24th Annual Innovative Users Group Conference
March 15th - 18th 2016
Sierra Search Strategies

Gem Stone-Logan
High Plains Library District
Focus
Using the **Search/Hold** function

Sierra Search Strategies Agenda

- Record Number and Phrase Searching
- Keyword Searching
  - Segments
  - Wildcards
  - Boolean operators
  - Adjacency/Phrase Searching
- Facets
- Limits
- Range Searching
- Browse Query
- Troubleshooting
Background

High Plains Library District
• Public library system
• Migrated to Sierra, from Horizon, in November 2014
• Current Sierra Version 1.2.3
• Around 80,000 patrons have used us within the last year
• Collection contains around 370,500 Bibs
• Approximately 13 locations that lend physical items
• We primarily use Graphical Browse
Caveats

• Testing based on Sierra 1.2.3 – search bugs differ depending on version

• In addition to testing, it’s based on my interpretation of the manuals.

• Each library system is going to have unique customizations that may not be appropriate for another system.

• I like to learn new tips. Please tell me if I’m wrong or when there’s a better approach.
TIP: After choosing the Search/Hold function, type the index tag to quickly choose an index and move to the search box.
Record Number

• Record numbers start with a character and end with a check digit.
• The first character indicates the type of record. Examples:
  – b: bibliographic
  – o: order
  – i: item
  – j: volume
Record Number Wildcard

• “a” is a wildcard that can replace a record number’s check digit
  – b12613514 and b1261351a will retrieve the same record
b12613514

Call No. 158.1 ROOSEVEL
Author Roosevelt, Eleanor, 1884-1962
Title You learn by living : eleven keys for a more fulfilling life / Eleanor Roosevelt.
Phrase Search

• Returns alphabetical list
  – Title
  – Author (Last Name, First Name)
  – Subject
  – Etc.
• Strips out initial articles
Phrase Search: Rotated Subject Headings

• Allows phrase searching of most subdivisions
• Excludes
  – subdivisions that start with a number
  – “common” subheadings

http://csdirect.iii.com/sierrahelp/Default.htm#sgil/sgil_search_indexes_heading.html#subject%20subdivisions%20not%20rotated
United States -- History -- Revolution, 1775-1783 -- Participation, Female
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>Participation Female United States History Revolution 1775-1783</td>
</tr>
<tr>
<td></td>
<td>Revolutionary mothers: women in the struggle for America's independence</td>
</tr>
<tr>
<td></td>
<td>Berkin, Carol</td>
</tr>
<tr>
<td></td>
<td>1400041635</td>
</tr>
<tr>
<td></td>
<td>973.3082 BERKIN</td>
</tr>
<tr>
<td></td>
<td>Adult - Non-Fiction, Carbon Valley Regional</td>
</tr>
<tr>
<td>Books - Print</td>
<td>Indexed Entry: Participation Female United States History Revolution 1775-1783</td>
</tr>
<tr>
<td></td>
<td>Revolutionary mothers: women in the struggle for America's independence</td>
</tr>
<tr>
<td></td>
<td>Berkin, Carol</td>
</tr>
<tr>
<td></td>
<td>1400041635</td>
</tr>
<tr>
<td></td>
<td>973.3082 BERKIN</td>
</tr>
<tr>
<td></td>
<td>Adult - Non-Fiction, Carbon Valley Regional</td>
</tr>
</tbody>
</table>
Phrase Search: Rotated Subject Headings

Search for “History”

History, Local Pennsylvania Sources
History, Local Pennsylvania Sources Bibliography
Phillips County (Colo.) History, Local.
History, Local Pitkin County (Colo)
History, Local Prairies Colorado
History, Local Ranch life Colorado Boulder County
History, Local Rocky Mountain National Park (Colo)
Rocky Mountains History, Local.
History, Local Rocky Mountains Pictorial works
History, Local San Juan Mountains (Colo and NM)
San Luis Valley (Colo. and N.M.) History, Local.
History, Local Sangre de Cristo Mountains (Colo and NM)
History, Local Severance (Colo)
History, Local Sheyenne River Region (ND)
Siberia (Russia) History, Local.
Silk Road History, Local.
History, Local South America Juvenile literature
History, Local South Carolina
Southern States History, Local.
Southern States History, Local Juvenile literature.
Southwest, New History, Local.
Southwestern States History, Local.
Spain History, Local.
Superior, Lake History, Local.
History, Local Teller County (Colo)
Tuscany (Italy) History, Local.
Keyword Search: Basic

