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Introduction

Training Overview

In this course participants will gain the knowledge necessary to navigate WorkFlows and search for items using different operators and strategies. This course is the prerequisite for all other SirsiDynix Symphony 3.2 classes.

Who should attend?

This session is intended for all library staff that will be using the SirsiDynix Symphony 3.2 WorkFlows client. Essential Skills is a prerequisite for all SirsiDynix Symphony 3.2 training classes unless staff has previous experience with WorkFlows.

Prerequisite

None – This course is a prerequisite for all other SirsiDynix Symphony 3.2 WorkFlows courses. However, we assume you have a basic familiarity with Windows, and you can use a mouse.

Course Objectives

After completing this course, you will be able to:

- Navigate the WorkFlows client
- Be familiar with and understand WorkFlows terminology
- Perform three types of searches (keyword, browse, exact)
- Create searches using Boolean operators
- Perform advance searches using different strategies
- Use the WorkFlows online help
Terms to Know

Academic Reserves
Academic Reserves is an optional SirsiDynix Symphony 3.2 module generally used in academic libraries. It lets instructors place items in a special reserve location for their students to check out for a shortened loan period.

Bill
When an item is overdue and is returned, the overdue fine becomes a bill that can be paid. Bills can also be created for damaged materials, lost items, photocopies, etc.

EPS
The Enterprise Portal Solution, or EPS, is an Internet access portal for library users developed by SirsiDynix to search for information contained in libraries and on the World Wide Web. It was designed to help library users personalize Web searches and find related information on the Internet. Patrons use EPS to access their personal accounts.

Fine
Fines accrue on overdue materials until the materials are discharged and a bill is automatically created. Fines cannot be paid…bills are paid.

iBistro/iLink
An Internet access portal for library users developed by SirsiDynix to search for information contained in libraries and on the World Wide Web. It was designed to help library users personalize Web searches and find related information on the Internet. Patrons use iBistro/iLink to access their personal accounts.

Gadget
A gadget is a button next to a text box that provides options you can use in a particular box. When you click the gadget, a window appears giving you a list of predefined values, calendars, etc. Always click the gadget (if one is available) to make sure you enter the correct information in the correct format.
Glossary

This term refers to any text or character in WorkFlows that appears with a dashed underline. When you click this text or character, a popup window appears with additional information. For example, if you click Alerts, the following information appears:
**Helper**

A helper is a "wizard within a wizard." Helpers are positioned in a menu bar just below the active window’s title bar.

Helpers listed on the left side of the bar make it easier to access information needed by the current wizard. Helpers listed on the right side of the helper bar are used when adding or deleting field information. These helper buttons may include Before, After, Delete, Restore, and Erase helpers.

**Hit List**

The hit list is a search results list that displays in iBistro/iLink and WorkFlows.

**Hold**

A hold may be placed by one patron on items that are checked out to another patron. Some libraries also allow holds to be placed on items that are currently on the shelf.

**Hyperion**

The Hyperion™ Digital Media Archive System provides an easy way to store, organize, and access your library’s non-book holdings.
Hyperlink
Text with a solid underline indicates a hyperlink. Click the hyperlink to perform another search based on the term or to display a related topic.

MARC Record/Tag
MARC refers to Machine Readable Code. A MARC record is literally the bibliographic record. A MARC tag refers to the fields in the MARC record. For example, the 245 MARC tag is the title field of the MARC or bibliographic record.

OPAC
OPAC is an acronym for Online Public Access Catalog. Patrons access library holdings using iBistro/iLink or EPS/Rooms, which are OPACs.

Request
The Request module is an optional SirsiDynix Symphony 3.2 module that lets patrons communicate with staff member using request forms through the OPAC. Requests are answered through WorkFlows.

Rooms
Rooms combines federated search, OpenURL linking, and Web indexing in virtual “rooms” that present content contextually and permit contextualized searches.

SirsiDynix DataStream (Content Enrichment)
SirsiDynix DataStream is a subscription for enriched content features in Web2. This subscription offers book summaries, reviews, book covers, tables of content, author biographies, first chapters, best seller lists, and recommended reading lists.

ToolTips
A ToolTip is brief definition that appears when you move the cursor over a wizard. This is also called Balloon Help.

SirsiDynix Symphony 3.2
The collection management software on the server that coordinates services for staff and public use.
Wizard

A wizard is a button on a toolbar that guides you through the steps to accomplish a task. When you move the cursor over the wizard, the name appears, and a description of the wizard displays in the status bar.

Wizard buttons that contain a black arrow are called group wizards. When you click a group wizard, a secondary toolbar appears containing additional related wizards.

Wizard properties let you customize how wizards work. Each time you click a wizard, you can change the properties. Library staff can save changes to individual workstations; system administrators can save changes to the server.

WorkFlows

The staff client installed on staff PCs that connects to the SirisDynix Symphony server that is used for searching, cataloging, circulation, and other staff activities.

Z39.50

Z39.50, an American National Standard Information Retrieval Protocol, provides a standard language for computer-to-computer information retrieval. Patrons can use Z39.50 through iBistro/iLink to access other library catalogs and retrieve bibliographic information.
Bibliographic Record Structure

A SirsiDynix Symphony 3.2 catalog record may include the following types of information:

- **Title or Catalog**
  - Fixed Fields
  - Bibliographic data (Title, Author, Subject)

- **Call Number or Volume**
  - Call Number
  - Class Scheme
  - Library

- **Item**
  - Item ID/barcode
  - Item type
  - Location

- **Call Number or Volume**
  - Call Number
  - Class Scheme
  - Library

- **Item**
  - Item ID/barcode
  - Item type
  - Location
Overview

WorkFlows is SirsiDynix Symphony’s staff interface, providing you with a single graphical client encompassing all areas of library operations.

The WorkFlows client features toolbars that contain wizards that help you perform complex library tasks quickly and efficiently. These wizards guide you step-by-step through each task, eliminate unnecessary steps, and provide easy access to related tasks.

Log On to WorkFlows

After launching WorkFlows, the login box appears. Type your User ID and PIN, and click OK.

During the log on process, configuration files download from the host machine to the workstation. The system “pushes” files from the host machine to each workstation. This ensures that configuration changes made on the host machine are delivered to each workstation.
**Changing the Desktop**

WorkFlows has two desktop views: Classic WorkFlows and Themes. This training class will use the Themes view. Themes provides an interface that helps you navigate quickly between SirsiDynix Symphony 3.2 modules. It also lets you choose several color palettes, which you can change as described below.

*To change from Classic WorkFlows to Themes*

1. On the menu bar, click **Preference** – **Desktop** – **Desktop Setup**

The following window appears:

![Preference: Desktop Setup window](image)
2. In the Themes box, select a color you want to use for your Desktop, and click OK. The following message appears.

![Message dialog]

These changes will not go into effect until you restart the workstation.

3. Click the X in the upper right corner of the window to halt the workstation. When you restart the workstation, the new desktop Theme will appear.

**NOTE** If you are already have a Themes desktop, and you want to change colors, a restart is not necessary.
WorkFlows Help File

Overview

The WorkFlows Help file is the primary source of documentation for each SirsiDynix Symphony 3.2 module. The Help file can give you immediate context-sensitive assistance while you are working in WorkFlows. In addition, it provides numerous FAQs and other information that give you background and in-depth information on specific topics.

The WorkFlows Help file is context-sensitive. This means that the Help information that displays is specific to the task you were performing when you accessed the Help file.

Help topics display in a separate window. You can leave the Help window open and toggle between the task window and the Help window when performing procedures. You can also print individual Help topics.

Accessing Help

You can access the Help file several ways:

- Press F1. This opens the context-sensitive Help.
- Right-click any wizard.
- On the menu bar, click Help.
When accessing the Help file from the menu bar, you have five choices:

- **Contents** – This option opens the Table of Contents for the Help file.
- **Context** – This option opens the context-sensitive Help.
- **Key Enhancements** – This option displays summaries of new features available in this release.
- **Session Info** – This option displays login and host information about the current WorkFlows session.
- **About** – This option displays the software version and the SirsiDynix copyright statement.

**NOTE**

In the process of troubleshooting, and in correspondence with SirsiDynix Client Care, it is often necessary to provide detailed information about the client session. This information may be accessed by clicking Session Information on the Help menu. Detailed login information such as the user’s login, user access, environment, profile, and station library are provided. Detailed server information including server IP address, server platform, and server version number are also available.
Inside the Help File

Tabs on the Navigation pane give you three ways to locate information:

Print Topic Button

Navigation Pane

Content Pane
- **Contents** – This tab displays topics alphabetically by module.

- **Index** – This tab displays an alphabetical list of topics.
• **Search** – Type a term or terms in the box, and the search engine will locate these terms anywhere in the Help file.

The numbers before the topic indicate the number of times that the search query appears in the topic. The information displays in the Content pane on the right with the search term highlighted within the text.
Balloon Help/Tool Tips

Balloon Help displays in a box below the cursor when you hold the mouse over a wizard or group wizard. These are sometimes called Tool Tips.
WorkFlows Documentation

**WorkFlows Online Help** – Search the online help to find out how to use specific SirsiDynix Symphony 3.2 modules. Module topics, wizard topics, FAQs, and general setup information is provided. In addition, there are also documentation resources available on the SirsiDynix Client Care Web site, clientcare.sirsidynix.com.

The following resources are only available to library staff members who have a user name and login to the SirsiDynix Client Care Web site. Contact your System Administrator if you need access to these sites.

