Anne, 1978-	2003
Poodles	Stone, Lynn M.	2002
A new owner's guide to poodles	Schwartz, Charlotte	1997
Poodles : everything about purchase, care, nutrition, breeding, be...	Stahlkuppe, Joe	1997
Poodles	Kallen, Stuart A., 1955-	1996
Poodles	Donnelly, Kerry V.	1991
Poodles	Donnelly, Kerry V.	1991
A dog owner's guide to standard, miniature & toy poodles	Ransom, E. Jackie	1987
A complete introduction to Poodles	Nicholas, Anna Katherine	1987



# Searching In WorkFlows

In the example below, you can see that by doing a Title Browse search for the word "Poodles", there are eighteen Heading Occurrences for the title Poodles. This changes the display in the Viewer Pane. There are now three tabs in the Viewer List. Records, Description and Call Number/Item.

1. Clicking on the Records tab will display the title/titles associated with the Heading Occurrences you have highlighted in the Hit List pane. For our example, the title "Poodles" is highlighted. The eighteen titles display below in the Viewer Pane.

BROWSE Title Poodles, ALL

Title	Heading Occurrences
Poodlena /	1
<b>Poodles</b>	<b>18</b>
Poodles are the best! /	1
Poodles : everything about purchase, care, nutrition, behavior, and training /	1
Poodles : everything about purchase, care, nutrition, breeding, behavior, and training /	1
Poodles for dummies /	2
Poodles : standard, miniature, and toy poodles : everything about purchase, training, nutrition, and diseases /	1
Poody /	1
Poof! /	2

Records | Description | Call Number/Item

EXACT Title Poodles, ALL: 18 records

Title	Author	Pub. Year
<b>Poodles</b>	Mathea, Heidi, 1979-	2011
Poodles	Fernandez, Amy	2010
Poodles	Schuh, Mari C., 1975-	2009
Poodles	Fernandez, Amy	2008
Poodles	MacAulay, Kelley	2006
Poodles	Trumbauer, Lisa, 1963-	2006
Poodles	Fitzpatrick, Anne, 1978-	2003
Poodles	Stone, Lynn M.	2002
A new owner's guide to poodle	Schwartz, Charlotte	1997
Poodles : everything about purchase, care, nutrition, breeding, be...	Stahlkuppe, Joe	1997
Poodles	Kallen, Stuart A., 1955-	1996
Poodles	Donnelly, Kerry V.	1991
Poodles	Donnelly, Kerry V.	1991
A dog owner's guide to standard, miniature & toy poodles	Ransom, E. Jackie	1987
A complete introduction to Poodle	Nichols, Anna Katherine	1987

Detailed Display Close

2. In the example above, you can see that the first title Poodles by Heidi Mathea is highlighted. To see the bibliographic record for that specific title, click on the Description tab.

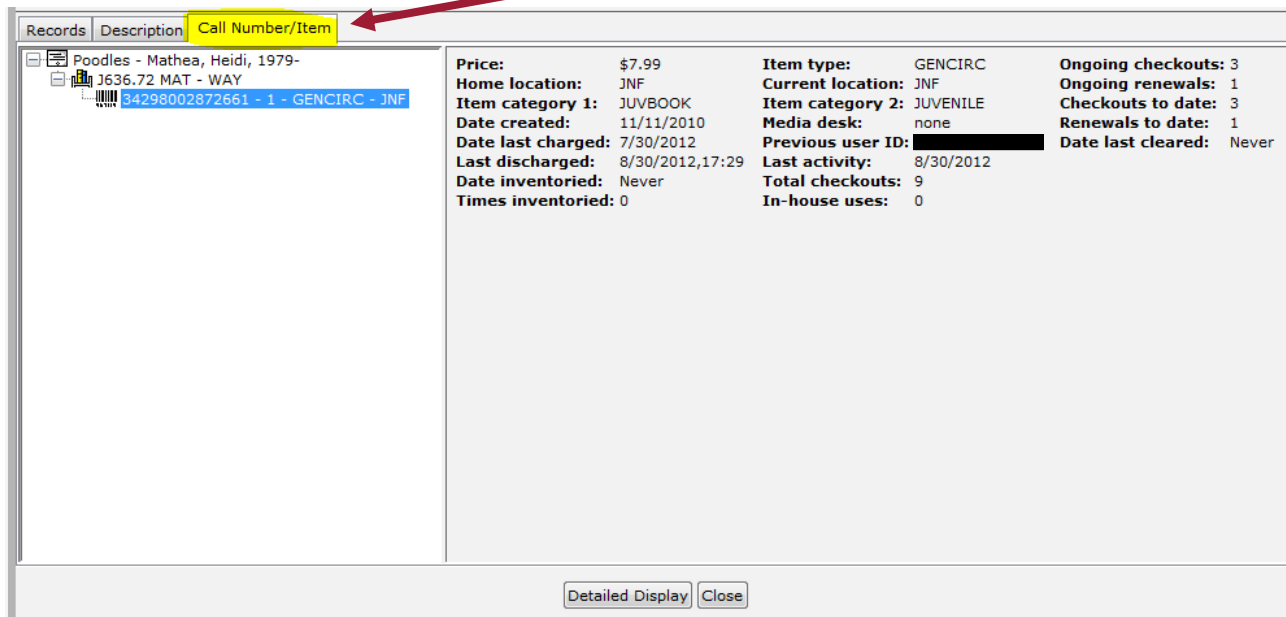
Records | Description | Call Number/Item

**Leader** am a0c  
**key** ocn555617214  
**Data source** OCoLC  
**Date/time stamp** 20101110085400.0  
**Fixed field data** 100326s2011 mnu a c 001 0 eng  
**LCCN** 2010013419  
**ISBN** 9781616134099 (lib. bdg. : recycled paper)  
**ISBN** 1616134097 (lib. bdg. : recycled paper)  
**Local system #** (Sirsi) 3195790  
**Cataloging source** DLC DLC IG# BTCTA IK2 OSD  
**Local holdings** OTDO  
**LC Call Number** SF429.P85 M29 2011  
**Dewey class number** 636.72/8  
**Author** [Mathea, Heidi, 1979-](#)  
**Title** [Poodles / Heidi Mathea.](#)  
**Publication info** Edina, Minn. : ABDO Pub., c2011.  
**Description** 24 p. : col. ill. ; 21 cm.  
**Series** [\(Checkerboard animal library. Dogs\)](#)  
**Series** [\(Checkerboard animal library\)](#)  
**Interest age level** 008-012.  
**Notes** Includes index.  
**Notes** "Dogs set I."  
**Subject** [Poodles--Juvenile literature.](#)  
**Subject** [Poodles](#)  
**Subject** [Dogs](#)  
**Series** [Checkerboard animal library](#)

Detailed Display Close

# Searching In WorkFlows

3. To see item information for the title selected and highlighted in the Record Tab, click on the Call Number/Item tab.



**REMEMBER** Clicking on the Call number/Item Tab will show specific item information. Click the plus and minus signs to expand/collapse the call number and item records. When you click on a specific Item ID, the unique information for that item displays in the pane to the right.

# Searching In WorkFlows

**NOTE** As seen in the example on the previous pages, the search criteria was a Title Browse search on the word "poodles". The word "Poodles" as a title occurs eighteen times in the database. In the example below you can see included in the list shown in the Viewer pane are the titles A New Owner's Guide To Poodles, A Dog Owner's Guide To Standard, Miniature & Toy Poodles, and A Complete Introduction To Poodles. *You may be wondering "Why are these titles showing in my title search for Poodles? Those titles don't start with the word 'poodles'. I did a Title Browse Search. Shouldn't the results be showing me an alphabetical list of titles starting with the word "poodles"?"*

The screenshot shows a search interface with two main panes. The top pane, titled "BROWSE Title poodles, ALL", displays a list of titles with their occurrence counts. The "Poodles" entry is highlighted in yellow and has a count of 18. The bottom pane, titled "EXACT Title poodles, ALL: 18 records", shows a list of records with columns for Title, Author, and Pub. Year. Several records are highlighted in yellow, including "A new owner's guide to poodles", "A dog owner's guide to standard, miniature & toy poodles", and "A complete introduction to Poodles". Red arrows on the left side of the image point from the text above to the "Poodles" entry in the browse list and the corresponding records in the hit list.

