

Item Search Helper

All wizards in Workflows contain a Helper Bar located across the top of each wizard. The helpers contained in each wizard provide easy access to the information needed by the wizard currently opened. Most helpers are shared by multiple wizards.

These Wizards contain the Item Search Helper:

Checkout Discharge Fine Free Discharge Renew Item Billing a User Check item status Change item id Mark item missing Mark item lost Place hold Display title holds **Display item holds** Modify holds for item Remove item hold Trap holds Place research hold Mark item used Inventory item Ephemeral Discharging bookdrop

The Item Search Helper is an icon with a magnifying glass and an open book and is located at the top of any wizard in the

circulation module that requires an entry of an item ID.

Clicking the item search helper population of the search o

C	eckOut : Iter	m Search	- 🗆 ×
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		Checkout Item Cancel	

The Item search helper includes many search options.

Search for: enter search terms here.

Index: will display your selected default index, but can be changed to display results from the following indices: author, call number, general, item ID, periodical title, series, subject, title, and title control #

Library: will display your selected default library, but can be changed to display results limited to a specific library or including all RSA online member libraries.

Type: permits conducting keyword searches, browsing, and searches for exact terms.

Keyword search: This type of search will search the selected index for the entered terms in any order. It may also include results for the search terms in related fields as well. For example an author keyword search may include result with the search terms not only in the author field, but also in performer fields, personal name fields, etc. Similarly, Title keyword searches will generated results that include the search terms in content fields.

Keyword searches are very useful when an exact title is not known or when searching for a part of a work, such as a specific song or poem.

For example, in the following search, I am looking for "And the Band Played On," the 1993 TV movie about the AIDS epidemic, but let's pretend that I can't remember the full title.

This first result is, in fact, what I was seeking. You will note, however, that as we go down the list of results, it is harder to see why an item was included. A closer look at the descriptions reveals the answer:

. teckOut : Ite	em Search			- 🗆 ×						
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Search for:	cn played band			✓ Search						
Index:	Title			Type:						
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KEYWORD -	Title on played band, ALL: 29 records									
Title		Author	Carrier Type	Pub. Year Library Copies						
And the her	ad alayed on	l'ana		2010 4						
Titania I the	a band played on		videodisc	2010 4 A						
The soul of	a soldier : songs and stories of patriotism beroiss	n and s. Cheesman Mike performer	audio disc	2017 1						
A lowcountr	ry beart : reflections on a writing life	Coprov. Pat author	volume	2014 1						
Alowcount	ry heart , reflections on a writing life	Conroy, Pat author.	volume	2016 15						
And death	shall have no dominion tales of the Titanic	Comby, Par addition	volume	2015						
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Leader key Data sourc Date/time Fixed field Cataloging ISBN Local syste Local hold Title Publication Physical d Content Ty Media Typp Carrier Tw	Vescu voin Cain numeer/item Leader amilion Key on924763375 Data source Cold. Data source Cold. Data source Cold. Data source Cold. Cataloging Source Vit DV ISBN 1510259245 ISBN 151022944 Local system # (Cold.C)224753375 Local system # (Cold.C)247753375 Local system # (Cold.C)224753375 Local system # (Doblactin in tailes of the Thanic / adited by Dean M. Drinkel. Publication Fublication in studentified] : Lycopolis Press, ©2015. Physical description 205 pages ; 21 cm Content Type text bt rdaoontem t									
Contents Subject te Subject te Subject te Subject te Added Ent	And the band played on / Ner rm Short Stores: rm Horora tales: (.OCaLC)(st0096 rm Titalnic (Steamship)-Fiction, rm Short stories: (.OCaLC)(st011) rry-Personal Name Shults; Sylvia, Maiden voyage the shults; Sylvia, Maiden voyage	ine Dorman - Stoices in the dark / Robert W. Walker Th 0387 17043 9	le jasper scarab / D. T. Griffith The briny deep / Kyle Rader Le li	aboratoire des hallucinations / Dean M Drinkel Maiden						
		Checkou	t Item Cancel							
A										

In this case, the first chapter is entitled "And the band played on."