**SirsiDynix Products** – Search these pages for technical information about SirsiDynix products, including Client/Server requirements, Configuration guides, FAQs, Webinar information, and more.

**SirsiDynix Symphony 3.2 Training Guides** – These guides are used for the official SirsiDynix Symphony 3.2 training. Before your system is installed, you will have received a copy of the Project Launch CD which includes all of the training guides from the Products--SirsiDynix Symphony--Documentation--Training link.

**SirsiDynix Symphony 3.2 Release Notes** – Search these pages for descriptions of the enhancements and corrections to SirsiDynix products. Access the SirsiDynix Symphony 3.2 Release Notes from the Products--SirsiDynix Symphony--Documentation--Release Notes link.
**SirsiDynix Symphony 3.2 Known Issues** – Search these pages for descriptions of known software issues that are in the process of being resolved. Access SirsiDynix Symphony 3.2 Known Issues from the Products--SirsiDynix Symphony--Known Issues link.
Keyboard Shortcuts

Navigating through Workflows windows and using Workflows functions can be accomplished using a mouse or the keyboard.

ALT+underlined character

Pressing ALT in combination with an underscored number or letter performs the same action as clicking the menu item or button. Note the underlined letters on this menu:

[Image of a menu with underlined characters]

Here is an example of underlined letters on buttons:

[Image of buttons with underlined letters]

In this example, pressing ALT+O would check out an item to a user.

TAB or SHIFT+TAB

Press TAB to move forward between writable fields, check boxes, and buttons.

Press SHIFT+TAB to move backward between active, input text boxes, check boxes, and buttons.

NOTE For more information about other shortcuts, see the “Keyboard Shortcuts” topic in the Help file.
Function Keys

Each WorkFlows module (Circulation, Cataloging, etc.) has function keys (F1, F2, etc) or function key combinations (function key plus SHIFT and/or ALT) mapped to certain wizards. You can view a list of these mappings by going to the menu bar. Click Preference – Desktop – Current Toolbar – Function Key Mapping.

To use a mapped function key, press the function key alone or while simultaneously pressing the SHIFT or ALT to begin a wizard.
**WorkFlows Window**

The menu bar lets you access basic Windows and WorkFlows commands. For complete information about the options on the menu bar, see the WorkFlows Help file.

**File**

Use the File menu to preview and print the current client window, update the staff client, and exit WorkFlows.

**Edit**

Use the Edit menu to cut, copy, or paste selected text in the current window.

**Modules**

Use the Modules menu to select the wizards on the current toolbar using keyboard commands (as described earlier).
Preference

Use the Preference menu options to change the display and functionality of individual workstations.

- **Configuration** – Click this command to display the Configuration window:

![Configuration Window](image)

- **Peripherals** – Sets options for receipt printers, barcode readers, and barcode configuration.
• **Desktop** – Selects a toolbar and specifies window options.

![Desktop option menu]

- **Font Settings** – Customizes the workstation font.
- **Current Toolbar** – Contains the following options:
  - **Select** – Provides a way to change the toolbar using keyboard commands. This does the same thing as right-clicking the toolbar.
  - **Save As** – Lets you save a customized toolbar to the workstation.
  - **Function Key Mapping** – As discussed in the previous section on function keys, this option lets you assign function keys to various wizards.
  - **Toolbar Management** – Lets you modify a delivered toolbar. You can also use it to assign function keys. You can also display this option by right-clicking anywhere on the existing toolbar and selecting **Toolbars**. For complete information about toolbar management, see the “Modifying a Toolbar” or “Changing the Current Toolbar” topics in the Help file.
- **Localization** – If your site is multilingual, you may be able to change the language of the interface.
- **Desktop Setup** – This option lets you select the following features:

![Preference: Desktop Setup](image)

- **Default help topic**: 
- **Opening Wizard**: None
- **Max response size**: 200000
- **Display date format**:
  - Server specifies format
  - American (MM/DD/YYYY)
  - Arabic (Hijri)
  - Asian (YYYY/MM/DD)
  - European (DD/MM/YYYY)
- **Themes**: Primary blue

For complete information about desktop setup, see the “Changing the Desktop Setup” topic in the Help file.

**Toolbars**

The Module Toolbar across the top of the WorkFlows window changes the toolbar that appears on the left side of the window.

A toolbar is a collection of individual wizards or wizard groups. By default, each module in WorkFlows has its own toolbar, but you can customize toolbars to meet your specific needs.

For complete information about changing the wizards that appear on various toolbars, see the “Modifying a Toolbar” or “Changing the Current Toolbar” topics in the Help file.
**Item Search and Display Wizard**

Use the Item Search and Display 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. Click the **Item Search and Display** wizard.
   The following window appears:

![Image of Item Search and Display wizard window]

   - **Search for:**
   - **Index:**
   - **Library:**
   - **Current:**

   ![Search parameters]

   - **Type:**
     - **Keyword**
     - **Browse**
     - **Exact**

   - **Detailed Display**
   - **Close**

   **NOTE** If the Set Properties window appears, verify the defaults and click **OK**.

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. If you 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 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. 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.

Depending on the properties set for the Item Search and Display wizard, the following tabs of information may display:

- Description
- Orders Information
- Call Number/Item
- Bills
- Orders
- Checkouts
- Holds
- Bookings
- Holdings
- Serials Control
- Bound With
**Control Tab**

The Control tab contains information about the title record, including its control number, date created, and date modified.

<table>
<thead>
<tr>
<th>Basic title information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title control number:</td>
</tr>
<tr>
<td>Record format:</td>
</tr>
<tr>
<td>Number of volumes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created by:</td>
</tr>
<tr>
<td>Date cataloged:</td>
</tr>
<tr>
<td>Date created:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date modified:</td>
</tr>
<tr>
<td>Previously modified by:</td>
</tr>
</tbody>
</table>
**Bibliographic Tab**

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 Tab

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 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 can include item checkouts, circulation, bills, holds, and general information about the item.
Helpers

A helper is a "wizard within a wizard." Helpers are positioned in a menu bar just below the active window’s title bar.

Configure Options for the Item Search

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

The Configure Options for the Item Search helper qualifies a search for catalog items.

On the Item Search and Display window, click this helper to display the following tabs:

- **Search** – Limits and sorts a Search lookup method based on volume/copy characteristics.
• **Display (Exact)** – Limits and displays search results based on individual item characteristics. Settings in this field govern the display of individual items retrieved from an Exact search or search lookup methods.

• **Call Number Browse** – The Class Scheme value determines the order in which the retrieved call numbers are sorted.

WorkFlows retains search, display and call number browse settings until you change them or close the wizard.
**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.

**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.

For more information about limiting searches using operators, see “Boolean Operators” and “Proximity Operators” in Keyword Search Strategies, starting on page 39.

**Browse**

In a Browse search, SirsiDynix Symphony 3.2 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:
If you select Exact, SirsiDynix Symphony 3.2 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 SirsiDynix Symphony 3.2 does not find an exact match, a browse list appears at the point closest to the search term.
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. The following window appears:
2. Scan the barcode, or type the Item ID and click Check Status. The following window appears:

![Check Item Status: Current Status Of Item 1469-1001]

- The failed promise of nuclear power : the story of light water / Bugly, Irvin C.  
  KK(1469.1) Copy: 1 ID:1469-1001

  Proposed action
  
  Route to STACKS

  Status
  On shelf: STACKS...

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

Boolean Operators

NOTE In this training guide, Boolean and proximity operators appear in upper case for clarity within the text. However, when using them as part of a search phrase, you may use upper or lower case.

Operators link search terms and define the relationship between them. Operators help to focus the search. Boolean operators (AND, NOT, OR, and XOR) locate records containing matching terms in the library catalog. The following list explains each operator.

AND

SirsiDynix Symphony 3.2 locates records containing all of the specified terms.

For example, a subject search on “cats AND dogs” locates those records that contain information on both cats and dogs. Records about only cats or records about only dogs are excluded.
SirsiDynix Symphony 3.2 locates records containing the first search term but not the second.

For example, a subject search on “cats NOT dogs” locates records only about cats, and excludes any records about cats that also contain information about dogs.

SirsiDynix Symphony 3.2 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

SirsiDynix Symphony 3.2 locates records matching any one of the specified terms but not all of the specified terms.

For example, a subject search on “Freud XOR Jung” locates records only about Freud and only about Jung. Records that contain information on both Freud and Jung are excluded.
Proximity Operators

Use proximity operators to connect words or phrases within a single field entry.

SAME

SAME locates records in which a bibliographic record field contains all of the specified terms. This is the default proximity operator.

For example, *stephen SAME king* displays items by Stephen King, but not a biography of Martin Luther King by Stephen Jones.

WITH

WITH locates records in which a field contains a sentence with all of the specified terms. Usually, you would use this operator in a specific database search, such as title, subject, or author.

For example, *chris WITH pat* could display “Chris and Pat go to Summer Camp,” but not “Chris goes to Summer Camp. She meets Pat there.”

NEAR

NEAR 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.

For example, *rose NEAR red* displays “Snow White and Rose Red” and “My Love is Like a Red Red Rose.”