• Words can be entered in any order
• No spell check
• Don’t use the following as search terms, even if included in the title
  – ?
  – NOT
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
</table>
| Books - Print | **The broken kingdoms**  
Jemisin, N. K.  
9780316043960  
0316043966  
JEMISIN  
Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional |
| eBooks      | b12408554  
Available  
4 Items |
Keyword Search:
Advanced Word Search Index Segments

• a: author – does not retrieve authors in notes field
• t: title – includes short story titles
• d: subject – includes subjects and genres
• n: note – include note fields
General Keyword search for Jemisin

Results

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
</table>
| Books - Print | **The broken kingdoms**  
Jemisin, N. K.  
9780316043960 · 0316043966  
JEMISIN  
Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional | b12408554 Available 4 Items |         |
Keyword search for Jemisin restricted to Author segment.

The broken kingdoms
Jemisin, N. K.
9780316043960 · 0316043966
JEMISIN
Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional
Title search for Jemisin, includes short stories.

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>After: nineteen stories of apocalypse and dystopia</td>
<td>b12977470 Available 2 Items</td>
<td>![Preview Image]</td>
</tr>
</tbody>
</table>

Datlow, Ellen
9781423146193 (hbk.) · 1423146190 (hbk.)
AFTER
Adult - Fiction, Fort Lupton Public and School, Hudson Public, Teen - Fiction
Keyword Search: Multiple Words

When using segments, multiple words should be enclosed in parenthesis or quotes
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td><strong>The Amish cook’s baking book</strong>&lt;br&gt;Eicher, Lovina&lt;br&gt;9780740785474</td>
<td>Available 3 Items</td>
<td><img src="image" alt="Preview" /></td>
</tr>
<tr>
<td>Format</td>
<td>Description</td>
<td>Summary</td>
<td>Preview</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Audiobooks, CD</td>
<td>Agatha Raisin and the quiche of death [sound recording] &amp; The vicious vet</td>
<td>b11966658 Available 1 Item</td>
<td></td>
</tr>
</tbody>
</table>

Beaton, M. C.
9780792756132 · 0792756134 · BBCD 255 BBC Audiobooks America
BEATON
Adult - Fiction, Platteville Public
Keyword Search: Wildcards

* Multi-character wildcard (matches zero or more characters)

? Single-character wildcard (matches exactly one character)
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Your search (d:chemist) was not found</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books - Print</td>
<td>The alchemy of air: a Jewish genius, a doomed tycoon, and the scientific d</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hager, Thomas</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9780307351784 · 0307351785</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>540.92244 HAGER</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult - Non-Fiction, Carbon Valley Regional, Farr R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>b11861654 Available 2 Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preview</td>
<td><img src="image-url" alt="Image" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td>Description</td>
<td>Summary</td>
<td>Preview</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------</td>
<td>------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Books - Print</td>
<td>100 cosas que debes saber sobre la ciencia</td>
<td>Available 1 Item</td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td>Description</td>
<td>Summary</td>
<td>Preview</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------</td>
<td>------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Books - Print</td>
<td>0 ILL - THE STORY OF CHRISTIANITY VOL . 1</td>
<td>b14012182 Suppressed</td>
<td>Not Available No Items</td>
</tr>
<tr>
<td></td>
<td>ILL MATERIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interlibrary Loan Department</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use with caution
Keyword Search: Boolean Operators

• AND (default)
• OR
• NOT
• Former Horizon libraries, no XOR option 😊
• Using Parentheses
Keyword Search: Boolean Operators: AND