An interesting thing happens if we change our search terms, however. Now that we know the full title of the work, let's try searching for "and the band played on."

Image: and the band played on ✓ Search far: and the band played on ✓ Index: All ✓ Current: ✓	arch eyword rowse
Search for: and the band played on	eyword rowse
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Error in query NEAR "AND((AND"	
Checkout: Item Cancel	

What does it mean? Well, one thing to bear in mind about the keyword search is that it uses Boolean operators such as AND, OR, and NOT. These operators tell the search engine how the search terms should relate to each other. A search term cannot begin with an operator, though.

One way to overcome this is to place quotation marks around the search terms:

eckOut : Iter	m Search		_		_				- 0
Search for: "and the band played on"									
Index:	Title							~ [T	vpe:
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Title	itie and the band played on , ALL:	Author		Ca	rier Type		Pub. Year	Library	Copies
And the ban	d played on			vide	eodisc		2010	4	
A lowcountry	y heart : reflections on a writing	Conroy, Pat a	uthor.	volu	ime		2016	3	
A lowcountry	y heart : reflections on a writing	Conroy, Pat a	uthor.	volu	ime		2016	15	_
And death s	hall have no dominion tales of th			volu	ime		2015	1	
The big bool	k of folksongs	Wand Chainte	abas 1040				2012	1	
And the ban	d played on	ward, Christo	pner, 1942-				2012	1	•
	e band played on - _ALPHAPK DVD E AND - AP_ALPHAPK 	MOVIE 0 GU_GBURGPI 16_ / P7_ / P8 MOVIE	Price: Home location: Item category 1: Item category 3: Item category 5: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried:	\$14.97 AV-MOVIE FICTION MOVIE UNDEFINED 2/6/2008 9/27/2018 10/5/2018,14: 4/20/2017 3	Item type: Current location: Item category 2: Item category 4: Previous user ID User ID: Last activity: Total checkouts: In-house uses:	DVD AV-MOVIE ADULT UNDEFINED none 10/5/2018 34 0	Ongoing check Ongoing renew Checkouts to d Renewals to d Date last clean	touts: 17 vals: 0 late: 4 ate: 0 red: 1/4	4/2016
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Let's try another.

jeckOut : Ite	em Search							1	
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Search for:	god's not dead							✓ Sea	rch
Index:	Title							Type:	
Library:	ALL							Ke Re	yword
Current:								OExi	act
KEYWORD T	litle god's not dead, ALL: 1971 reco	rds						- Contraction	
Title		Author		Carrie	r Type		Pub. Year	Library Copie	es
Kipling, Volu	ume II. A selection of his stories	Kipling, Rudy	ard, 1865-1936, author,	volum			1956	9	
Odd gods		Slavin, David	l, author.	audio	disc		2019	1	
GOD SPEAK	S YOUR LOVE LANGUAGE: HOW	Chapman, G	ary				2018	1	
Nothing : no	othing can separate you from Go	Creech, Nata	lee, author.	volum	e		2019	1	
The heart of	f perfection: how the saints taug	Campbell, Co	olleen Carroll, 1974- author	r. volum	5		2019	1	
The golden	thread : experiencing God's pres	Zschech, Dar	lene, author.	volum	8		2018	1	~
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Description	Call Number/Item								
	g. Volume II, A selection of his stor JNLAP-PLD KIP KIP - DUNLAP-PLD JOINT - DUNLAP-PLD MIM A22100186897 - 1 - BOOK - FI JOINT - DUNLAP-PLD MIM A37200000834 - 1 - BOOK - ST MIM A3720000826 - 1 - BOOK - ST STWORTHPL CLASSIC FIC KIP - HEYWORTHPL MA31500360232 - 1 - BOOK - CL ACOMB-PLD MIP - MACOMB-PLD MIA A37200308928 - 1 - BOOK - ST MME-D-HS	CTION TACKS TACKS ASSICS FORE-CIR	Price: \$1 Home location: FIG Item category 1: FIG Item category 3: BO Item category 5: UN Date created: 11, Date last charged: 5/3 Last discharged: 5/2 Date inventoried: 0	9.95 CTION CTION DOK DDEFINED /21/2007 9/2018 23/2018,10:25 tver	Item type: Current location: Item category 2: Item category 4: Previous user ID: User ID: Last activity: Total checkouts: In-house uses:	BOOK FICTION ADULT UNDEFINED none D142969819 5/23/2018 3 0	Ongoing chec Ongoing reme Checkouts to Renewals to (Date last clear	kouts: 1 wals: 0 date: 1 late: 0 rred: 1/4/20:	16
			Checkout It	tem Cancel					