ADJ

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

For example, *ADJ2* means that the words must be within two searchable words of each other, but they must be in the order they were entered. Therefore, you could search for “English Literature” as

*English ADJ literature*
Advanced Searching

Relational Operators

Relational operators (<, >, =, <=, >=) let you search a numeric expression, such as a date. Use relational operators by enclosing a field name or entry tag number in braces { }, then typing a relational operator and number.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;</td>
<td>less than</td>
</tr>
<tr>
<td>&gt;</td>
<td>greater than</td>
</tr>
<tr>
<td>=</td>
<td>equal to</td>
</tr>
<tr>
<td>&lt;=</td>
<td>less than or equal to</td>
</tr>
<tr>
<td>&gt;=</td>
<td>greater than or equal to</td>
</tr>
</tbody>
</table>

For example, {260}>2000, would search the 260 tag for records with dates after 2000.

Operator Precedence

When the search expression consists of a combination of terms, you can define the order in which these terms are searched. If two operators are at the same level in the list, SirsiDynix Symphony 3.2 first searches the term at the left, then moves right. Refer to the following list for operator precedence, with the highest listed first.

NEAR, ADJ
WITH
SAME
AND, NOT
XOR, OR
Operators as Part of Search Term

To search for an operator, enclose it in double quotation marks.

For example, *not without my daughter* returns a very large hit list comprised of all titles in the catalog that do *not* contain the phrase, “Without My Daughter.” To prevent this, type “not” *without my daughter*, or enclose the entire phrase in double quotes. (Double quotes treat operators as terms.)

Precise Phrase Searching

To search for terms in the exact order entered, enclose the expression in single quotes. Remember this…”Single quotes; single phrase.” SirsiDynix Symphony 3.2 will locate items in the catalog exactly as typed in the search field. Single quotes do not process operators as search terms.

In the located records, the matched term(s) must also display in the same (adjacent) order as the order they were entered. However, the search expression can display in any of the heading fields searched using the index selected.

For example, ‘*Martin Luther King*’ searches only for items that have these words, in this order.

Nesting Search Expressions

SirsiDynix Symphony 3.2 allows search expressions to be grouped or nested using parentheses. SirsiDynix Symphony 3.2 searches the expression located in the innermost set of parentheses first. SirsiDynix Symphony 3.2 continues the search, moving outward to the terms at the edges of the expression.

For example, (*movies OR films*) AND reviews first locates records containing *movies* or *films*. From these records, it selects those records that also contain *reviews*. 
Searching Keyword Index Synonyms

Every record in the SirsiDynix Symphony 3.2 database has standard entry tags. The most common format is the MARC format with MARC entry tags. SirsiDynix Symphony 3.2 allows one or more MARC entry tags to be represented with an index synonym name. You can limit the search to certain fields and entries within a bibliographic record without typing several entry tags.

To search the general index, type the search term followed by the keyword index synonym enclosed in braces { }. SirsiDynix Symphony 3.2 searches only the specified entries/fields represented by this abbreviated name. If you do not specify a synonym name, SirsiDynix Symphony 3.2 searches all indexed fields within the record.

Refer to the following list of SirsiDynix Symphony 3.2 equivalent search fields for keyword indexes. These tags are most effective when conducting a General index search.

<table>
<thead>
<tr>
<th>Keyword Index</th>
<th>Synonym</th>
<th>MARC Entries Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>TI</td>
<td>130, 245, 246, 440, 730, 740</td>
</tr>
<tr>
<td>Author</td>
<td>AU</td>
<td>100, 110, 111, 700, 710, 711, 720</td>
</tr>
<tr>
<td>Subject</td>
<td>SU</td>
<td>600, 610, 611, 630, 650, 651, 655, 690, 691</td>
</tr>
<tr>
<td>Series</td>
<td>SER</td>
<td>400, 410, 411, 440, 490, 800, 810, 811, 830, 840</td>
</tr>
<tr>
<td>Periodical Title</td>
<td>PER</td>
<td>245, 246, 780, 785</td>
</tr>
</tbody>
</table>

For example, to locate items by Charles Dickens, enter a General search with the following text.

**Dickens {AU}**

SirsiDynix Symphony 3.2 locates items by searching all MARC entry fields represented by the keyword index synonym, AU. In this example, SirsiDynix Symphony 3.2 searches the 100, 110, 111, 700, 710, 711, and 720 entry tags for Dickens.
Searching Specific Fields

Every record in the SirsiDynix Symphony 3.2 database has a particular format consisting of standard entry tags. SirsiDynix Symphony 3.2 lets you limit the search to certain fields and entries within a bibliographic record. Using the General search index, enter your search expression followed by the entry tag(s) enclosed in braces {} . SirsiDynix Symphony 3.2 locates only records with a search term in the specified entries/fields.

**Dickens {100}**

Any entries may be combined in a single search. In the following example, SirsiDynix Symphony 3.2 will search the main title (245) entries and the primary (100) personal author entries.

**Dickens {100} 245**

The following entries are some of the most common MARC and Technical Report entry tags.

<table>
<thead>
<tr>
<th>US MARC ENTRY</th>
<th>Tag Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Personal author main entry</td>
</tr>
<tr>
<td>245</td>
<td>Main title and statements of responsibility</td>
</tr>
<tr>
<td>260</td>
<td>Publication information including date published</td>
</tr>
<tr>
<td>440</td>
<td>Series title entry</td>
</tr>
<tr>
<td>500</td>
<td>General note</td>
</tr>
<tr>
<td>505</td>
<td>Contents note</td>
</tr>
<tr>
<td>520</td>
<td>Summary or abstract</td>
</tr>
<tr>
<td>650</td>
<td>Topical subject heading</td>
</tr>
<tr>
<td>651</td>
<td>Geographical subject heading</td>
</tr>
<tr>
<td>710</td>
<td>Added corporate author</td>
</tr>
</tbody>
</table>
### Technical Report Entry Tag Definition

<table>
<thead>
<tr>
<th>Technical Report Entry</th>
<th>Tag Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTH</td>
<td>Personal author(s)</td>
</tr>
<tr>
<td>CONN</td>
<td>Contract number</td>
</tr>
<tr>
<td>CORP</td>
<td>Corporate author</td>
</tr>
<tr>
<td>CTTL</td>
<td>Classified title</td>
</tr>
<tr>
<td>TITL</td>
<td>Unclassified title</td>
</tr>
<tr>
<td>DATE</td>
<td>Date entered</td>
</tr>
<tr>
<td>DESC</td>
<td>Descriptors</td>
</tr>
<tr>
<td>IDEN</td>
<td>Identifiers</td>
</tr>
</tbody>
</table>

**NOTE** Other formats use different entry tags and fields appropriate to the database searched.

### Stopwords

Words in the following list are typically defined as stopwords.

<table>
<thead>
<tr>
<th>A</th>
<th>AN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>AT</td>
</tr>
<tr>
<td>BE</td>
<td>BUT</td>
</tr>
<tr>
<td>BY</td>
<td>DO</td>
</tr>
<tr>
<td>FOR</td>
<td>IF</td>
</tr>
<tr>
<td>IN</td>
<td>IT</td>
</tr>
<tr>
<td>OF</td>
<td>ON</td>
</tr>
<tr>
<td>THE</td>
<td>TO</td>
</tr>
</tbody>
</table>

For example, if you type **the book of lists** in the Title box, SirsiDynix Symphony 3.2 locates items with the title, “Book Lists.”

If the search expression contains all stopwords, a browse list appears.

SirsiDynix Symphony 3.2 reads stopwords as a “normal” word when you enclose them in double-quotiation marks.
Substitution and Truncation

In SirsiDynix Symphony 3.2, the ? and $ symbols 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, usually when you are unsure of a 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, SirsiDynix Symphony 3.2 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,” “cooks,” “cooking,” and “cookbook”
- dos$sky retrieves “Dostoyevsky” and “Dostoevsky”
Searching Numbers in a List

To search for individual numbers in a list, type a space between each number. SirsiDynix Symphony 3.2 searches numbers separated by commas as if the numbers were not separated.

For example, SirsiDynix Symphony 3.2 searches 1,2,3,4,5 as a single term, but SirsiDynix Symphony 3.2 searches 1 2 3 4 5 as 1 SAME 2 SAME 3 SAME 4 SAME 5.

SirsiDynix Symphony 3.2 searches 5000 and 5,000 as the same term.

Searching Special Characters

When searching characters with diacritics, usually you just drop the diacritic mark and type the base letter. For example, to search for muñoz, simply type munoz. There are some exceptions that we will discuss in the next section.

Transliterated Characters

The following table contains transliterated characters and the replacement characters to use when searching a term containing a transliterated character.

<table>
<thead>
<tr>
<th>Special Transliterated Character Name</th>
<th>Replacement Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polish L (uppercase)</td>
<td>L</td>
</tr>
<tr>
<td>Polish l (lowercase)</td>
<td>l</td>
</tr>
<tr>
<td>Scandinavian O (uppercase)</td>
<td>O</td>
</tr>
<tr>
<td>Scandinavian o (lowercase)</td>
<td>o</td>
</tr>
<tr>
<td>Icelandic thorn (uppercase)</td>
<td>B</td>
</tr>
<tr>
<td>Icelandic thorn (lowercase)</td>
<td>b</td>
</tr>
<tr>
<td>D with crossbar (uppercase)</td>
<td>D</td>
</tr>
<tr>
<td>d with crossbar (lowercase)</td>
<td>d</td>
</tr>
<tr>
<td>digraph AE (uppercase)</td>
<td>AE</td>
</tr>
<tr>
<td>digraph ae (lowercase)</td>
<td>ae</td>
</tr>
<tr>
<td>ligature OE (uppercase)</td>
<td>OE</td>
</tr>
<tr>
<td>ligature oe (lowercase)</td>
<td>oe</td>
</tr>
<tr>
<td>O-hook (uppercase)</td>
<td>O</td>
</tr>
<tr>
<td>O-hook (lowercase)</td>
<td>o</td>
</tr>
<tr>
<td>Uhook (uppercase)</td>
<td>U</td>
</tr>
<tr>
<td>musical flat</td>
<td>b</td>
</tr>
</tbody>
</table>
Punctuation

When you include the punctuation marks listed below in a search expression, SirsiDynix Symphony 3.2 either

- Replaces the punctuation marks with spaces
- Searches variations of the search expression containing the punctuation
- Ignores the punctuation marks

NOTE To search a punctuation mark as a literal character, enclose the expression in double-quotiation marks.