Equivalent:

\[
\begin{align*}
t &: (\text{trophy wife}) \\
& \quad \text{a} : (\text{Diana Diamond}) \\
& \text{or} \\
&t &: (\text{trophy wife}) \ AND \ a : (\text{Diana Diamond})
\end{align*}
\]
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>The trophy wife : a novel</td>
<td>b10354426</td>
<td>The Trophy Wife</td>
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<tr>
<td></td>
<td>Diamond, Diana</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0312206003</td>
<td>1 Item</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DIAMOND</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult - Fiction, Northern Plains Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td>Description</td>
<td>Summary</td>
<td>Preview</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------</td>
<td>------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Paperbacks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Recordings-DVDs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books - Print</td>
<td>The babysitter</td>
<td>b10462806</td>
<td>Available 2 Items</td>
</tr>
<tr>
<td>Large Print</td>
<td>Diamond, Diana</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>078623637X (lg. print : U.S. hc : alk. paper)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DIAMOND</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult - Fiction, Farr Regional, Lincoln Park</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Results

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>Death of a trophy wife&lt;br&gt;Levine, Laura, 1943-9780758238450 (hbk.) 0758238452 (hbk.)&lt;br&gt;LEVINEM&lt;br&gt;Adult - Fiction, Carbon Valley Regional, Centennial Park, Northern Plains Public, Platteville Public</td>
<td>b12286266 Available 5 Items</td>
<td>![Book Cover]</td>
</tr>
</tbody>
</table>

Format

- Books - Print: 6
- Video Recordings-DVDs: 1
- Paperbacks: 1

Language

- English: 7
- French: 1
Keyword Search: Boolean Operators: Caveats

The Sierra manual claims & , | , and ! can be used instead of AND, OR, and NOT. However, testing shows inconsistent results when using the symbols so I recommend sticking to the words.

Sierra’s Boolean operators are case insensitive but Encore’s are not. Stick to all uppercase for consistency.
Keyword Search: Boolean Operators: Caveats

Searching for Size 12 is Not Fat by Meg Cabot
• Size 12 Is Not Fat (Excludes titles with the word fat)
• “Size 12 Is Not Fat” (Excludes titles with the word fat)
• Size 12 Is “Not” Fat (Works)
• Size 12 Is Fat (Works)
Keyword Search: Adjacency/Phrase Searching

• By default, word order does not matter for which records are retrieved but it may change the sort order
• Force order to matter by enclosing search terms in quotation marks “”
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>The Best Japanese science fiction stories</td>
</tr>
<tr>
<td></td>
<td>Apostolou, John L.</td>
</tr>
<tr>
<td></td>
<td>0942637094 . 16.95  9780942637094</td>
</tr>
<tr>
<td></td>
<td>895.63087608 BEST JAP</td>
</tr>
<tr>
<td></td>
<td>Adult - Non-Fiction, Fort Lupton Public and School</td>
</tr>
</tbody>
</table>

8843 Keywords, 8843 Entries
The Emmaus readers: listening for God in contemporary fiction

Felch, Susan M., 1951-
9781557255433 · 1557255431
823.914080382 EMMAUS R
Adult - Non-Fiction, Carbon Valley Regional

b1179902x
Suppressed
Not Available
No Items
### Results

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>You're a good mom (and your kids aren't so bad either): 14 secrets to find...</td>
</tr>
</tbody>
</table>

- **Singer, Jen, 1967-9781402211140 (trade pbk.) - 1402211147 (trade pbk.) 306.87430973 SINGER**
  - Adult, Non Fiction, Carson Valley Regional Centre

**Summary:**
- Available: 2 Items

**Preview:**
- Image of the book cover.
### Results

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>You're a good mom (and your kids aren't so bad either): 14 secrets to find</td>
<td>b11870308 Available 2 Items</td>
<td>![Preview Image]</td>
</tr>
</tbody>
</table>

9 Keywords, 9 Entries
Keyword Search: Proximity Searching

• Use a ~ to indicate the maximum allowable number of words between the two specified search terms.
• Order matters
• t:"love harp"~2 OR t:"harp love"~2
• t:"love harp"~2 OR t:"harp love"~2
Keyword Search: Proximity Searching

*Something is out there: stories*, by Richard Bausch

Notes: The harp department in love -- Byron the Lyron -- Reverend Thornhill's wife -- Son and heir -- Trophy -- Something is out there -- Blood -- Overcast -- One hour in the history of love -- Immigration -- Sixty-five million years.
Phrase and Keyword Facets

• Facets different depending on the search index
• The Phrase Facet is the only one not available for keyword results
• Compact browse does not have a phrase facet
## Phrase and Keyword Facets