Title	Heading Occurrences
Poodlena /	1
<b>Poodles</b>	<b>18</b>
Poodles are the best! /	1
Poodles : everything about purchase, care, nutrition, behavior, and training /	1
Poodles : everything about purchase, care, nutrition, breeding, behavior, and training /	1
Poodles for dummies /	1
Poodles : standard, miniature, and toy poodles : everything about purchase, training, nutrition, and diseases /	1
Poody /	1
Poof! /	2

Title	Author	Pub. Year
Poodles	Mathea, Heidi, 1979-	2011
Poodles	Fernandez, Amy	2010
Poodles	Schuh, Mari C., 1975-	2009
Poodles	Fernandez, Amy	2008
Poodles	MacAulay, Kelley	2006
Poodles	Trumbauer, Lisa, 1963-	2006
Poodles	Fitzpatrick, Anne, 1978-	2003
Poodles	Stone, Lynn M.	2002
<b>A new owner's guide to poodles</b>	Schwartz, Charlotte	1997
Poodles : everything about purchase, care, nutrition, breeding, behavior, and training	Stahlkuppe, Joe	1997
Poodles	Kallen, Stuart A., 1955-	1996
Poodles	Donnelly, Kerry V.	1991
Poodles	Donnelly, Kerry V.	1991
<b>A dog owner's guide to standard, miniature &amp; toy poodles</b>	Ransom, E. Jackie	1987
<b>A complete introduction to Poodles</b>	Nicholas, Anna Katherine.	1987
Poodles	T.F.H. Publications.	1984
Poodles	Donnelly, Kerry V.	1979
Poodles	Glover, Harry.	1975

The results in the Hit List are in alphabetical order. However the reason that there are eighteen occurrences for the word "Poodles" lies in the bibliographic MARC record. WorkFlows Title Browse Searches look at more than just the main title entry. It also looks at the Variant and Alternate Title tags. See the example below:

The reason the title "A New Owner's Guide To Poodles" appears in the browse list for "Poodles" is because within the MARC record, there is an variant or alternative title of "Poodles".

The screenshot shows a MARC record for the book "A new owner's guide to poodles" by Charlotte Schwartz. The record includes fields for Leader, key, Data source, Date/time stamp, Fixed field data, ISBN, Local system #, Cataloging source, Local holdings, Local Dewey call num, Author, Title, Variant title, Publication info, Description, Bibliography note, Subject, and 923. The "Variant title" field is highlighted in yellow and contains the word "Poodles".

Records	Description	Call Number/Item
<b>Leader</b>		amKa0n
<b>key</b>		ocm38077357
<b>Data source</b>		DYNIX
<b>Date/time stamp</b>		20070701103900.0
<b>Fixed field data</b>		971212s1997 njua j 000 0 eng d
<b>ISBN</b>		0793827787
<b>Local system #</b>		(Sirsi) 577470
<b>Cataloging source</b>		JDP JDP SLC WaOLN
<b>Local holdings</b>		ogua
<b>Local Dewey call num</b>		636.72
<b>Author</b>		<a href="#">Schwartz, Charlotte</a>
<b>Title</b>		<a href="#">A new owner's guide to poodles / Charlotte Schwartz</a>
<b>Variant title</b>		<b>Poodles</b>
<b>Publication info</b>		Neptune, NJ : T.F.H. Pub., c1997.
<b>Description</b>		160 p. : col. ill. ; 23 cm.
<b>Bibliography note</b>		Includes index.
<b>Subject</b>		<a href="#">Poodles</a>
<b>Subject</b>		<a href="#">Dogs</a>
<b>923</b>		j

# Searching In WorkFlows

## Advanced Searching Techniques and Strategies

In WorkFlows, there are additional methods and tools that you can use to search for titles and items. In this next section we will discuss Boolean Operator Keyword Searching, Substitution and Truncation, Stopwords, Periods, Hyphens, Positional and Relational Operators, Searching Specified Entries, Precise Phrase Searching, the Search Options Helper, and the Advanced Search Helper.

**1. Boolean Keyword Searching**– You must use Boolean Operators to combine multiple search terms when you are performing a Keyword search. Boolean Operators link search terms and define the relationship between them. Boolean Operators (AND, NOT, OR and XOR) locate records containing matching terms in the catalog. You can use Boolean Operators to connect words, formats, or phrases found in more than one MARC field, or use the Boolean Operators to connect words or phrases within a field.

**AND** WorkFlows locates records containing all of the specified terms. For example a subject keyword search on “cats **AND** Dogs” locates records that contain information on both cats and dogs. Records about cats only or records about dogs only are excluded.

**NOT** WorkFlows locates records containing the first search term but not the second. For example, a search on “cats **NOT** dogs” locates records only about cats, and excludes any records about cats that also contain information about dogs.

**OR** WorkFlows locates records matching any or all of the specified terms. For example, a subject search on “cats **OR** dogs” locates records that contain information only about cats, records only about dogs, and records that contain information on both cats and dogs.

**XOR** WorkFlows locates records matching any one of the specified terms but not all of the specified terms. For example, a subject search on “cats **XOR** dogs” located records only about cats and only about dogs. Records that contain information on both cats and dogs are excluded.

Examples are provided on the next few pages.

# Searching In WorkFlows

**AND** Below is an example of a search using the Boolean Operator “**AND**”. The search combined an author name and format. The search for “Tom Clancy AND large print” resulted in a display of twenty five records.

The screenshot shows the 'Item Search (F2)' interface. The search criteria are: Search for: Tom Clancy and large print, Index: General, Library: ALL. The search type is set to Keyword. The results show 25 records.

Title	Author	Pub. Year
Against all enemies [large print]	Clancy, Tom, 1947-	2011
Battle ready [large print]	Clancy, Tom, 1947-	2004
The bear and the dragon [large print]	Clancy, Tom, 1947-	2000
The cardinal of the Kremlin [large print]	Clancy, Tom, 1947-	1988
The cardinal of the Kremlin [large print]	Clancy, Tom, 1947-	1989
Clear and present danger [large print]	Clancy, Tom, 1947-	1990
Dead or alive [large print]	Clancy, Tom, 1947-	2010
Debt of honor [large print]	Clancy, Tom, 1947-	1994
Executive orders [large print]	Clancy, Tom, 1947-	1996
The hunt for Red October [large print]	Clancy, Tom, 1947-	1984

**NOT** Using “**NOT**” will exclude the terms immediately followed. You see we used the same terms we used above however, instead of using “**AND**” we used “**NOT**”. The results are drastically different. The Hit List displays titles that contain the terms “Tom Clancy” but all titles with “large print” are excluded.

The screenshot shows the 'Item Search (F2)' interface. The search criteria are: Search for: Tom Clancy not large print, Index: General, Library: ALL. The search type is set to Keyword. The results show 368 records.

Title	Author	Pub. Year
Threat vector	Clancy, Tom, 1947-	2012
Threat vector [book on digital player]	Clancy, Tom, 1947-	2012
The SpongeBob SquarePants movie [DVD]	Hillenburg, Stephen.	2005
Threat vector [book on CD]	Clancy, Tom, 1947-	2012
Tom Clancy's ghost recon alpha [BLU-RAY]	Crécy, Hervé de.	2012
Locked on	Clancy, Tom, 1947-	2011
Against all enemies	Clancy, Tom, 1947-	2011
Nick picks. 5 [videorecording]	Welker, Frank.	2007
Act of valor [BLU-RAY]	McCoy, Mouse.	2012
Tom Clancy's ghost recon alpha [DVD]	Crécy, Hervé de.	2012

# Searching In WorkFlows

**OR** In the example below, you can see the patron wanted items that included Jon Bon Jovi OR Richie Sambora. Using “OR” will allow you to combine any two search terms, but the terms do not have to be in the same MARC field or title record.

The screenshot shows a search interface with the following details:

- Search for: Jon Bon Jovi or Richie Sambora
- Index: General
- Library: ALL
- Type: Keyword (selected)
- Current: KEYWORD General Jon Bon Jovi or Richie Sambora, ALL: 76 records

Title	Author	Pub. Year
Hillbilly jedi [compact disc]	Big & Rich.	2012
Bon Jovi greatest hits [sound recording]	Bon Jovi (Musical group)	2010
New Year's Eve [BLU-RAY]	Marshall, Garry	2012
New Year's Eve [DVD]	Marshall, Garry.	2012
See my friends [compact disc]	Davies, Ray, 1944-	2010
Ally McBeal. The complete fifth season [DVD]	Flockhart, Calista, 1964-	2010
Bon Jovi greatest hits [compact disc] : the ultimate col...	Bon Jovi, Jon	2010
Bon Jovi greatest hits [compact disc]	Bon Jovi (Musical group)	2010
Bon Jovi : when we were beautiful	Bon Jovi, Jon	2009
Oh happy day [compact disc]		2009
Classic Chris Ledoux [sound recording]	LeDoux, Chris.	2008
A walk to remember [DVD] : and, Pay it forward	Di Novi, Denise	2008
Classic rock Christmas [compact disc]		2008
The duets [compact disc]	Pavarotti, Luciano	2008
Exit 13 [compact disc]	LL Cool J, 1968-	2008
Randy Jackson's music club. Volume one [compact disc]	Jackson, Randy	2008

**XOR** Using “XOR” will allow you to combine any two search terms, but the terms do not have to be in the same MARC record or field. The example below illustrates how staff could search for two different subjects at once.