Periods

SirsiDynix Symphony 3.2 searches periods based on how this punctuation mark displays in the search expression. If the period does not mark the end of a sentence or if the period is not used as a decimal mark within a numeral, SirsiDynix Symphony 3.2 replaces the periods 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.* is searched as:

```
title => VACATIONLAND U S A
```

The title *98.6: a novel* is searched as:

```
title => 98.6 NOVEL
```

Commas

SirsiDynix Symphony 3.2 also replaces commas within a search expression with a space.

For example, the title *Goodbye, Columbus and Five Short Stories* is searched as:

```
title => Goodbye Columbus Five Short Stories
```
**Hyphens**

Search expressions containing hyphens are searched with the hyphen included. A search without the hyphen displays words both with and without the hyphen.

For example, the title Camp-Fire Girls is searched as:

```latex
{title} => Camp-fire Girls
```

Only titles that include a hyphen between camp and fire will display. To broaden the search to include the phrase Camp Fire with and without the hyphen, use the following search:

```latex
{title} => Camp Fire Girls
```

**Circumflex (^)**

SirsiDynix Symphony 3.2 ignores the circumflex in search expressions. The circumflex is used internally as a special character, and it cannot be supported as a literal character.
## Miscellaneous Symbols

The following table contains additional special characters.

The characters do not affect searching. Some of the characters are replaced by a space and some are ignored.

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Punctuation Mark</th>
<th>Replaced With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accent</td>
<td>,</td>
<td>space</td>
</tr>
<tr>
<td>Ampersand</td>
<td>&amp;</td>
<td>ignored</td>
</tr>
<tr>
<td>Apostrophe or Single Quotation Mark</td>
<td>‘</td>
<td>ignored</td>
</tr>
<tr>
<td>Asterisk</td>
<td>*</td>
<td>space</td>
</tr>
<tr>
<td>At (each) sign</td>
<td>@</td>
<td>space</td>
</tr>
<tr>
<td>Back slash</td>
<td>\</td>
<td>ignored</td>
</tr>
<tr>
<td>Brackets</td>
<td>[ ]</td>
<td>space</td>
</tr>
<tr>
<td>Colon</td>
<td>:</td>
<td>space</td>
</tr>
<tr>
<td>Exclamation point</td>
<td>!</td>
<td>space</td>
</tr>
<tr>
<td>Forward slash</td>
<td>/</td>
<td>space</td>
</tr>
<tr>
<td>Number sign (pound sign, musical sharp)</td>
<td>#</td>
<td>space</td>
</tr>
<tr>
<td>Percent sign</td>
<td>%</td>
<td>space</td>
</tr>
<tr>
<td>Plus</td>
<td>+</td>
<td>space</td>
</tr>
<tr>
<td>Semicolon</td>
<td>;</td>
<td>space</td>
</tr>
<tr>
<td>Tilde</td>
<td>~</td>
<td>space</td>
</tr>
<tr>
<td>Underscore</td>
<td>_</td>
<td>space</td>
</tr>
</tbody>
</table>
Appendix A – EPS/Rooms

Overview

EPS/Rooms is an online intuitive interface for searching the following types of information and resources within your library or via the Internet.

- Library catalogs
- SirsiDynix DataStream™ - This optional content enrichment features book reviews, author biographies, summaries, first chapters, tables of contents, book jacket covers, and more
- SirsiDynix Rooms™ - This feature includes optional virtual “rooms” provided by SirsiDynix and the ability to create your own rooms. These virtual rooms present content contextually and permit contextualized searches.
- Other libraries' holdings via Z39.50
- Best of the Web cataloged Web sites
- Your library’s own best of the Web cataloged sites
- Subscription databases
- Electronic books, journals, and magazines
- Digital collections, including video, audio, and documents
- Local library or community publications, resources, or other information
- Resources, publications, collections, and databases of all kinds available via the Internet

EPS/Rooms uses the latest Web technologies to provide the personalized service, ease of searching, and enriched information that library users are accustomed to seeing on commercial Web sites, with no additional work for library staff.
EPS/Rooms Home Page

This section will discuss the features on the EPS/Rooms Home page.

NOTE Depending on which EPS/Rooms modules your library purchased, some features shown on the screen shots throughout this training guide may not be available at your library.
Banner

The Banner area of EPS/Rooms home page includes the library logo, the Ask a Librarian virtual reference link, and the login area.

Ask a Librarian

Click Ask a Librarian to enter a live chat for virtual reference. An email link and an online knowledge base are also available from this link.

Login Area (Welcome)

Logging in to a library account allows the patron to renew materials, view items on hold, view fines, and review the library account. A review of the account includes viewing items that are checked out.

Once you are logged in, the login area allows you to Change Password or Logout.

Navigation Bar

The Navigation Bar is a static element in the interface. The Navigation Bar contains links to information about the library and Rooms, a link to the front page, and a link to online help. All links except Home open in a new browser window.
About the Library

About the Library links to library information, including hours, locations, departments, services, etc.

Learn About Rooms

Learn About Rooms links to a brief description of the Rooms concept.

Home

Click Home to return to the front page.

Print

Click Print to send a copy of the current page to your printer.

Help

Click Help to open online assistance for various topics in EPS/Rooms.

Rooms Content

The Rooms content area is in the left column of the EPS/Rooms home page. There are also room navigation links under the Quick Search area in the center column of the EPS/Rooms home page.

The Reading Room is delivered with the purchase of EPS. If EPS is purchased with Rooms, the SirsiDynix Rooms Starter Pack is included, as well as the Reading Room. The ten virtual rooms and the Reading Room are populated with pre-selected and organized content. These rooms are accessed from Explore a Room.

Explore a Room

Explore a Room provides in-depth information on various subject areas. Book suggestions, links, and related topics appear when a user enters a room.
How Do I

Click any one of the questions in How Do I to open a room with the necessary information and links related to the information. The questions contained in How Do I? change to fit the context of the current room.

Just for You

Just for You provides graphical links to rooms of interest to specific audiences, such as a Just for Kids room or an English as a Second Language (ESL) room.
**EPS/Rooms Navigation and Navigation History**

You can return to the EPS/Rooms home page at any time by clicking Home under the Quick Search area, or clicking in the Navigation Bar. Return to any previously visited room in the same hierarchy by clicking on the name of that room listed beside Home.

To view a navigation history, click Browse History. A clickable list of all rooms visited during the current session is displayed in a separate window.

---

**Content**

The center column of EPS/Rooms includes customizable content, some of which is available as part of the SirsiDynix DataStream™ subscription.

**Weather/News**

You can include links to local Weather and News Web sites from the EPS/Rooms home page.

---

**Suggested Reading**

Suggested Reading highlights a book on a current topic, and includes links to Web sites, booklists, and other relevant information.

---

**New and Coming Soon**

New and Coming Soon includes available reviews of and excerpts from upcoming books.
Recommended Resources

Recommended Resources provides bestseller lists, lists of award winning books, lists of favorite authors and subjects, and links to library catalog records on these books.

Recommended Resources may include books that are not in your library’s catalog. If the title is available from your library, you can display Full Details for additional information. If the title is not in your library’s catalog, the patron can click Recommend to Order, which sends a message to the library staff. The patron can also click Buy This Item Now to open an online retailer Web site (in a separate window) where the item can be purchased. These are optional features.

Recommended Resources

**NY Times Fiction**
1. The 4th of July
2. True Believer
3. The Mermaid Chair
4. Da Vinci Code
5. No Place Like Home

**NY Times Non-Fiction**
1. The World is Flat
2. Freakonimics
3. A Lotus Grows In...
4. My Life So Far
5. Blink

**Favorite Authors**
1. James Patterson
2. Nora Roberts
3. John Grisham
4. Janet Evanovich
5. Danielle Steel

**Favorite Subjects**
1. Rock music--2001-2010
3. Audibooks
5. Motion picture music
Rooms Highlights

You can display links to rooms that your users might find of interest from Rooms Highlights.

Rooms™ Highlights

You have just opened the door to an interactive and contextual learning experience! Explore Rooms™ to learn about a topic in more depth through websites, articles, books and more.