<table>
<thead>
<tr>
<th></th>
<th>Phrase</th>
<th>Keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Language</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Publish Date</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Collections</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Locations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Found In</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Available at Library</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Place</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Phrase</td>
<td>Yes (except compact browse)</td>
<td>No</td>
</tr>
</tbody>
</table>
Facets: Format

- Available with both Phrase and Keyword Indexes
- Title: Hunger Games; Facet: Video Recordings - DVDs
Results

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Club Bags</td>
<td>Book club bag. Hunger games [kit].</td>
<td>b1251231x</td>
<td>Available 2 Items</td>
</tr>
<tr>
<td>Books - Print</td>
<td>Indexed Entry: Hunger Games</td>
<td>b1253089x</td>
<td>34 Titles, 67 ENTRIES</td>
</tr>
</tbody>
</table>
Facets: Language

- Available with both Phrase and Keyword Indexes
- At HPLD doesn’t include subtitles
- Keyword: *; Facet: Chinese
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 ILL - THE STORY OF CHRISTIANITY VOL. 1</td>
<td>b14012182 Suppressed Not Available No Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ILL MATERIAL</td>
<td>Interlibrary Loan Department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Books - Print</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>006 and a half</td>
<td>b11537693 Available</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>006 and a half</td>
</tr>
</tbody>
</table>
Facets: Publish Date

• Available only in the Keyword Index
• Keyword: a:(Bujold, Lois) Facet:2012
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
</table>
| Books - Print | **A civil campaign : a comedy of biology and manners**  
Bujold, Lois McMaster  
0671578278 (hc)  
BUJOLD  
Adult - Fiction, Centennial Park | b1032396x  
Available  
1 Item | ![Image](b14091835.png) |
|         | **Gentleman Jole and the Red Queen : a new fantasy adventure**               | b14091835        | 35 Keywords, 35 ENTRIES |
Facets: Collections

• Available only in the Keyword Index
• HPLD – Physical Library Locations
• Keyword: a:Jemisin Facet: Erie Community
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td><strong>The broken kingdoms</strong></td>
<td>b12408554</td>
<td><img src="https://example.com" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td>Jemisin, N. K.</td>
<td>Available 4 Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9780316043960 · 0316043966</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>JEMISIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>The fifth season</strong></td>
<td>b13823838</td>
<td><img src="https://example.com" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 Keywords, 8 ENTRIES</td>
<td></td>
</tr>
</tbody>
</table>
Facets: Locations

- Available with both Phrase and Keyword Indexes
- HPLD Customized
Facets: HPLD Specific Locations

- Adult-Fiction
- Adult-Non-Fiction
- Children-Easy-Fiction
- Children-Easy-Non-Fiction
- Children-Easy Readers
- Children-Juvenile-Fiction
- Children-Juvenile-Non-Fiction
- Literacy
- New
- Parenting
- Teen-Fiction
- Teen-Non-Fiction
### Results

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 ILL - THE STORY OF CHRISTIANITY VOL. 1</td>
<td>b14012182</td>
<td>No Items</td>
</tr>
<tr>
<td>2</td>
<td>006 and a half</td>
<td>b11537693</td>
<td>Available</td>
</tr>
</tbody>
</table>

Located in:
- New: 18735
- Northern Plains Public: 46319
- Outreach Services: 12450
- Parenting: 1399
- Platteville Public: 32092
- Poudre Learning Center: 724
- Riverside: 26524
- Teen - Fiction: 15369
- Teen - Non-Fiction: 8539
- Vending Machine 1: 162
- none: 89

**Found in:** 373283 Keywords, 373283 ENTRIES
Facets: Found In

• Available only in the Keyword Index
• Narrow your search without having to remember keyword segment tags.
• Works for Title, Author, and Subject
• Keyword: inheritance; Facet: Title
The Boleyn inheritance
Thordike Press large print core series
Gregory, Philippa
0786292288 (lg. print : alk. paper) - 9780786292288 (lg. print : alk. paper)
GREGORY
Adult - Fiction, Carbon Valley Regional, Eaton Public, Farr Regional
Facets: Available at the Library