The inclusion of the word "not" in the title tells the search that we are seeking a title that includes the word "God's" but NOT the word "dead." Again, enclosing the search terms in quotation marks solves the problem:

eckOut : Ite	m Search									- 🗆 ×
🖈 🏹 🗢	⇒									
Search for:	"god's not dead"								~	Search
Index:	Title								~	Type:
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KEYWORD T	itle "god's not dead", ALL: 27 recor	ds							,L	
Title		Author			Carrier Type		F	ub. Year	Librar	y Copies
God's not de	ad. Light in the darkness				videodisc			2018	6	_
God's not de	ad. A light in darkness				videodisc			2018	35	
God's proble	em child	Nelson, Willie,	, 1933- composer, perf	ormer.	audio disc		2	2017	6	
God's not de	ad 2				videodisc		1	2016	6	
WOW hits 20	Oth anniversary : celebrating 20				audio disc		3	2016	1	
God's not de	ad 2 [videorecording]				videodisc		1	2016	3	
Codianatida	c her				uidoodico			1016	50	
	Call Number/Item not dead. Light in the darkness - ENOA-PL BLU GOD - CHENOA-PL BLU GOD - CHENOA-PL BLU GOD - CHENOA-PL BLU GOD - CHENOA-PL BLU-RAY GOD'S - BLU-RAY - BLU RAY GOD'S - FONDULAC MA12802973280 - 1 - BLU-RAY - JAPEINE BLU F GOD - HN_HAPEINE MA95000204485 - 1 - BLU-RAY - JACON BLU GOD - LC_LACON	DVD Car DVD BLU-RAY AV-MOVIE	Price: Home location: Item category 1: Item category 3: Item category 5: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried:	\$25.00 DVD FICTION MOVIE UNDEFINEI 9/25/2018 Never Never Never 0	Item type: Current location: Item category 2: Item category 4: Previous user ID: User ID: Last activity: Total checkouts: In-house uses:	BLU-RAY DVD ADULT CHRISTIAN none Never 1 0	Ongoing c Ongoing r Checkouts Renewals Date last o	heckouts: enewals: i to date: to date: cleared:	0 0 0 Never	
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So, what is the difference between a keyword search and browsing? For this search, select the "browse" radio button:



And enter the search term "and the band played on"

_O lickOut : Item Search ~ □ ×											
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Search for:	and the band played on			×	Search						
Index:	Index: Title										
Library: ALL											
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current					U Exact						
BROWSE Tit	le and the band played on, ALL										
Title				Heading	Occurrences						
And the	baker's boy went to sea /			1	^						
And the	band played on (Motion picture)			1							
And the	band played on : politics, people, a	and the AIDS epidemic /		4	100						
And the	band played on (Television progra	m). Spanish & English.		1							
And the	bank robber's daughter			1	~						
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Records De	escription Call Number/Item	200 2 00									
EXACT TILE	and the band played on, ALL: 3 re	coras									
Title		Author	Carrier Type	Pub. Year	Library Copies						
And the bar	id played on		videodisc	2010	4						
And the bar	d played on [videorecording]	Ward, Christopher, 1942-		2012	1						
And the bar	a played on [videor coording]			2010	-						
		Checkout Ite	em Cancel								
			and betweened								

This time, the results are very different from those you received with the keyword search, even when including the quotation marks. A browse search displays all titles in the index in alphabetical order. So results will include not only the search terms that you are seeking, but the entries before and after it in the index. This can be especially helpful if you only have the beginning of a title.