The Art of Resumes

How do you know what action words, format, and layout will bring out the best of your experiences? Learn techniques for sprucing up your resume or CV by visiting our Job Hunting & Preparation Guide.
LET'S GET STARTED >

Discovering Your Family's History

Always intending to research your family history, but are never sure where to start? From learning the fundamentals of research to preservation techniques and tutorials, our Genealogy & Family History Room will have you unlocking those family secrets in no time!
LET'S GET STARTED >

Popular Destinations: Traveling In Style

Paris, London, Disneyland and New York are just a few of the popular destinations highlighted in our Online Travel Guides. Book a flight, sign-up for a tour, check out local museums and more by exploring our unique Travel Room.
LET'S GET STARTED >

Library Information

EPS/Rooms can feature library information on the Home page. Your library maintains the information and announcements that appear in this section.
Library Highlights

Use Library Highlights to display basic information about the library. Library Highlights may include contact information, driving directions, hours, and other relevant information. Library Highlights is specific to each branch in a multilibrary system. Use the Select a Library list to view information for other library branches.

My Library Account

From My Library Account, patrons can review or renew materials they have checked out, view items that they have on hold, or check for fines.

- Click Review My Library Account to display items you have checked out and any outstanding bills on your account.
• Click **Renew My Items** to renew selected items or all items.

• Click **My Items on Hold** to display items that you have placed on hold.

• Click **View My Fines** to display items for which you have fines, and the total of the fines for those items.

**Calendar of Events**

You can view upcoming programs with the Calendar of Events. The calendar is specific to each library branch in a multilibrary system.

**Join a Book Club**

You can get information about book clubs at the library with **Join a Book Club**.
Searching

Quick Search

The Quick Search option is available in the center column on all pages of EPS/Rooms.

The following options may be listed in the drop-down menu next to the search term field, depending on the services your library offers.

- **Everything** searches all resources that are available to the patron. If you select Everything, the general keyword index is searched.

- **Library Catalog** searches for items in the library catalog. If you select Library Catalog or any of the specified library catalog searches, the general keyword index is searched. The following library catalog searches can be specified.
  - By Title
  - By Author
  - By Subject
  - Other searches as specified by the library

- If you have SirsiDynix SingleSearch, **Other Libraries** can be searched with a Z39.50 connection, as configured by the library. The search first results in a hit list of the searched sites with the number of hits found at each site. Click the site name to display the search results for that site.

- **Best of the Web** searches can be conducted over web sites that have been confirmed and compiled by SirsiDynix. Only sites within the context of the subject area are returned. For example, a search for "windows" in the Home Improvement Room will ignore computer operating systems.

- If you have SirsiDynix SingleSearch and select **Mags, Journs, DBs** can be searched.

- **The Web** can be searched using Google or other recognized web search engines.
To submit a Quick Search:

1. Type a search term or phrase in the search term field.
2. Use the drop-down menu to select an option to narrow your search:
3. Click Search. A single item or a hit list of items appears.

You can use Boolean and Proximity operators in your search. For more information about searching, see Keyword Search Strategies on page 39.

Click Advanced Catalog Search to add more limiters to a search.
Search Results

If only one search option is selected, a hit list box for the single search option displays. If Everything is selected as the search option, a search results box displays for each search option.

Search Results Boxes

Search Everything

If Everything is selected as the search option for the search term, discrete search results boxes display. Each box contains the hit list for a different search option. You can select a result in any of the boxes to get more information.
Search the Library Catalog

If you searched using one of the library catalog options, the following options are available on the Library Catalog hit list.

- Drop-down lists at the top that allow users to limit the hit list, as follows.
  - **Refine By Group** as assigned by the library
  - **View Results From** various library branches
  - **Sort Results By** various criteria

- An **XML** button that allows you to convert the hit list into RSS format.

- A **Keep** button that allows users to save the title on a Kept list that can be emailed or printed.

- A **Hold** button that allows users to add their name to the holds queue and specify a pickup location.

---

**Previous Next Search History Kept Records (0)**

<table>
<thead>
<tr>
<th>Refine By Group</th>
<th>View Results From</th>
<th>Sort Results By</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Item Groups</td>
<td>choose all libraries</td>
<td>Relevance</td>
</tr>
</tbody>
</table>

You performed a (General) search for "dogs"

(Displayed Results 1 - 10 of 94)

<table>
<thead>
<tr>
<th>Call No</th>
<th>Author(s)</th>
<th>Title</th>
<th>Pub Year</th>
<th>Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Call No</th>
<th>Author(s)</th>
<th>Title</th>
<th>Pub Year</th>
<th>Location</th>
</tr>
</thead>
</table>
Hit List Information

Here is an example of an item on a hit list:

**Drawing and learning about dogs : using shapes and lines**

1 copy available at Standard shelving location

The following information about each item can appear on a hit list:

- Call Number
- Title
- Author
- Publication Year
- Edition
- Number of available copies (available with the Demand Management feature)
- Keep option
- Place a Hold option

If your library purchased a DataStream subscription, you may see various icons on hit lists. When you click these icons, a Single Item View appears with this information. The DataStream subscription may include cover art, summaries, tables of contents, excerpts, author biographies, and reviews.

See Results In Other Searches

When search results are displayed, an option to See Results In other searches appears in the left column of the Search Results page. Click on one of the other search options to conduct a search for the same search term in a different search source.
See Results Via RSS

When search results are displayed, an option to **See Results Via RSS** appears in the left column of the Search Results page. Click **XML** to convert the search results into RSS format.

![Search Results via RSS](image)

Icon Legend

When search results are displayed, an icon legend appears in the left column of the Search Results page. This legend applies to icons in the hit list.

![Icon Legend](image)

Browse History

A user’s search history for the current session is available from the link at the top of the hit list. Click **Browse History** to see everything searched for in a session, displayed in a separate window. Click an item in the browse history to return to that particular search results page.
Single Item View

The Single Item View organizes information for easier management of the content.

Title Level Information

Title level information displays at the top of the search results box. Basic fields that might be included are title, author, publisher, publication year, pages, and ISBN number.

Copy Level Information

Library holdings display in the item option display area for the Item Details view. Basic fields that might be included are call number, library, and current location.

Hit List Navigation from the Single Item View

You can navigate through the hit list, go to the original hit list view, or view a search history using the navigation at the top of a search results box.
View DataStream Content

**A Look Inside** icons appears when optional SirsiDynix DataStream information is available. Click on any icon to display the single item view with A Look Inside information included in the item option display area.

<table>
<thead>
<tr>
<th>![Summary Icon]</th>
<th>An unusual dog, part St. Bernard, part Scotch shepherd, is forcibly taken to Alaska where he eventually becomes leader of a wolf pack. Distributed by Syndetic Solutions, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Review Icon]</td>
<td>This low-priced edition of London's 1903 classic offers good value for the money. It is not only illustrated and annotated, but it also includes a bibliography, a chronology of events, and a scholarly introduction by editor Dyer. A real bargain for the price. (c) Copyright 1997, Cahners Business Information, a division of Reed Elsevier, Inc. All Rights Reserved.</td>
</tr>
<tr>
<td>![See More Icon]</td>
<td>This low-priced edition of London's 1903 classic offers good value for the money. It is not only illustrated and annotated, but it also includes a bibliography, a chronology of events, and a scholarly introduction by editor Dyer. A real bargain for the price. (c) Copyright 2004, Cahners Business Information, a division of Reed Elsevier, Inc. All Rights Reserved.</td>
</tr>
</tbody>
</table>

See More About This Item Options

**Keep Item**

Select **Keep Item** to save the title on a Kept list that can be emailed or printed. When Keep Item is selected, the single item view updates to include an incremented number for Kept Records in the navigation area, to change Kept Item to Kept to indicate the item is already on the Kept list, and to activate the Kept Records link in the option selection area.

<table>
<thead>
<tr>
<th>The Call of the Wild : annotated and illustrated</th>
<th>The Call of the Wild : annotated and illustrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher: Norman :University of Oklahoma Press,</td>
<td>Publisher: Norman :University of Oklahoma Press,</td>
</tr>
<tr>
<td>Pub Year: 1907</td>
<td>Pub Year: 1907</td>
</tr>
<tr>
<td>Pages: xxiii, 110 p. :</td>
<td>Pages: xxiii, 110 p. :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>See More About this Item</th>
<th>See More About this Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kept</strong></td>
<td><strong>Kept</strong></td>
</tr>
<tr>
<td><strong>Place Held</strong></td>
<td><strong>Place Held</strong></td>
</tr>
<tr>
<td><strong>Find more by this author</strong></td>
<td><strong>Find more by this author</strong></td>
</tr>
<tr>
<td><strong>Find more on this topic</strong></td>
<td><strong>Find more on this topic</strong></td>
</tr>
<tr>
<td><strong>Find nearby items on shelf</strong></td>
<td><strong>Find nearby items on shelf</strong></td>
</tr>
<tr>
<td><strong>Kept Records</strong></td>
<td><strong>Kept Records</strong></td>
</tr>
<tr>
<td><strong>Item Details</strong></td>
<td><strong>Item Details</strong></td>
</tr>
<tr>
<td><strong>Catalog Record</strong></td>
<td><strong>Catalog Record</strong></td>
</tr>
<tr>
<td><strong>MARC Record</strong></td>
<td><strong>MARC Record</strong></td>
</tr>
<tr>
<td><strong>Other Links</strong></td>
<td><strong>Other Links</strong></td>
</tr>
</tbody>
</table>
**Place Hold**

Click **Place Hold** to place add a user’s name to the holds queue and specify a pickup library. Once the hold has been successfully added to the queue, a confirmation message displays. You must be logged in to use this feature.

**Find More by this Author**

Click **Find More by this Author** to initiate an author search of items by the same author.

**Find More on this Topic**

Click **Find More on this Topic** to initiate a subject search of items.