• Available with both Phrase and Keyword Indexes
• An item is available if it:
  – Is not suppressed
  – Is not checked out
  – Does not have a hold
  – Additional library qualifiers setup by III
• Can’t limit to titles available at a specific location
• Title: Mechanica; Facet: true; Facet: Erie Community
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indexed Entry: <em>Mechanica</em>&lt;br&gt;&lt;br&gt;<strong>Mechanica</strong>&lt;br&gt;Cornwell, Betsy.&lt;br&gt;9780547927718 hardback · 0547927711 hardback&lt;br&gt;CORNWELL&lt;br&gt;Erie Community, Farr Regional, Fort Lupton Public and Schoo&lt;br&gt;i, High Plains Library District, New</td>
<td>b13803177 Available 4 Items 1 Order</td>
<td><img src="image" alt="Mechanica" /></td>
</tr>
</tbody>
</table>
Facets: Place

- Available only in the Keyword Index
- Keyword: tea china; Facet: Great Britain
<table>
<thead>
<tr>
<th>Format</th>
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<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td><strong>For all the tea in China</strong>: how England stole the world's favorite drink and changed history&lt;br&gt;by Rose, Sarah&lt;br&gt;9780670021529 · 0670021520&lt;br&gt;382.413720941 ROSE&lt;br&gt;Available 2 Items&lt;br&gt;Adult - Non-Fiction, Carbon Valley Regional, Farr Regional</td>
<td>b12262602</td>
<td>![Image]</td>
</tr>
<tr>
<td></td>
<td><strong>For all the tea in China [sound recording]</strong>: how England stole the world's favorite drink and changed history&lt;br&gt;by Rose, Sarah&lt;br&gt;9780670021529 · 0670021520&lt;br&gt;382.413720941 ROSE&lt;br&gt;Available 2 Items&lt;br&gt;Adult - Non-Fiction, Carbon Valley Regional, Farr Regional</td>
<td>b12349616</td>
<td>![Image]</td>
</tr>
</tbody>
</table>
Facets: Phrase

• Available only in the Phrase Indexes
• Not available in Compact Browse
• Varies depending on the index
• Subject: detective; Facet: Detective and mystery stories, Chinese
• Call no.: 005; Facet: 005.1 Clean Co
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
</table>
| Indexed Entry: Detective and mystery comics. | **Alabaster Shadows**  
Gardner, Matt, author.  
9781620102640 (pbk.)  
1620102641 (pbk.)  
J ALABASTE  
Children - Juvenile - Fiction, Erie Community Library District | b13988347  
Available  
4 Items  
1 Order | ![image](https://example.com/preview.png) |
<table>
<thead>
<tr>
<th>Call no.</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
</table>
| 005      | 1      | Indexed Entry: 005 NODDER  
Evil by design : interaction design to lead us into temptation  
Nodder, Chris  
9781118422144 · 1118422147  
005 NODDER  
Adult - Non-Fiction, Farr Regional |
| 005.0681 WILKINSO | Books - Print | Summary  
b13355545  
Available  
1 Item |
| 005.1 CLEAN CO | Books - Print | |
| 005.1 CONWAY | Books - Print | |
| 005.1 GREGORY | Books - Print | |
| 005.1 HASHIMI | Books - Print | |
| 005.1 LOHR | Books - Print | |
| 005.1 MARCOVIT | Books - Print | |
| 005.1 MCCUE | Books - Print | |
| 005.1 MCMANUS | Books - Print | |
| 005.1 SHEUSI | Books - Print | |
Browse Searching with Limits

• Buggy for some Sierra versions
• Differences between phrase and keyword limits
• Limit tags
Bugs

• Keyword search by publisher limit hangs – Resolved 2.0.1
• "Apply limit to all searches" selection is not retained for entire Sierra session – Resolved 1.2.2 and 2.0.1
• Limiting does not work in Search/Holds function after switching functions - Resolved 2.0.2
Opening the Limit Window

• +
• Tools -> Limit
• ctrl+shift+l
Limiting a Search

• Choose index
• Enter search term
• Open limit window
• Select/enter limits
• Click “Apply Limit to all searches” (if switching function bug)
• Apply
• Click Search
Basic Example Type

• Title: Hundred Thousand Kingdoms
• Material Type Limit: z
The hundred thousand kingdoms [electronic resource]
Jemisin, N. K.
jemisin
Adult - Fiction, District Support Services
Clear Limits