The screenshot shows a search interface with the following details:

- Search for: hedgehogs xor porcupines
- Index: Subject
- Library: ALL
- Type: Keyword (selected)
- Current: KEYWORD Subject hedgehogs xor porcupines, ALL: 308 records

Title	Author	Pub. Year
Porcupine puppet [puppet]	Folkmanis, Inc.	2003
The hedgehog primer	Means-Burleson, Antigone M.	2003
Peggy Porcupine	Sargent, Dave, 1941-	2003
Prickly porcupines	Zemlicka, Shannon, 1971-	2003
Hello sun!	Wilhelm, Hans, 1945-	2003
Hedgie's surprise [CD/book]	Brett, Jan, 1949-	2002
Hedgehogs	Windsor, Jo.	2002
Hug me	Stren, Patti	2002
Hedgie's surprise [CD/book]	Brett, Jan, 1949-	2002
Ereth's birthday [book on tape]	Avi, 1937-	2002
Ereth's birthday [book on tape]	Avi, 1937-	2002
Bob the builder. Bob saves the porcupines	Redmond, Diane	2002
Porcupines	Swanson, Diane, 1932-	2002
Hedgie's surprise [videocassette]	Welsh, Daniel.	2002

# Searching In WorkFlows

**2. Substitution and Truncation** In WorkFlows, the ? And \$ represent substitution and truncation. Use these symbols together or separately within or at the end of a term. To search these symbols as characters, enclose them in double quotes.

**Substitution** Use the ? Symbol as a substitute for a missing character in a search term. Use this method if you are unsure of spelling or when you want to find two forms of one word.

For example:

**Wom?n** retrieves "woman" or "women"

**Theat??** retrieves "theatre" and "theater"

**Truncation** Truncation is unlimited character substitution. Use the \$ symbol to truncate search terms. You can also use it to represent a single character, many characters, or no characters. If you follow the \$ symbol with a number, WorkFlows limits the number of characters matched. When more than one term in a search expression is truncated, each term is searched for all variations. When truncated words produce too many variations to search, a browse list is retrieved.

For Example:

**Cook\$** retrieves "cook" "cooked" "cooks" "cooking" "cookbook" etc.

**Dos\$sky** retrieves "Dostoyevsky" and "Dostoevsky"

**3. Stopwords** The Symphony system considers some words to be stopwords. It will ignore them when conducting a search. If you are performing a general keyword search and your search terms are all stopwords, you will receive an alert. Enclose the terms in double quotation marks to prevent the stopwords from being ignored.

A	AN
AS	AT
BE	BUT
BY	DO
FOR	IF
IN	IT
OF	ON
THE	TO

# Searching In WorkFlows

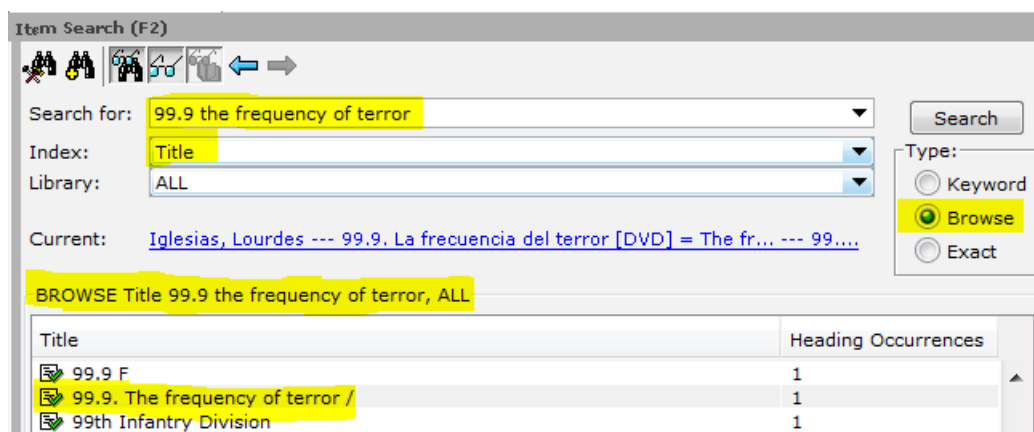
4. **Periods** WorkFlows searches periods based on how the punctuation mark displays in the search expression. If not used as a decimal mark within a numeral, the period is replaced with spaces. If the period is used as a decimal mark, it is not replaced with a space.

For example, the title Vacationland U.S.A. would be searched as the following:

**Vacationland U S A**

However, the title 99.9 the frequency of terror would be searched as the following:

**99.9 frequency terror**

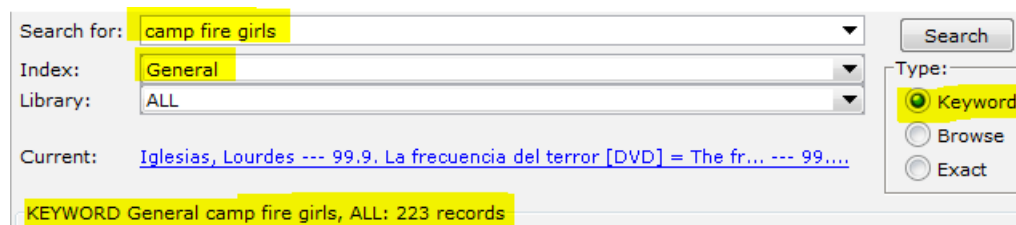


5. **Hyphens** Search expressions containing hyphens are searched with the hyphen included. A search without the hyphen displays words both with and without the hyphen. We recommend leaving the hyphen out of your search term. Leaving the hyphen in, may limit your search too much and you may not find the title you are searching.

For example: the title Camp-fire girls would be searched as the following:

**Camp-fire girls**

This search produced no correct results. However, searching without the hyphen resulted with over two hundred titles.





# Searching In WorkFlows

## 6. Positional Operator and Relational Operator Searching

Positional and Relational Operators during keyword searching can allow you to generate precise search results and help you to narrow your outcomes.

*Will the average staff member utilize these tools? Probably not. However, each staff member should be aware of their existence and meaning, and how their use may inadvertently skew their search results.*

**Positional Operators** Positional Operators (SAME, WITH, NEAR, ADJ) locate records in which the search terms are in close proximity. Positional operators can be used to connect words or phrases within a single bibliographic/MARC field.

**SAME** WorkFlows locates records in which a bibliographic record field contains all of the specified terms.

**WITH** WorkFlows locates records in which a field contains a sentence with all of the specified terms.

**NEAR** WorkFlows locates records in which a field contains all of the search terms adjacent to each other. However, the order of the terms does not have to match the order they were entered.

**ADJ** WorkFlows locates records in which a field contains all of the search terms adjacent to each other and in the order they were entered.

The example below shows a search for “Richie Sambora **WITH** Jon Bon Jovi”

The screenshot shows a library search interface titled "Film Search (F2)". The search bar contains the query "richie sambora with jon bon jovi". The search results are displayed in a table with columns for Title, Author, and Pub. Year. The results include various recordings by Big & Rich, Bon Jovi, and Willie Nelson.

Title	Author	Pub. Year
Hillbilly jedi [compact disc]	Big & Rich.	2012
Bon Jovi greatest hits [sound recording]	Bon Jovi (Musical group)	2010
See my friends [compact disc]	Davies, Ray, 1944-	2010
Bon Jovi greatest hits [compact disc] : the ultimate collection	Bon Jovi, Jon	2010
Bon Jovi greatest hits [compact disc]	Bon Jovi (Musical group)	2010
Oh happy day [compact disc]		2009
Have a nice day [compact disc]	Bon Jovi (Musical group)	2005
Have a nice day [CD/DVD]	Bon Jovi (Musical group)	2005
Stars & guitars [sound recording]	Nelson, Willie, 1933-	2002
Stars & guitars [compact disc]	Nelson, Willie, 1933-	2002

# Searching In WorkFlows

**Relational Operators** Relational Operators allow you to search numeral expressions. Use Relational Operators by enclosing a tag/field number in braces { } then type in a relational operator and number. See table on page for commonly used MARC tags/fields.

- < Less than
- > Greater than
- = Equal to
- <> Not Equal to
- <= Less than or equal to
- >= Greater than or equal to

Search example:

The following search finds records with a publication year in 1998 with the term "dogs" in at least one indexed field.