**Find Nearby Items on Shelf**

Click **Find Nearby Items on Shelf** to initiate a call number browse of items in the same location as the item from the hit list. The call number browse is initiated for the first call number associated with the title.

**Kept Records**

Click **Kept Records** to view a list of all the items on the Kept list. You can also place holds on all the items on the Kept list at one time or email a copy of those records to yourself or someone else.

**Item Details**

**Item Details** displays brief information from the bibliographic record and holdings information. If you have the optional DataStream subscription, you may see a summary. You can view details at any time by clicking **Item Details** on the right side of the search results box. **Item Details** is the default view when you select a title from a hit list.

<table>
<thead>
<tr>
<th>Holdings:</th>
<th>Copies</th>
<th>Material</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Library -- Main</td>
<td>PS3523 .046 C3 1997R</td>
<td>1</td>
<td>Book</td>
</tr>
</tbody>
</table>

**Catalog Record**

**Catalog Record** includes more information from the bibliographic record for the item in the single item view.
<table>
<thead>
<tr>
<th>ISBN</th>
<th>0805129204 (alk. paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Author</td>
<td>London, Jack; 1876-1916</td>
</tr>
<tr>
<td>Title</td>
<td>The call of the wild : annotated and illustrated / by Jack London ; edited by Daniel Dyer.</td>
</tr>
<tr>
<td>Physical descrip</td>
<td>xxiii, 110 p. : ill., maps ; 26 cm.</td>
</tr>
<tr>
<td>Personal subject</td>
<td>London, Jack; 1876-1916. Call of the wild.</td>
</tr>
<tr>
<td></td>
<td>Animals. Treatment. Fiction.</td>
</tr>
<tr>
<td></td>
<td>Feral dogs. Fiction.</td>
</tr>
<tr>
<td>Subject term</td>
<td>Pet theft. Fiction.</td>
</tr>
<tr>
<td></td>
<td>Sled dogs. Fiction.</td>
</tr>
<tr>
<td></td>
<td>Dogs. Fiction.</td>
</tr>
<tr>
<td></td>
<td>Dogs in literature.</td>
</tr>
<tr>
<td>Geographic term</td>
<td>Klondike River Valley (Yukon). Fiction.</td>
</tr>
<tr>
<td></td>
<td>Klondike River Valley (Yukon). In literature.</td>
</tr>
<tr>
<td>Added author</td>
<td>Dyer, Daniel</td>
</tr>
</tbody>
</table>

**MARC Record**

Click **MARC Record** to view the catalog record in MARC format.
Advanced Catalog Search

Use Advanced Catalog Search when you want to:

- Search across multiple indexes
- Combine search elements to refine a search
- Limit a search based on criteria configured by your library
- Perform a call number search

Access Advanced Catalog Search from the EPS/Rmoms home page.

The Advanced Catalog Search screen displays.

Type the words or phrase that you want to search for. A keyword search returns records containing what is typed into the Words or
Phrase box. You can limit your search by making selections from the various drop-down lists. For more advanced searching techniques, see Keyword Search Strategies on page 39.
Other Library Catalog Searches

Once a library catalog search has been initiated, you can access other library catalog searches from the left column of the EPS/Rooms page.

Browse Search

A Browse search looks for cataloged headings beginning with the first word of the search string.

A Browse search produces an alphabetical list of items matching your search string, beginning with one term preceding the closest match. For example, if you type pottery in the search box and click Browse subject, you could receive a hit list like this:

Call Number Browse

If you know the call number of the item you are searching for, you can use the Call Number Search option. This search feature lets you browse the “library shelves” by call number.
Your library may have the following options for limiting a call number search:

- In a multilibrary system, you can select which library catalog to search by making a selection from the library box.
- If you are familiar with your library’s catalog record item types, you can limit the search by a specific item type in the type box.
- You can choose the library shelving location to search by making a selection from the location box.

**Journal Items A to Z and Journal Articles**

Click Journal Items A to Z or Journal Articles to view information using SirsiDynix Resolver.

**Boolean Operators**

Boolean operators link search terms and define the relationship between them.

- **AND** – both subject terms
- **OR** – either subject terms
- **NOT** – a subject term not including the other subject term
- **XOR** – either subject term, but not both

For a detailed explanation of Boolean and other search-limiting operators, see Keyword Search Strategies on page 39, or click Help from any window in EPS/Rooms.
Search Engine

Google is the default Internet search engine for EPS/Roms. Google utilizes many advanced search techniques, and it provides a variety of search services to make search results more accurate. Your system can also be configured to use AltaVista and Yahoo search engines.
Overview

iBistro/iLink is an online public access catalog (OPAC) that provides access to the following types of information and resources within your library or via the Internet. This includes:

- Library catalogs
- SirsiDynix DataStream™ - This optional content enrichment features book reviews, author biographies, summaries, first chapters, tables of contents, book jacket covers, and more
- Other libraries' holdings via Z39.50
- Cataloged Web sites
- Subscription databases
- Electronic books, journals, and magazines
- Digital collections, including video, audio, and documents
- Local library or community publications, resources, or other information
- Resources, publications, collections, and databases of all kinds available via the Internet

iBistro/iLink uses the latest Web technologies to provide the personalized service, ease of searching, and enriched information that library users are accustomed to seeing on commercial Web sites, with no additional work for library staff.

NOTE Throughout this section, we will illustrate iBistro Web pages. Keep in mind that iLink has the same features as iBistro, but the interface will look slightly different.
**iBistro/iLink Home Page**

This section will discuss the features on the iBistro/iLink Home page.

---

**NOTE** Depending on which iBistro/iLink modules your library purchased, some features shown on the screen shots throughout this training guide may not be available at your library.

---

![Diagram of iBistro/iLink Home Page](image)

- **Toolbar**
- **Rootbar**
- **Search Box**
- **Library Information**

**SirsiDynix DataStream (Content Enrichment)**
Rootbar (Menu Bar)

The rootbar remains constant.

Search/Home

Click Search/Home from any window to return to the iBistro/iLink Home page.

Find It Fast (optional)

Find It Fast displays a window of categories represented by picture icons. Click each picture to narrow the search until a hit list or bibliographic record displays.

Kids’ Library (optional)

Kids’ Library is a kid-friendly preconfigured search tool for the library’s catalog. Like Find It Fast, this feature displays a window of categories represented by hyperlinked icons.

I Need Material

I Need Material provides a tool to communicate with library staff. Options include:

- Place Hold
- Requisition Additional Copies
- Search Services
- Interlibrary Loan
- Recommend to Order

Knowledge Portal

Knowledge Portal accesses online databases, search engines, and Web sites selected by your library.

- Z39.50 Sites
- World Wide Web

Reserve Desk (optional)

Reserve Desk provides easy access to course materials on reserve. For more information, see Academic Reserves on page 101.
**My Account**

*My Account* provides access to a patron’s library account. The patron must be logged in to use this service. We will discuss this feature in more detail in *Additional Features After Log In* on page 104.

**Contact Us**

*Contact Us* displays a dialog box where patrons can provide feedback to the library staff. This creates a SirsiDynix Symphony 3.2 request.

**Digital Library (optional)**

Digital Library provides access to the Hyperion™ Digital Media Archive, which stores non-book holdings in a digital format. For more information, see *Digital Library (Hyperion)* on page 102.
Navigation Toolbar

The Navigation toolbar changes depending on what is displayed in the browser. Here is the Navigation toolbar as it appears on the iBistro/iLink Home page:

Here is an example of the Navigation toolbar after an initial search:

Here are brief explanations of the links on the Navigation toolbar:

- **Go Back** – Redisplays the previous window.
- **Help** – Opens the iBistro/iLink context-sensitive Help file in a separate window.
- **Limit Search** – Jumps to the Search Again box on the bottom of a hit list so you can further define the just completed search.
• **New Search** – Redisplays the Quick Search box on the Home page. The search term or phrase is NOT retained.

• **Previous** – Displays the previous page of a multi-page hit list.

• **Next** – Displays the next page of a multi-page hit list.

• **Kept** – While reviewing a hit list, click **Keep** next to those records that you want to add to a personal hit list. Once you’ve completed your review, click **Kept** to display this personal hit list. You then have the option to print or e-mail this personal hit list. SirsiDynix Symphony 3.2 maintains the **Kept** list over multiple searches.

• **Change Display** – If activated by your library, you can change the way an item’s record information displays by clicking **Change Display** on the Full Details view of an item. The Help file lists the options you can change.

• **X-Refs** – The optional **X-Refs** button appears if you have authority records with cross-references attached to them and if a search term matches an entry in a thesaurus. Click **X-Ref** to display a list of terms related to the previous search expression on the Catalog Lookup By Cross Reference page. Select from these terms to continue browsing or searching the catalog. Cross references also appear in the Try These Too section. Here is an example of a cross reference list:

```
Catalog Lookup by Cross Reference
Search topics related to the subject POTTERY

ART POTTERY
REDWARE
SLIPWARE
STONEWARE
TERRA-COTTA
TRANSFER-PRINTING
WILLOWWARE
YELLOW WARE
```

• **Logout** – Click this link to logout and exit iBistro/iLink.
SirsiDynix DataStream (Content Enrichment)

Recommended Reading List

iBistro/iLink displays award-winning and book-group titles, including books that are not in your library’s catalog. If the title is available from your library, you can display Full Details for additional information. If the title is not in your library’s catalog, the patron can click Recommend to Order, which sends a message to the library staff. The patron can also click Buy This Item Now to open an online retailer Web site (in a separate window) where the item can be purchased. These are optional features.