• Open up limit box
• Click **Clear**
• Click **No Limit**
Same Limits for Phrase and Keyword

- Title
- Author
- Subject
- Material Type
- Example: Keyword: “science fiction”; Author Limit: Pratchett
Year of Publication vs. Publisher Year

• Look the same but act differently
• Both searches inclusive when start and end dates are entered
• Both act the same when only end dates entered
• Year of Publication’s start date: greater or equal
• Publisher Year: only equal
• Author: Colorado Mountain Club
• Limit to 2012
Indexed Entry: *Colorado Mountain Club*

**The best Estes Park hikes**
Luthi, Ward.
9781937052041 (pbk.) • 1937052044 (pbk.)
796.510978869 BEST EST
Adult - Non-Fiction, Erie Community, Farr Regional, Linco In Park
Your search (a: "Colorado Mountain Club") was not found
<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
</table>
| **Books - Print** | **The best Rocky Mountain National Park hikes**  
Colorado Mountain Club. Shining Mountains Group, author.  
1937052052 (paper) · 9781937052058 (paper)  
917.8869 BEST ROC  
Adult - Non-Fiction, Erie Community, Lincoln Park | **b12973786** Available 3 Items | ![Image](image.png) |
Publisher

• Broken in Keyword Index (Resolved 2.0.1)
• Author: Lee, Sharon; Publisher: Baen
Language

• Works differently in Phrase vs Keyword Indexes
• Subject: nutrition Facet: Spanish
• Keyword: d:poems Facet:som
Limiting by Tag

• Only available in the keyword index
• Three limit options:
  – mattype:mattype
  – lang:lang
  – branch:branch
• Examples:
  – Keyword: t:ancillary mattype:mattype z
  – Keyword: “mouse paint” lang:lang spa
  – Keyword: * branch:branch sg
<table>
<thead>
<tr>
<th>Format</th>
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<th>Summary</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBooks</td>
<td>Ancillary justice</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>Leckie, Ann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>9780316327695 (electronic bk.) · 0316327697 (electronic bk.) · 9780316246620 · ... leckie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publish Date</td>
<td>Adult - Fiction, District Support Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>1 Item</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mouse paint = Pintura de ratón
Walsh, Ellen Stoll
9780547333328 (board pages) • 0547333323 (board pages)
WALSH
Carbon Valley Regional, Children - Easy - Fiction, Farr Regional
<table>
<thead>
<tr>
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<th>Description</th>
<th>Summary</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Books - Print</td>
<td>1, 2, 3-- the toddler years : a practical guide for parents and caregivers</td>
<td>b12737926 Available 1 Item</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Van der Zande, Irene</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9780940953253 (pbk.) · 0940953250 (pbk.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>649.122 van der</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult - Non-Fiction, Northern Plains Public, Parenting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Range Searching

Displays record results one-by-one
• Range
• Review
• Index
• Advanced
Range Searching
Range Searching
Range Searching: Index

• Enter start and stop information
• Author – do not use a comma between the last and first name
• Call No. – Works like a “starts with” search. 003 retrieves 003, 003.54, 003.857, etc
• Subject – Like Author, leave out punctuation
Range Searching: Advanced

• Uses the same syntax as for Keyword searches including Boolean operators and wildcards
• Example search:
(a:Leckie OR a:Jemisin) matttype:matttypez lang:langeng
Browse Query

• Absolutely fantastic for very specialized search queries
• May require additional permissions
• Not available in Sierra 2.1
• Ephemeral
• Similar to Create Lists but does not take up a review file spot
• Cannot export records
Browse Query

Store Record Type: Bibliographic

Start: b10000008
Stop: b13902702

1. Type: Bibliographic
   Operator: ...
   Field: Publication...
   Condition: has
   Value A: luna

Bibliographic Publication Info. has "luna"
Troubleshooting

• Confirm the words in your search are spelled correctly
• Use fewer, less specific words
• Use synonyms
• Try switching to either the singular or plural form of the word or adding a wildcard
• Double check you do not have a limit enabled
• Do not use the word NOT in your search query unless you are using it as a Boolean operator
• Do not use a question mark in your search query unless you are using it as a single-character wildcard
Questions?

Contact Info:
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High Plains Library District
gstone-logan@highplains.us
gemstonelogan@gmail.com
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