Search for: **Dogs and {260} = 1998**

Index: General  
Library: ALL

Current: KEYWORD General Dogs and {260} = 1998, ALL: 459 records

Title	Author	Pub. Year
<b>Spot's toys [board book]</b>	Hill, Eric, 1927-	2011
Clifford and the big parade	Bridwell, Norman	2011
Sit! Stay! : train your dog the easy way	Ludwig, Gerd	2008
Best-loved dog stories	Mitchell, Vanessa	2004
Dogs and puppies	Starke, Katherine	2004
Iktomi and the coyote : a Plains Indian story	Goble, Paul.	1998
The call of the wild, White fang, & To build a fire	London, Jack, 1876-1916.	2002
McDuff's new friend	Wells, Rosemary.	1998
Dog overboard!	Sathre, Vivian.	1998
Henry and Mudge in puddle trouble [CD/book]	Rylant, Cynthia.	1998

Description Call Number/Item

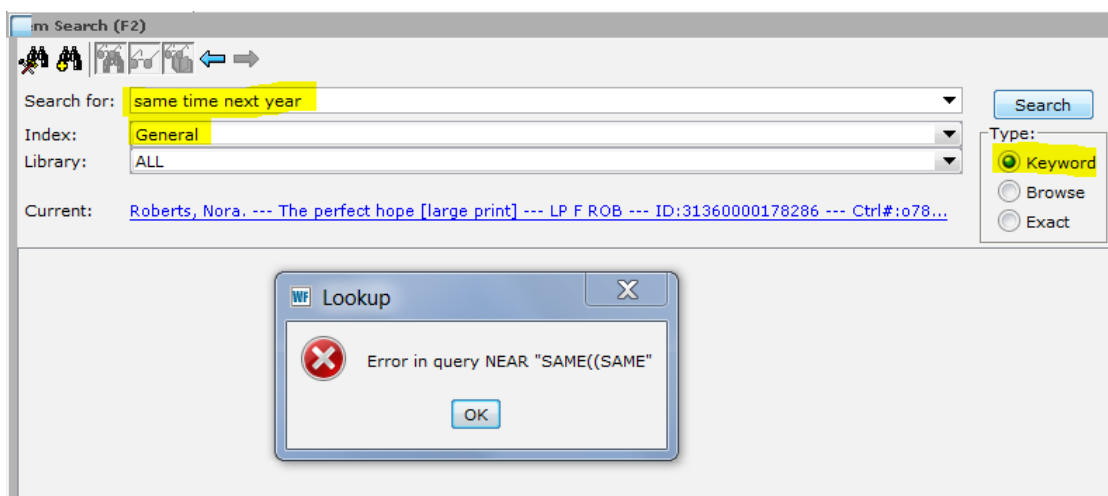
**Leader** amMa0c  
**key** ocn748498899  
**Data source** OCoLC  
**Date/time stamp** 20120411141700.0  
**Fixed field data** 110412t20111998nyua j 000 1 eng d  
**ISBN** 0399256377  
**ISBN** 9780399256370  
**Local system #** (Sirsi) 3290868  
**Cataloging source** SRC SRC OSD  
**Local holdings** OSDA  
**LC Call Number** PZ7.H5516 Sqo 2009  
**Dewey class number** [E]  
**Author** Hill, Eric, 1927-  
**Title** [Spot's toys \[board book\] / Eric Hill.](#)  
**Publication info** New York : G.P. Putnam's Sons, 2011, **c1998**.  
**Description** 12 col. ill. ; 16 x 19 cm.  
**Series** [\(Fun with Spot\)](#)  
**Notes** Cover title.  
**Summary** Spot tries to figure out which one of his toys is his favorite. On board pages.  
**Subject** [Toys--Juvenile fiction](#)  
**Subject** [Play--Juvenile fiction](#)  
**Subject** [Dogs--Juvenile fiction.](#)  
**Subject** [Board books](#)  
**Series** [Hill, Eric, 1927- Fun with Spot.](#)  
**OCLC-MARC processing** 02 OSD

You can see that the search resulted in 459 records that have both "dogs" and a date of "1998" in the {260} publication info field.

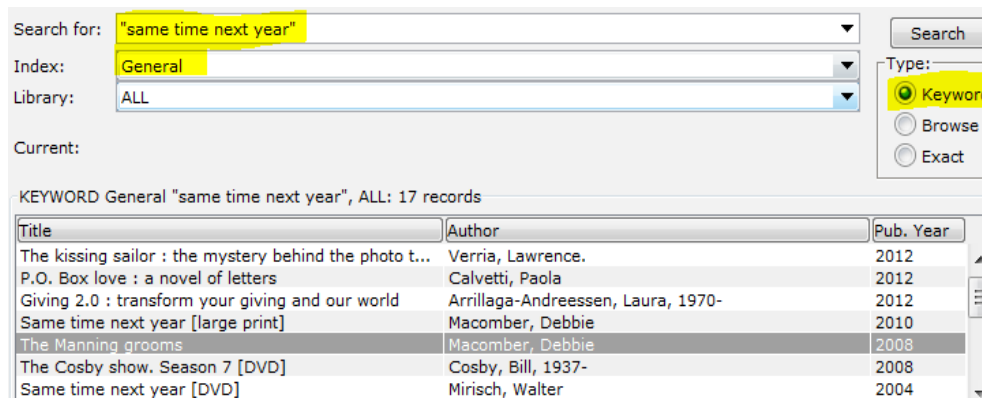
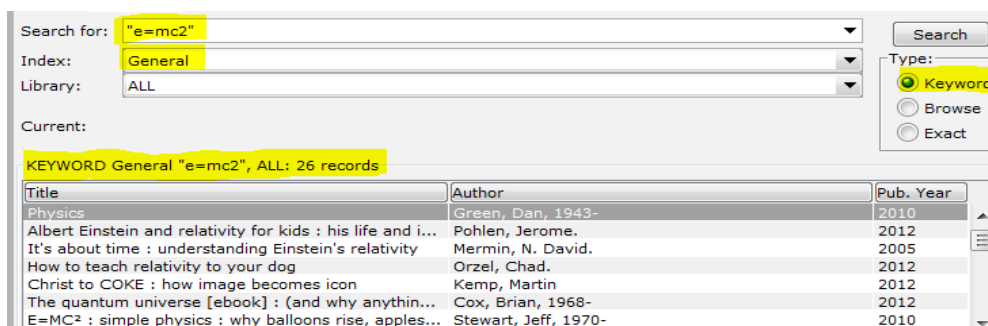
# Searching In WorkFlows

## So how can these Positional and Relational Operators disrupt our normal searching?

If you use any of the operators when doing a keyword search, the system recognizes the operators and wants to perform the rules associated with them. In the example below, the staff member performed a General Keyword search for the title Same time next year. They received an error because the system wants to utilize the rule associated with the word "SAME". However when they change the search to a Title Browse search, they can see that there are at least six records on the system with the title, Same time next year.



If you try to do a general keyword search for  $E=mc^2$ , you will get an error. The system is wanting to use the rules for the "=" operator. **If you want to use an operational term as part of your search criteria, you must put the operator in double quotations.** See below.



# Searching In WorkFlows

**7. Searching Specified Fields** Every bibliographic record in the Symphony database has coded MARC tags/fields. You can limit searches to a certain tag/field within a bibliographic record. Using the General search index, enter your search terms followed by the tag/field code enclosed in braces { }

Examples:

**Charles Dickens {100}** - This search would look for the words Charles and Dickens in the title field of the record.

**Air pollution {650}** - This search would look for the words air and pollution within a subject field or heading.

You can also search more than one field. In the following example, WorkFlows will search the primary and secondary personal author field for Dickens. **Charles Dickens {100 700}**

Below are commonly used MARC tags/fields that you may want to use when searching.

MARC tag/field number	Description
100	Personal author main entry
245	Main title and statements of responsibility
246	Variant title
250	Edition statement
260	Publication information including date published
300	Physical description
440	Series
490	Series
500	General note
505	Contents note
520	Summary
600	Subject- personal name
610	Subject- corporate name
650	Topical subject heading
651	Geographical subject heading
700	Additional author
800	Series
830	Series

# Searching In WorkFlows

Another way to conduct **Specific Field searches** is to use **Synonyms**. In WorkFlows, Synonyms are abbreviated codes that will allow you to search related fields. You can search the General index by entering the search term followed by the keyword index synonym enclosed in curly brackets { }. WorkFlows searches within the specified tags/fields represented by this abbreviated name. See the following list of Synonyms and the fields they search.

Keyword Index	Synonym	MARC Entries Included
Author	AU	100, 110, 111, 700, 710, 711
Title	TI	130, 245, 440, 730, 740
Subject	SU	600, 610, 611, 630, 650, 651, 690, 691
Series	SER	400, 410, 411, 440, 490, 800, 810, 811, 830, 840

The following screen shot displays an example of Synonym searching. The search criteria was **Lucille Ball {AU}** The system will search for the words Lucille Ball in the following bibliographic fields Author, Corporate author, Added author, and Added corporate name.