Best Sellers List

When you click one of the lists, iBistro/iLink displays the books on the list including books that are not in your library’s catalog. If the title is available from your library, click Details to display the Full Record. If the title is not in your library’s catalog, the patron can click Recommend to Order, which sends a message to the library staff. The patron can also click Buy This Item Now to open an online retailer Web site (in a separate window) where the item can be purchased. These are optional features.

Hot Sites/Cool Sites

This feature is available if your library purchased a DataStream subscription. This service provides high-quality, cataloged Web sites. Updates to the list occur weekly.

What Others Are Reading/High Interest Items

The Most Popular Items report analyzes your library’s SirsiDynix Symphony 3.2 server databases, circulation history logs, and holds-queue depth logs. It then processes this information into a list of items that appears on the iBistro/iLink Home page.
Library Information

iBistro/iLink can feature library information on the Home page. Your library maintains the information and announcements that appear in this section.

Your library may also include a Have You Read? component, which is a set of predefined searches of interest to your patrons. Items are divided into non-subject categories that may include various best seller lists, banned books, books of local interest, and library staff favorites. Picture icons also display here.

My Favorites

The My Favorite Authors and My Favorite Subjects lists appear on the Home page if a patron is logged in. For more information, see My Favorite Lists on page 104.

Login Box

You must log in to iBistro/iLink to access additional features. For more information, see Additional Features After Log In on page 104.
Quick Search

Typically, the first search page that appears in iBistro/iLink has simple Quick Search options

You can use Boolean and Proximity operators in your search. For more information about searching, see Keyword Search Strategies on page 39.

To submit a Quick Search:

1. Type a search term or phrase in the Search box.
2. Select an option to narrow your search:
   - words or phrase
   - author
   - title
   - subject
   - series
   - periodical title
3. For multi-location libraries, select ALL to include all branches in the search, or select a specific branch to narrow your search.
4. Click Search. A single item or a hit list of items appears. Click Power Search to limit your search further. We will discuss this feature on page 96.
**Search Results**

**Search Results Bar**

When search results display, the toolbar elements change, and a Search Results bar displays above the hit list. The search term(s), the total number of titles found, and hyperlink options to search the World Wide Web using the same terms can also display in the Search Results bar.

**Hit List Information**

Here is an example of an item on a hit list:

<table>
<thead>
<tr>
<th>#2</th>
<th>Details</th>
<th>Lemony Snicket: the unauthorized autobiography 1st ed.</th>
<th>2002</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keyp</td>
<td>Lemony Snicket</td>
<td></td>
</tr>
</tbody>
</table>

The following information about each item can appear on a hit list:

- Call Number
- Title
- Author
- Publication Year
- Edition
- Number of available copies (available with the Demand Management feature)

If your library purchased a DataStream subscription, you may see various icons on hit lists. When you click these icons, a Full Detail window appears with this information.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Art</td>
<td>A thumbnail picture of the described item’s cover. Appears on hit lists and an item’s full detailed description.</td>
</tr>
<tr>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
</tr>
<tr>
<td>Chapter or chapter excerpt</td>
<td></td>
</tr>
<tr>
<td>Author biography</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>Publisher’s review</td>
<td></td>
</tr>
<tr>
<td>Related URL</td>
<td>If there is an entry in the 856 field of the bibliographic record, this “link” icon appears. Click this link to open the referenced Web site in a separate window.</td>
</tr>
<tr>
<td>Bookwrap</td>
<td>A Bookwrap is a Web-based book commercial that combines streaming video and audio, book metadata and author biographical information in a single Web frame.</td>
</tr>
<tr>
<td>Children’s Literature</td>
<td>Comprehensive Database (CLCD) provides reviews of children’s books.</td>
</tr>
<tr>
<td>ebrary</td>
<td>Provides access to over 13,000 online books in the ebrary collection.</td>
</tr>
<tr>
<td>NoveList</td>
<td>Provides access to a reader’s advisory database.</td>
</tr>
<tr>
<td>Buy this item now</td>
<td>Links to one or several online bookstores, depending on sponsoring library preferences.</td>
</tr>
<tr>
<td>Place Hold</td>
<td>Links to a window that lets the patron log in, place a hold on an item, and designate a pickup location.</td>
</tr>
</tbody>
</table>
Single Item View

The Single Item View page organizes information using tabs for easier management of the content. You need Internet Explorer 5.5+ or Netscape 6.0+ to view tabs.

- The Item Information tab displays brief information from the bibliographic record and holdings information. If you have the optional DataStream subscription, you may see a summary:

### Item Information

**Lemony Snicket: the unauthorized autobiography**

Snicket, Lemony.

Millions of readers of the bestselling *A Series of Unfortunate Events* have been asking the same questions: Who is Lemony Snicket? Why has his face never been captured on film? Why is he so obsessed with three unlucky orphans and a woman named Beatrice? Finally, here is the definitive—and only—book... read more...

- **Publishers**: HarperCollins,
- **Pub Date**: 2002,
- **Pages**: xxii, 212 p. ;
- **ISBN**: 060630713X
- **Copy Info**: 1 copy available at MAIN,
  1 copy total in all locations,

### Holdings

<table>
<thead>
<tr>
<th>Main Library Copies</th>
<th>Material Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>JF DNI</td>
<td>1 Book Standard shelving location</td>
</tr>
</tbody>
</table>
• The Look Inside tab appears when optional SirsiDynix DataStream information is available:

<table>
<thead>
<tr>
<th>Item Information</th>
<th>A Look Inside</th>
<th>Catalog Record</th>
</tr>
</thead>
</table>
| **Lemony Snicket: the unauthorized autobiography**  
Snicket, Lemony.  
**Summary**  
Millions of readers of the bestselling A Series of Unfortunate Events have been asking the same questions: Who is Lemony Snicket? Why has his face never been captured on film? Why is he so obsessed with three unlucky orphans and a woman named Beatrice? Finally, here is the definitive -- and only-- book for anyone interested in learning more about the alarmingly elusive author. Photos.  
**Review**  
Or 48: Beneath a simple, seductive Tyvek cover resembling manila and plain brown paper, snippets of Snicket’s life appear in 13 chapters of notes, letters, newspaper clippings, songs, music sheets, telegrams, screenplay excerpts, steamship tickets, and meeting minutes. Daniel Handler prefaced the material. It is not stated who compiled this information, although there is a speculative tale of how it reached the publisher. Snicket begins with a letter about the inaccurate report of his death published in the Daily Punctilio, and comments on a folk song detailing his abduction at a young age by the V.F.D. It is noted that all members of this organization were snatched at an early age, chronicled with black-and-white photographs. Subsequent documents from and about characters in "A Series of Unfortunate Events," such as Poe, Olaf, Esme, and others, may or may not reveal their connection to V.F.D., which is used as an acronym for many different organizations, events, and things. Illusion is made to a solid connection between the Snickets and Baudelaires; clearly they are in imminent danger and in need of the many disguise suggestions provided. The book's high-gloss pages have the look of a scrapbook with many gray pages reminiscent of early photocopies. References are made to Kafka, Fitzgerald, and children's authors. There is a dauntingly cross-referenced index. Snicket fans will clamor for this intriguing parody of an autobiography/mystery. - Laura Scott, Baldwin Public Library, Birmingham, MI Copyright 2002 Cahners Business Information. |

<table>
<thead>
<tr>
<th>Item Information</th>
<th>A Look Inside</th>
<th>Catalog Record</th>
</tr>
</thead>
</table>
| **Lemony Snicket: the unauthorized autobiography**  
Snicket, Lemony.  
**ISBN**  
0606007195 : $13.99  
0606007206 (lib. bdg.)  
**Personal Authors**  
Snicket, Lemony.  
**Title**  
Lemony Snicket: the unauthorized autobiography / Lemony Snicket.  
**Edition**  
1st ed.  
**Publication info**  
**Physical description**  
xxvi, 222 p. : ill. ; 18 cm.  
**Subject**  
(Series of unfortunate events)  
**Summary**  
The elusive author provides a glimpse into his mysterious and sometimes confusing life, using fandub letters, diary entries, and other miscellaneous documents as well as photographs and illustrations. Even includes a humorous, and thoroughly unreliable, index.  
**Hold by**  
MAIN  
**Personal subject**  
Snicket, Lemony--Fiction.  
**Subject term**  
Humorous stories.  
**Subject term**  
Autobiographical fiction. |

• The Catalog Record tab displays more information from the bibliographic record:
Demand Management (optional)

Demand Management displays copy availability, estimated wait for holds and order status. It tracks availability of copies throughout the system and can shorten loan periods.

Copy Level Information

Copy level information displays the number of copies for a title and their locations.

Hyperlinks

Hyperlinks provide users with more information in various bibliographic fields. Clicking a hyperlink performs a new search on the selected term.

Other Options

Keep

If you are logged in, this feature marks an item that you want to remember so you can view, print, or e-mail the record information.
**Place Hold**

If you are logged in, this feature adds the item to your Hold list. If you are not logged in, a login window appears.

**Buy This Item Now**

This feature links to one of several bookstores, depending on your library’s preference.

**Find More By This Author**

This feature retrieves a list of titles by all the authors in the selected record.

**Find More On These Topics**

This feature retrieves a list of titles with the same subject terms.

**Nearby Items on Shelf**

This feature retrieves a list of titles with the same call number so that you can electronically browse the library shelves.

**Continue Search In**

This feature carries the existing search to an Internet search engine.

**You Found Titles in Categories**

To narrow search results to a specific category based upon classification, click More in You Found Titles in Categories.
**Power Search (Advanced Search)**

Use Power Search when you want to:

- Combine search elements to refine a search
- Limit a search based on criteria configured by your library
- Perform a call number search

Access the Power Search box from the iBistro/iLink Home page:

![Power Search interface](image-url)
Type the words or phrase that you want to search for. A keyword search returns records containing what is typed into the Words or Phrase box. You can limit your search by making selections from the various drop-down lists. For more advanced searching techniques, see Keyword Search Strategies on page 39.

Other Searches

From the Power Search window, you can also choose a Browse or Call Number search.

**Browse Search**

A Browse search looks for cataloged headings beginning with the first word of the search string.

A Browse search produces an alphabetical list of items matching your search string, beginning with one term preceding the closest match. For example, if you type pottery in the search box and click Browse subject, you could receive a hit list like this:

<table>
<thead>
<tr>
<th>Catalog Browse Results: “pottery”</th>
</tr>
</thead>
<tbody>
<tr>
<td>POTTERS UNITED STATES</td>
</tr>
<tr>
<td>POTTERY</td>
</tr>
<tr>
<td>see related headings for:</td>
</tr>
<tr>
<td>POTTERY</td>
</tr>
<tr>
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<tr>
<td>POTTERY 19TH CENTURY PENNSYLVANIA</td>
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<tr>
<td>POTTERY 19TH CENTURY UNITED STATES</td>
</tr>
<tr>
<td>POTTERY 20TH CENTURY</td>
</tr>
<tr>
<td>POTTERY 20TH CENTURY DICTIONARIES</td>
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<tr>
<td>POTTERY 20TH CENTURY EUROPE CATALOGS</td>
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<tr>
<td>POTTERY 20TH CENTURY MEXICO SIERRA DE LOS TUXTLAS</td>
</tr>
<tr>
<td>POTTERY 20TH CENTURY PENNSYLVANIA</td>
</tr>
<tr>
<td>POTTERY 20TH CENTURY UNITED STATES</td>
</tr>
</tbody>
</table>
Call Number Search

If you know the call number of the item you are searching for, you can use the Call Number Search option. This search feature lets you browse the “library shelves” by call number.

Your library may have the following options for limiting a call number search:

- In a multilibrary system, you can select which library catalog to search by making a selection from the library box.
- If you are familiar with your library’s catalog record item types, you can limit the search by a specific item type in the type box.
- You can choose the library shelving location to search by making a selection from the location box.
Boolean Operators

Boolean operators link search terms and define the relationship between them.

- **AND** – both subject terms
- **OR** – either subject terms
- **NOT** – a subject term not including the other subject term
- **XOR** – either subject term, but not both

For a detailed explanation of Boolean and other search-limiting operators, see Keyword Search Strategies on page 39, or click **Help** from any window in iBistro/iLink.

Search Engine

Google is the default Internet search engine for iBistro/iLink. Google utilizes many advanced search techniques, and it provides a variety of search services to make search results more accurate. Your system can also be configured to use AltaVista and Yahoo search engines.
Search Suggestions

iBistro/iLink provides search sources using Internet technology by transferring the search term to other libraries and to the World Wide Web. Subject categories and additional search terms are recommended to help patrons with their searching.

**Continue search in:**
- Google

**You Found Titles in Categories:**
- Agriculture (General)
- American Literature
- Animal Culture
- Asia
- Children’s Literature
- Electrical Engineering, Nuclear Engineering
- Forestry
- General Technology
- Literary History and Collections
- Zoology

**Try these too...**
- PHOTOGRAPHY OF CATS
  - *more information:* Here are entered works on domestic breeds of cats. Works on the family of cats are entered under Felidae.

Search For Items In (Broadcast Searching)

This feature tells iBistro/iLink to resubmit the search to other libraries using Z39.50 protocol. The search first results in a hit list of the searched sites with the number of hits found at each site. Click the site name to display the search results for that site.

You Found Titles in Categories (Category Analysis)

If you perform a search that retrieves titles with different classification numbers, iBistro/iLink analyzes them and returns a list of categories in You Found Titles in Categories.

For example, you perform a search for STAINED GLASS. The search finds 200 titles. On the Search Results page, the You Found Titles in Categories list contains the classifications of all 200 titles retrieved in the search. iBistro/iLink compiles the results into broad categories. You can choose to narrow your search by clicking the category that best describes the information you are looking for.
Try These Too

This optional feature cross-references authority items. This option appears if authority control is part of your library’s SirsiDynix Symphony 3.2 system.

Academic Reserves

In academic environments, the optional Academic Reserves feature lets students, faculty, and staff search for items that have been placed on reserve for a specific instructor or course. This window lets you perform three different searches as shown in this illustration:

Once you enter a search, and click the appropriate button, either a hit list or single full record appears. For example:

At the top of this window, the instructor name and course name/number appears followed by specific information about the item on reserve.
**Digital Library (Hyperion)**

The optional Digital Library feature lets you search for non-book holdings such as photographs, sound or video recordings, and text-based collections. Hyperion™ is the name of the program used to organize, store, and maintain these special holdings.

**To search the digital library**

1. From the Toolbar, click **Digital Library**. The following search box appears in a separate window:

2. Click **Content** (to search for a word or phrase in text-based items), or click **Metadata Description** (to search for photos, sound recordings, or video recordings).

3. Type the terms or phrase you want to search for, and click **Search Digital Collections**. A hit list appears.

4. Click the item on which you want more information. The document or metadata opens in a new window.
An alternative would be to click **Hyperion Hierarchy**.

This option lets you browse the resources in the digital media archive. The Hierarchy option provides the hierarchical information that iBistro/iLink uses to organize the data. For example:


Additional Features after Log In

My Favorite Lists

<table>
<thead>
<tr>
<th>My Favorite Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, J. Anderson.</td>
</tr>
<tr>
<td>Garland, Madge, Jane</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Favorite Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animals--Fiction.</td>
</tr>
<tr>
<td>Artists--Fiction.</td>
</tr>
<tr>
<td>Biography.</td>
</tr>
</tbody>
</table>

The My Favorite lists appear on the iBistro/iLink Home page after a patron logs in. These personalized lists contain authors and subjects based upon past checkouts. Patrons can also add to these lists using the Tell Me When feature.
Tell Me When

When iBistro/iLink displays an individual bibliographic record, Tell Me When links display in the Other Information box. When you click one of these links, iBistro/iLink adds the author or category to your My Favorites list. Tell Me links do not appear if you previously selected it as a favorite.
My Profile

My Profile

I want to be notified every 30 days about new Tell Me When authors and subjects.

☑ I want all authors and subjects of items I check out be counted automatically as My Favorites.

OK

Click My Profile on the toolbar to tell iBistro/iLink how often to notify you when new items of interest arrive at the library. You can set this for 1, 7, 14, or 30 days.

NOTE For more information about creating the “Notify Users About Favorites” report, which creates the Tell Me When notices, see the WorkFlows Help file.
My Account

Click **My Account** on the rootbar to access the following choices:

- **Review My Account**
- **User PIN Change**
- **Renew My Materials**
- **Change My Address**

The My Account window gives patrons a way to make changes in their preferences and library records.

Click **Review My Account** to display items you have checked out and any outstanding bills on your account:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Due/Timely</th>
<th>As of now, you owe</th>
</tr>
</thead>
<tbody>
<tr>
<td>The world of Wade: figurines and miniatures</td>
<td>Worner, Jan.</td>
<td>6/6/2008.22:59</td>
<td></td>
</tr>
<tr>
<td>Glass and glass furniture you can build</td>
<td>Schott, Andy, 1940</td>
<td>6/6/2008.22:59</td>
<td></td>
</tr>
<tr>
<td>Stained glass.</td>
<td>Smith, Bruce, 1940</td>
<td>6/6/2008.22:59</td>
<td></td>
</tr>
</tbody>
</table>

Click **Requests/Library Messages** to display a list of items that you have placed on hold. It also lists questions you have sent to the library with their corresponding answers.

Click **User PIN Change** to display a window where patrons can change the PIN on their account.
Click **Renew My Materials** to display the following window:

### Select Items to Renew

5 items eligible for renewal. Use check boxes below to mark list items for Renew.

- **Renew Selected Items**
- **Renew All**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Author(s)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrap saver’s Christmas stitchery</td>
<td>Foose, Sandra Lounsberry</td>
<td>9/21/2001, 23:59</td>
</tr>
<tr>
<td>The course of honor</td>
<td>Davis, Lindsey</td>
<td>7/17/2002, 23:59</td>
</tr>
<tr>
<td>Casual Rex</td>
<td>Garcia, Eric</td>
<td>8/20/2002, 23:59</td>
</tr>
</tbody>
</table>

- **Renew Selected Items**
- **Clear Selections**

Click **Change My Address** to display the following window:

### Change of Address

- **Street:**
- **City, state:**
- **Zip:**
- **Phone:**

**user ID:** ANNE

**or Alternate ID:**

- **Send**
- **Reset Query Values**

When a patron submits a change of address, iBistro creates a request. The address is not changed until a staff member makes the change in WorkFlows.
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<td>Try These Too</td>
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<th>What Others Are Reading</th>
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<td>What Others Are Reading</td>
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