The screenshot shows a search interface with the following details:

- Search for:** Lucille Ball {AU}
- Index:** General
- Library:** ALL
- Current:** KEYWORD General Lucille Ball {AU}, ALL: 213 records
- Search Type:** Keyword (selected), Browse, Exact

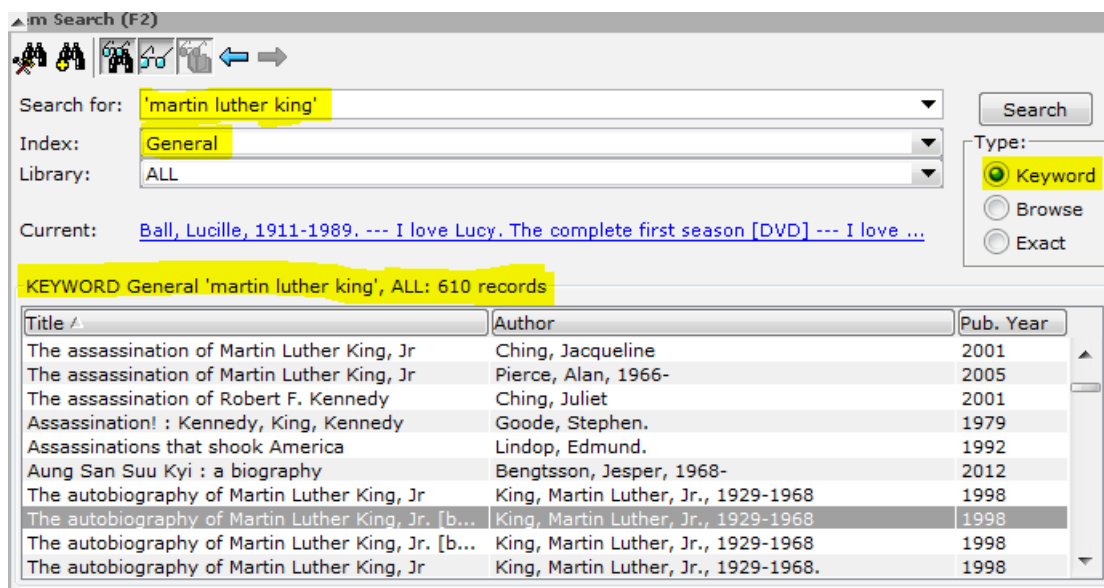
Title	Author	Pub. Year
I love Lucy. The complete first season [DVD]	Ball, Lucille, 1911-1989.	2012
The Lucy show. The official sixth season [DVD]	Ball, Lucille, 1911-1989.	2012
The Lucy show [electronic resource]	Ball, Lucille, 1911-1989.	2012
Comedy classics, 4 features [DVD] : The admir...	Davis, Joan, 1912-1961.	2005
Too many girls [videorecording]	Abbott, George, 1887-	2006
Room service ; [videorecording] ,and, At the ci...	Marx, Groucho, 1890-1977	2004
The Fuller Brush girl [DVD]	Bacon, Lloyd, 1890-1955.	2011
The Lucy show. The official fifth season [DVD]	Ball, Lucille, 1911-1989	2011
The Lucy collection [DVD]	Ball, Lucille, 1911-1989	2011
Miss Grant takes Richmond [DVD]	Simon, S. Sylvan (Samuel Sylvan), 1910-1951	2011

**Description Call Number/Item**

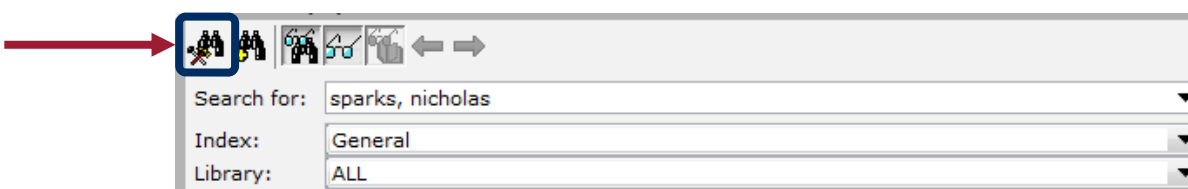
- Stock number:** Midwest Tape <http://www.midwesttapes.com>
- LC Call Number:** PN1992.77 .I3 2012
- Dewey class number:** 791.45/75
- Local holdings:** OTDP
- Title:** [I love Lucy. The complete first season \[DVD\].](#)
- Edition:** Full screen.
- Publication info:** [United States] : CBS / Paramount Network Television, 2012.
- Description:** 6 videodiscs (907 min.) : sd., col. ; 4 3/4 in.
- Technical details:** DVD, full screen presentation.
- Notes:** Title from web page.
- Cast:** Lucille Ball, Desi Arnaz, William Frawley, Vivian Vance.
- Notes:** Originally broadcast as single episodes of a television program in 1951.
- Audience:** Rating: Not rated.
- Summary:** Here's how it all began-the classic episodes that started America's long-running love affair.
- Subject:** [Married people--Drama.](#)
- Subject:** [Neighbors--Drama.](#)
- Subject:** [Cuban Americans--Drama.](#)
- Genre:** [Television series.](#)
- Genre:** [Television comedies.](#)
- Added author:** [Ball, Lucille, 1911-1989.](#)
- Added author:** [Arnaz, Desi, 1917-1986.](#)
- Added author:** [Frawley, William, 1887-1966.](#)

# Searching In WorkFlows

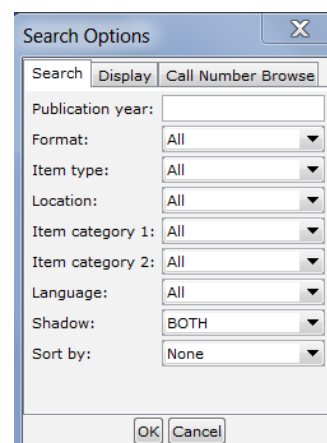
**8. Precise Phrase Searching** To search for terms in the exact order entered, enclose the expression in single quotes. Remember this: 'Single quotes, single phrase'. WorkFlows will locate items in the catalog, exactly as typed in the search field. For example, 'Martin Luther King' searches only for items that have those words, in that order.



**9. Search Options Helper** The Search Options Helper is located in the upper left side of the Item Search Wizard. This helper can be used to narrow your search results by allowing you to apply search limits. The most helpful limits are publication date, location (formerly known as collection code, item category, and language, etc. To choose a limit, click on the dropdown to the right.



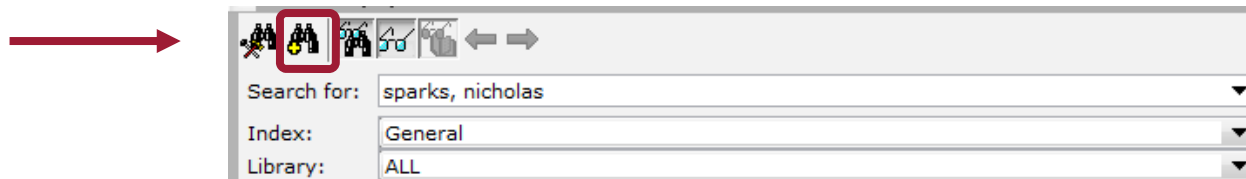
*The limits you apply will stay in effect until you remove them or when you close and re-open the wizard.*



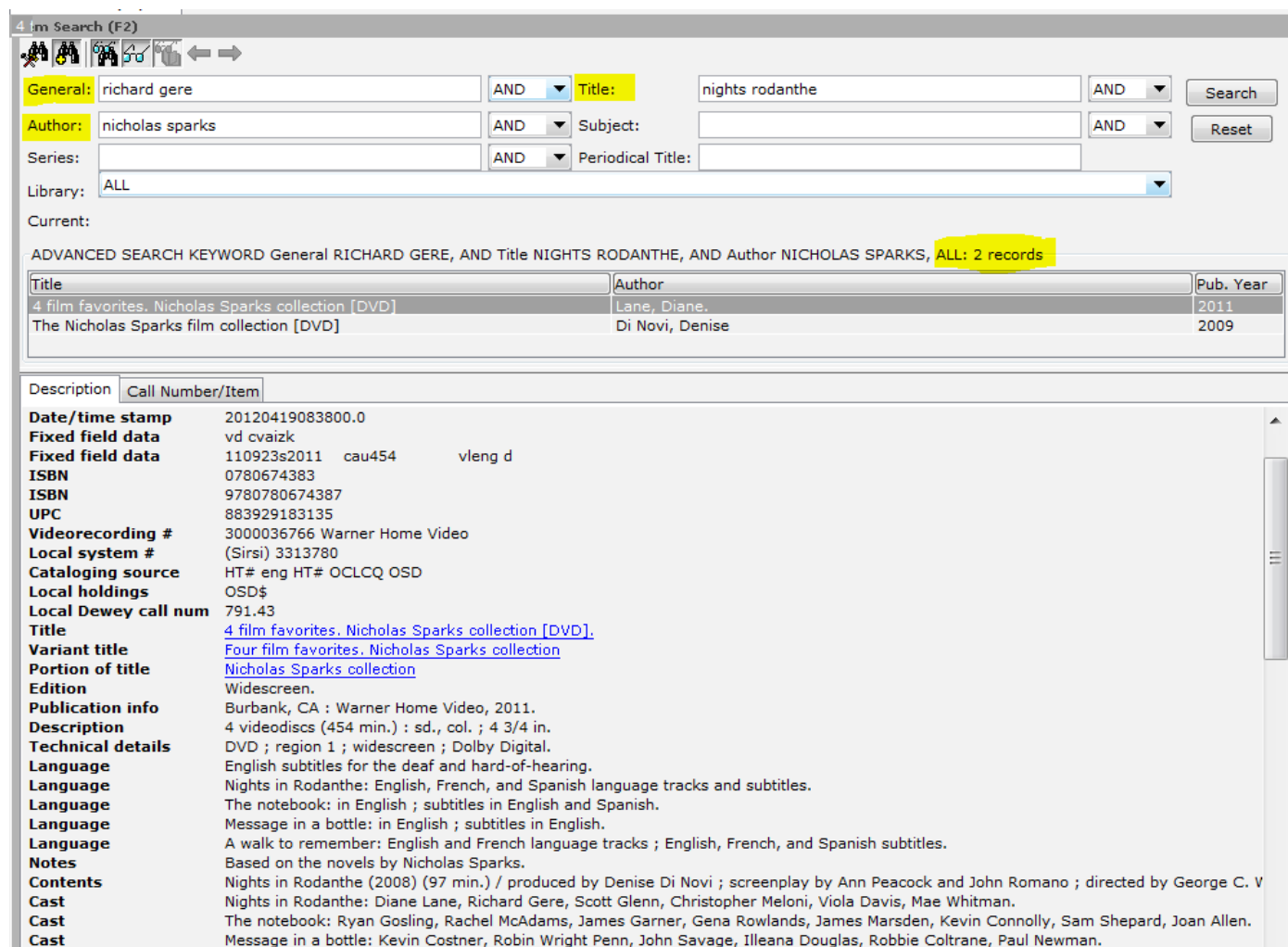
# Searching In WorkFlows

10. **Advanced Search Helper** The Advanced Search Helper is located in the upper left side of the Item Search Wizard. This helper can be used to narrow your search results by allowing you to combine search terms.

Click on the helper to open the Advanced Search Screen.



The Advanced Search Helper changes the search options at the top of the Item Search window. These options allow you to use Boolean operators to refine searching. To change operators (AND, NOT, OR, XOR), click on the dropdowns to the right of each search index.

A screenshot of the '4 Item Search (F2)' window. The search criteria are: General: richard gere, Author: nicholas sparks, Title: nights rodanthe. Boolean operators are set to AND. The results show 'ALL: 2 records'.

Title	Author	Pub. Year
4 film favorites. Nicholas Sparks collection [DVD]	Lane, Diane.	2011
The Nicholas Sparks film collection [DVD]	Di Novi, Denise	2009

Description	Call Number/Item
<b>Date/time stamp</b>	20120419083800.0
<b>Fixed field data</b>	vd cvaizk
<b>Fixed field data</b>	110923s2011 cau454 vlng d
<b>ISBN</b>	0780674383
<b>ISBN</b>	9780780674387
<b>UPC</b>	883929183135
<b>Videorecording #</b>	3000036766 Warner Home Video
<b>Local system #</b>	(Sirsi) 3313780
<b>Cataloging source</b>	HT# eng HT# OCLCQ OSD
<b>Local holdings</b>	OSD\$
<b>Local Dewey call num</b>	791.43
<b>Title</b>	<a href="#">4 film favorites. Nicholas Sparks collection [DVD].</a>
<b>Variant title</b>	<a href="#">Four film favorites. Nicholas Sparks collection</a>
<b>Portion of title</b>	<a href="#">Nicholas Sparks collection</a>
<b>Edition</b>	Widescreen.
<b>Publication info</b>	Burbank, CA : Warner Home Video, 2011.
<b>Description</b>	4 videodiscs (454 min.) : sd., col. ; 4 3/4 in.
<b>Technical details</b>	DVD ; region 1 ; widescreen ; Dolby Digital.
<b>Language</b>	English subtitles for the deaf and hard-of-hearing.
<b>Language</b>	Nights in Rodanthe: English, French, and Spanish language tracks and subtitles.
<b>Language</b>	The notebook: in English ; subtitles in English and Spanish.
<b>Language</b>	Message in a bottle: in English ; subtitles in English.
<b>Language</b>	A walk to remember: English and French language tracks ; English, French, and Spanish subtitles.
<b>Notes</b>	Based on the novels by Nicholas Sparks.
<b>Contents</b>	Nights in Rodanthe (2008) (97 min.) / produced by Denise Di Novi ; screenplay by Ann Peacock and John Romano ; directed by George C. V
<b>Cast</b>	Nights in Rodanthe: Diane Lane, Richard Gere, Scott Glenn, Christopher Meloni, Viola Davis, Mae Whitman.
<b>Cast</b>	The notebook: Ryan Gosling, Rachel McAdams, James Garner, Gena Rowlands, James Marsden, Kevin Connolly, Sam Shepard, Joan Allen.
<b>Cast</b>	Message in a bottle: Kevin Costner, Robin Wright Penn, John Savage, Illeana Douglas, Robbie Coltrane, Paul Newman.

# Searching In WorkFlows

## Detailed Display-

When you are using the Item Search Wizard to search for titles, you can delve even deeper into the title/item record. Clicking on the Detailed Display button opens a new window and provides you with in-depth information about the bibliographic, call number, and item level records.

Double-clicking a title in the Hit List Pane performs the same function.

The screenshot shows the 'Item Search (F2)' window. The search criteria are: Search for: poodles training, Index: General, Library: ALL. The search results are displayed in a table with columns for Title, Author, and Pub. Year. The first result is 'Poodle' by Johnson, Jinny, 1949- (2013). Below the table, there is a 'Description' pane showing detailed bibliographic information for the selected item. At the bottom of the window, a red arrow points to a 'Detailed Display' button, which is highlighted with a red box.

Title	Author	Pub. Year
Poodle	Johnson, Jinny, 1949-	2013
Best in show	LeFrak, Karen.	2011
Poodles	Fernandez, Amy	2010
Poodles for dummies	Ewing, Susan M.	2007
Poodles : everything about purchase, care, nutrition, behavior, and traini...	Stahlkuppe, Joe	2007
Poodles for dummies	Ewing, Susan M.	2007
Poodles	MacAulay, Kelley	2006
The toy & miniature poodle	Biniok, Janice	2006
How to train your poodle	Palika, Liz, 1954-	2000
Poodles : everything about purchase, care, nutrition, breeding, behavior,...	Stahlkuppe, Joe	1997

**Description** Call Number/Item

**Leader** am8a0c  
**key** ocn793187620  
**Data source** OCoLC  
**Date/time stamp** 20121015160349.0  
**Fixed field data** 120503s2013 mnu j 001 0 eng  
**LCCN** 2012012146  
**Cataloging source** DLC eng DLC OCLCO YDXCP BTCTA OSD  
**ISBN** 9781599208459 (hardcover, library bound)  
**ISBN** 1599208458 (hardcover, library bound)  
**Local system #** (OCoLC)793187620  
**Authentication code** pcc  
**LC Call Number** SF429.P85 J64 2013  
**Dewey class number** 636.72/8  
**Local holdings** OSD#  
**Author** [Johnson, Jinny, 1949-](#)  
**Title** [Poodle / by Jinny Johnson.](#)  
**Publication info** Mankato, Minn. : Smart Apple Media, c2013.  
**Projected pub date** 1301  
**Description** p. cm.  
**Series** [\(My favorite dog\)](#)  
**Notes** Includes index.

**Detailed Display** **Close**



# Searching In WorkFlows

Note the **Detailed Display Window** below: It opens defaulted to the Bibliographic MARC record. The tabs that you may use the most are Control, Bibliographic, and Call Number/Item tabs.

Item Search and Display

Poodle / Johnson, Jinny, 1949-

Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	8
Desc	a	Entrd	120503	Dat_Tp	s	Date1	2013
Date2		Ctry	mnu	Illus		Audience	j
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	1	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source			

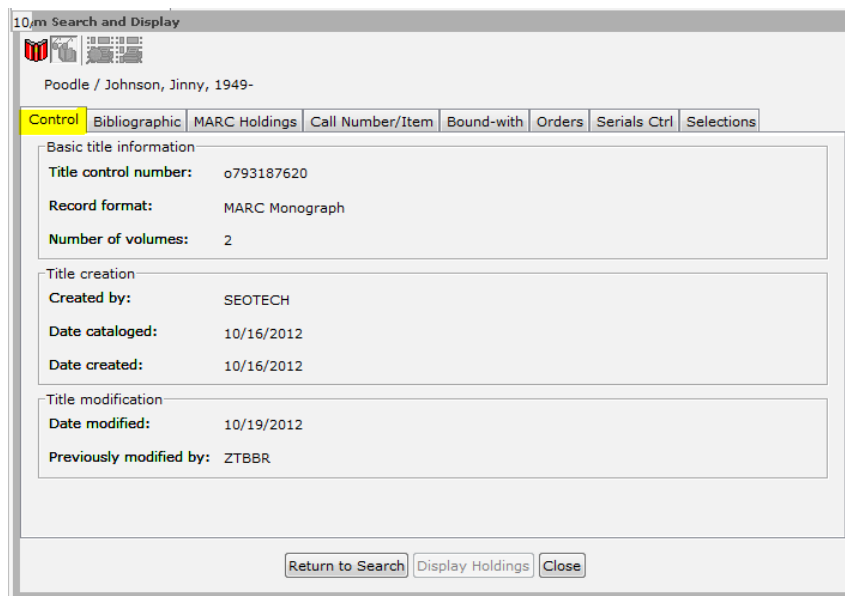
Tag	Ind.	Contents
001		ocn793187620
003		OCoLC
005		20121015160349.0
010		2012012146
040		DLC beng cDLC dOCLCO dYDXCP dBCTA dOSD
020		9781599208459 (hardcover, library bound)
020		1599208458 (hardcover, library bound)
035		(OCoLC)793187620
042		pcc
050	00	SF429.P85 bJ64 2013
082	00	636.72/8 223
049		OSD#
100	1	Johnson, Jinny, d1949-
245	10	Poodle / cby Jinny Johnson.
260		Mankato, Minn. : bSmart Apple Media, cc2013.
263		1301
300		p. cm.
490	0	My favorite dog
500		Includes index.
520		"Describes the care, training, and rearing of the poodle. Also explains the poodle's unique characteristics and history"--Provided by publisher.
650	0	Poodles vJuvenile literature.
938		YBP Library Services bYANK n9522131
938		Baker and Taylor bBTCP nBK0011923500
994		02 bOSD
596		SEO BBR

Return to Search Display Holdings Close

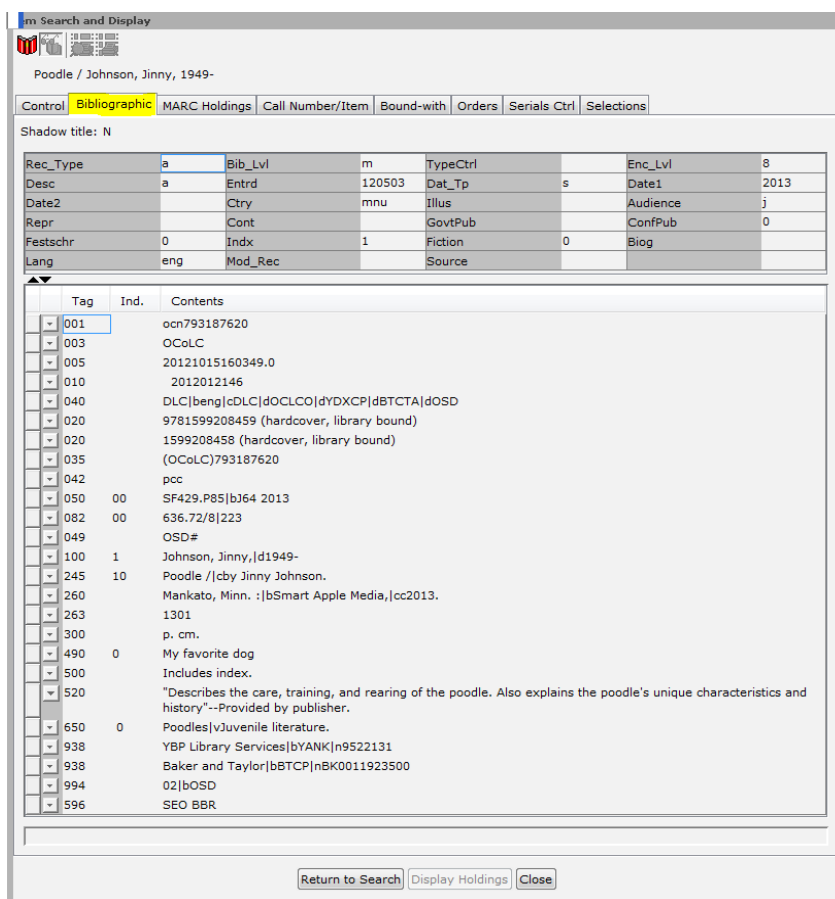
If you want to return to the Item Search Wizard, click the **Return To Search** button.

# Searching In WorkFlows

**Detailed Display Control Tab**– There are two helpful fields Under the Control Tab. Listed there are the OCLC Title Control Number of the MARC record and the Number of Volumes (items) attached to the title. You are also able to see when the Bibliographic record was created on the SEO WorkFlows database. Below is an example:



**Detailed Display Bibliographic Tab**– The Bibliographic tab displays the full MARC record.



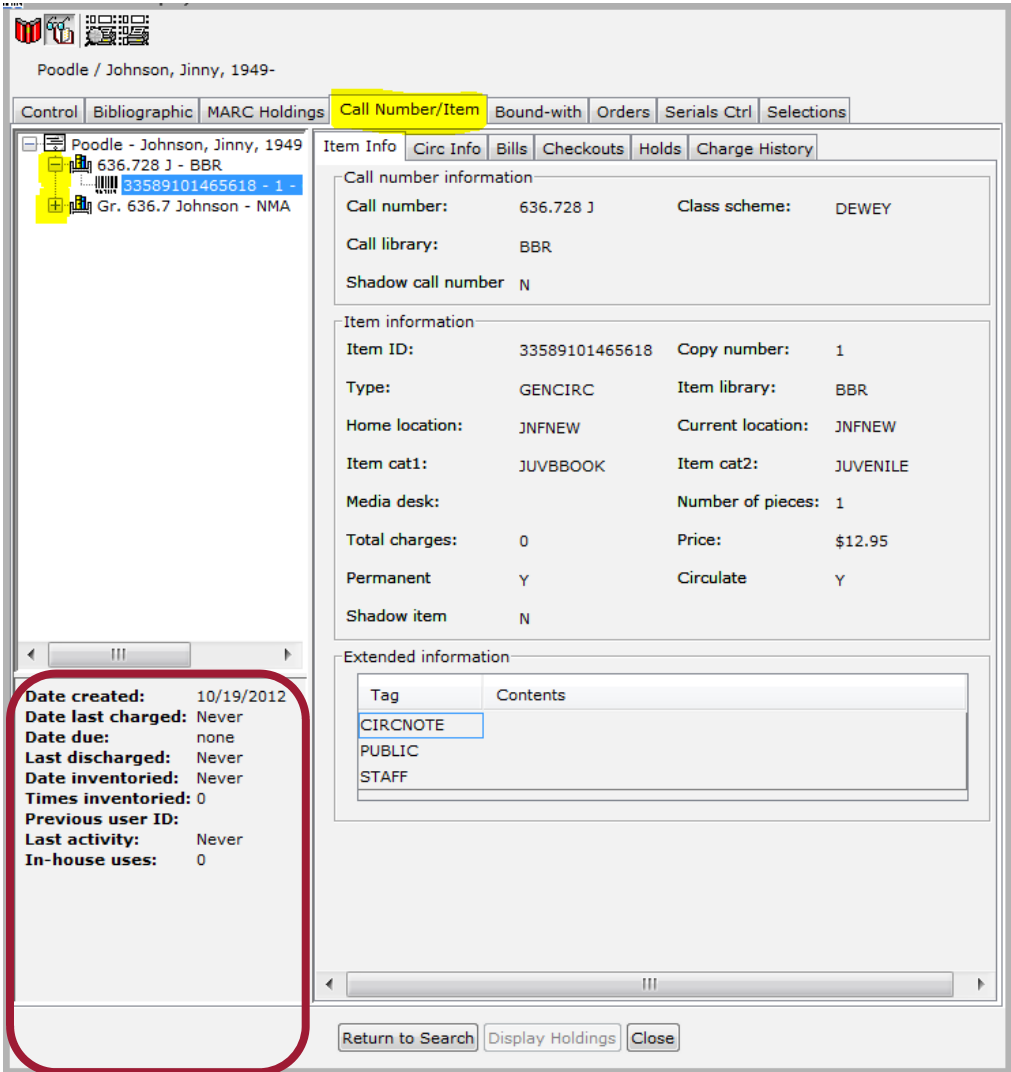
# Searching In WorkFlows

**Detailed Display Call Number/Item Tab** The Call Number/Item Tab displays many useful fields.

In the top left of the workspace you will find four helpers. 

If needed, the first helper will show you a user friendly display of the bibliographic record. The second helper, will show or hide the circulation information pane in the bottom left. The next two helpers allow you to preview or print an item label.

To see information on a specific item, click on the barcode. Remember to use the plus or minus signs to open a call number field and to see individual item IDs. The information that displays in the panes to the right and below are specific to the item highlighted.



The screenshot shows a library catalog interface. The top navigation bar includes tabs for Control, Bibliographic, MARC Holdings, Call Number/Item (highlighted), Bound-with, Orders, Serials Ctrl, and Selections. Below this, there are sub-tabs for Item Info, Circ Info, Bills, Checkouts, Holds, and Charge History. The main display area shows details for a book by Poodle / Johnson, Jinny, 1949-. The 'Call number information' section includes fields for Call number (636.728 J), Call library (BBR), and Shadow call number (N). The 'Item information' section includes fields for Item ID (33589101465618), Copy number (1), Type (GENCIRC), Item library (BBR), Home location (JNFNEW), Current location (JNFNEW), Item cat1 (JUVBOOK), Item cat2 (JUVENILE), Media desk, Number of pieces (1), Total charges (0), Price (\$12.95), Permanent (Y), Circulate (Y), and Shadow item (N). The 'Extended information' section includes a table with columns for Tag and Contents, with rows for CIRCNOTE, PUBLIC, and STAFF. A red box highlights the 'Extended information' section, and two red arrows point to it from the left.

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

In the pane highlighted in red, you can view the date the item was created, the day it was last checked out, due date, last date it was checked in, previous user ID etc.

# Searching In WorkFlows

Also available under the Call Number/Item Tab are **Sub-tabs** that allow you to access additional information about each item.

The screenshot shows a library catalog interface for the item 'Poodle - Johnson, Jinny, 1949-'. The 'Call Number/Item' tab is selected, and the 'Charge History' sub-tab is highlighted with a red arrow. The interface displays the following information:

**Call number information**

Call number:	636.728 J	Class scheme:	DEWEY
Call library:	BBR		
Shadow call number	N		

**Item information**

Item ID:	33589101465618	Copy number:	1
Type:	GENCIRC	Item library:	BBR
Home location:	JNFNEW	Current location:	JNFNEW
Item cat1:	JUVBOOK	Item cat2:	JUVENILE
Media desk:		Number of pieces:	1
Total charges:	0	Price:	\$12.95
Permanent	Y	Circulate	Y
Shadow item	N		

**Extended information**

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

**Metadata:**

Date created: 10/19/2012  
Date last charged: Never  
Date due: none  
Last discharged: Never  
Date inventoried: Never  
Times inventoried: 0  
Previous user ID:  
Last activity: Never  
In-house uses: 0

Buttons: Return to Search, Display Holdings, Close

**Item Info Tab** The Item Info Tab displays cataloging related information about the item highlighted on the left. (Item Type, Home Location, Item categories, Number of pieces, price, etc.)

**Circ Info Tab** This tab displays circulation related information about the item, such as total number of checkouts or renewals.

# Searching In WorkFlows

**Bills Tab** The Bills Tab will display any bills associated with the item you have highlighted on the left. Please see example below.

The screenshot displays a library system interface with the following components:

- Control Panel:** Includes tabs for Bibliographic, MARC Holdings, Call Number/Item (highlighted), Bound-with, Orders, Serials Ctrl, and Selections.
- Item List:** A list of items on the left, with the selected item being "39196101702943 - 2 - GENCIRC - LOST-ASSUM - Car".
- Item Info:** A sub-tab showing "Number of records: 1" and a table with columns: User ID, User name, Owes, Reason. The table contains one record: "2919600...", "Wilt, Me...", "\$15.95", "LOST".
- Bill Details:** A panel on the right showing bill information:
  - Bill library: CEL
  - Billed: \$15.95
  - Date billed: 11/25/2012
  - Date paid: (blank)
  - Number of payments: 0
  - Date charged: 9/20/2012, 15:38
  - Date due: 10/11/2012, 23:59
  - Date item returned: (blank)
  - Circ rule: 21D10C
  - Transaction date: 11/25/2012
  - Payment library: (blank)
- Item Metadata:** A panel at the bottom left showing:
  - Date created: 5/14/2012
  - Date last charged: 9/20/2012
  - Date due: none
  - Last discharged: 9/14/2012, 12:14
  - Date inventoried: Never
  - Times inventoried: 0
  - Previous user ID: (redacted)
  - Last activity: 11/25/2012
  - In-house uses: 0
- Display Options:** A panel at the bottom right with "Library: All libraries" and "Bills type: Unpaid" (highlighted).
- Buttons:** "Return to Search", "Display Holdings", and "Close" at the bottom.

**Checkouts Tab** This tab displays who currently has the item checked out. If the item is onshelf, the tab will be blank.

**Holds Tab** The Holds Tab lists the users who are on the waiting list for an item/title. For more detailed information about using this sub-tab, please see the document titled [Determining How Many Holds Are On A Title](#), which is available on the SEO website. [www.serveeveryohioan.org](http://www.serveeveryohioan.org)


**Charge History Tab** As a rule, patron checkout history is deleted three days after an item is checked in. However, Homebound/Outreach users' history can be retained. This history will display in the Charge History Tab.

# Searching In WorkFlows

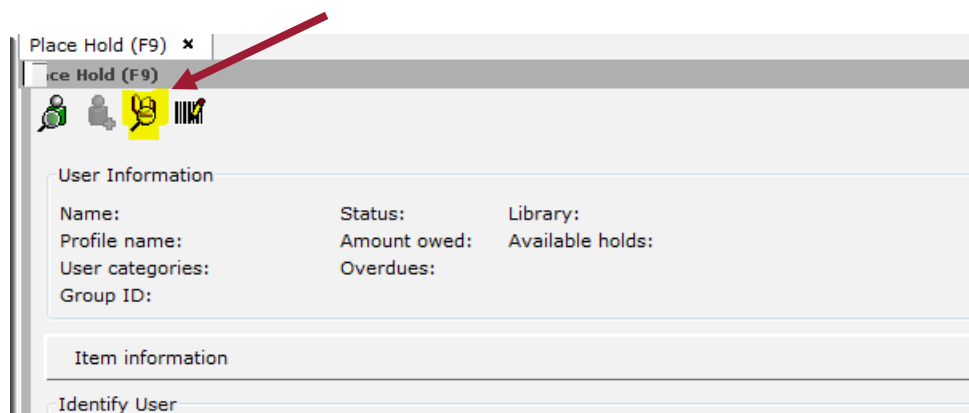
## Searching For Library Materials Within the **Place Hold Wizard**

Searching within the Place Hold Wizard allows you to search for items and place a hold for the user.

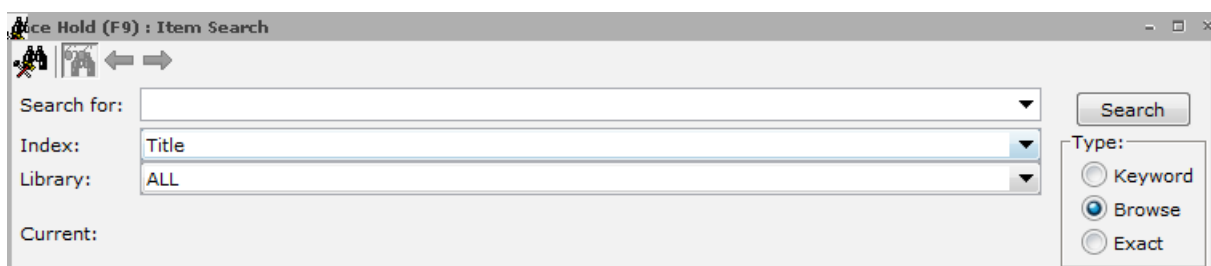
1. On the Circ Toolbar, click the **Place Hold Wizard** located within the Common Tasks Wizard Group. 

2. When the wizard opens, you may scan the user's ID or search for the user.  To search for the user, click the User Search Helper located in the top left of the wizard. Performing this step before looking for the title will allow you to identify blocked or delinquent users.

3. To search for a title, click the **Item Search Helper** located in the top left of the wizard. Do not click the Item Search Wizard which is located in the toolbar to the left.



4. The search window that opens appears similar to the Item Search Wizard which was discussed earlier in this document, however there are some minor differences. The search window will not display the Advanced Search Helper. However, you can still use Boolean Operators, change indexes, change the type of search, and limit by your library.



# Searching In WorkFlows

## Things to remember:

General Keyword searching is best if you don't know the complete author name or title.

Browse is best if you know the author name or beginning of a title.

If a Keyword search has no matches, the system will automatically execute a Browse search.

Unless you need a decimal, avoid typing a period ( . ) in your search string. The search engine used by SirsiDynix Symphony interprets the period as a search qualifier, and your search could return erroneous results.

Use a General Keyword search to find an ISBN

To search for an OCLC number, enter the OCLC number preceded by a lower case letter 'o' then change the search index to Title Control #. Example: o84738475