It is also particularly useful for subject searching. For example, if I'm looking for information about Nikola Tesla for a fourth-grade research project, I can select "subject" from the index list and type "Tesla." If I have the search type set to keyword, I will get results that include both novels and nonfiction, works for children and adults, and information both about Nikola Tesla, the Tesla automobile, SpaceX, Thomas Edison, and Elon Musk.

m Search and Display				
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Title	Author	Carrier Type	Pub. Year	Library Copies
Biographic Tesla	Clegg, Brian, author.	volume	2018	T T
Empires of light : Edison, Tesla, Westinghouse, and the race to electrify the world	Jonnes, Jill, 1952-	audio disc	2017	1
The electric war : Edison, Tesla, Westinghouse and the race to light the world	Winchell, Mike, author.	volume	2019	7
Elon Musk : engineer and inventor for the future	Machajewski, Sarah, author.	volume	2018	1
ightning strikes : timeless lessons in creativity from the life and work of Nikola Te	Wasik, John F., author.	volume	2016	1
Tesla	Munson, Richard author.	eudio disc	2018	2
Nho was Nikola Tesla?	Gigliotti, Jim, author.	volume	2018	23
Who invented the radio? : Tesla vs. Marconi	Hamen, Susan E., author.	volume	2018	1
Zac Newton investigates : extraordinary electricity		volume	2018	3
spaceX and Tesla Notors engineer Elon Musk	Doeden, Matt, author.	volume	2015	3
Tesla : invantor of the modern	Munson, Richard author.	volume	2018	8
Tesle Model 3	Murray, Julie, 1969- author.	volume	2018	2
resla Model S	Oachs, Emily Rose, author.	volume	2018	3
Madman in Manhattan	Hering, Marianne, author.	volume	2018	4
Mirage	Cussler, Clive.	volume	2013	50
resla Model S	Oachs, Emily Rose, author.	volume	2018	3
Elon Musk : entrepreneur and innovator	Ventura, Marne, author.	volume	2018	4
Elon Musk : Tesla, SpaceX, and the quest for a fantastic future	Vance, Ashlee, author.	volume	2017	2
Inventor, engineer, and physicist Nikola Tesla	Marsico, Katie, 1980- author.	volume	2017	2
Edison vs. Tesla : the battle over their last invention	Martin, Joel, 1945- author.	volume	2017	2
				-

If you want to narrow your results, you can leave the index and search terms alone and change the search type to "browse." This time, instead of seeing titles in the results, you will see the alphabetical list of subject headings which will allow you to choose a heading that will give you more targeted results.

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Em Search a	h and Display		
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Search for:	co tesla	×	Search
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By Tesla M	Model S automobile-Juvenile literature.	3	
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🕞 Tesla M	MetorsHistory.	2	
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Est Tesla M	Motors-Juvenile Iterature.	4	
Ex Tesla M	Nicols (0000)	43	
Ex Tesla, h	Nikola 1855-1945- Cartoons and comics.	1	
Fe Tesla, N	Nikola 1856-1943Comic books, strips, etc.	1	
Tesla, N	, Nikola, 1856-1943 Comic booka, stripa, etc Fiction.	2	
Tesla, N	, Nikola, 1856-1943 Comic books, strips, etcJuvenile fiction.	1	
Tesla, P	I, Nikola 1856-1943 (DE-588)119219166	1	
🔄 🖼 Tesla, N	I, Nikola, 1856-1943Fiction.	17	
Tesla, N	s, Nikola, 1856-1943Influence.	2	
Bay Tesla, P	, Nikola, 1856-1943 Juvenile fiction.	11	
Est Tesla, P	, Nikola, 1856-1945Juvenie interature.	14	
Toola R	, micros 1000-1940. (OCBCL)/St00020173	23	
Die Tesia K	Kuelsker automotore.	1	•
For the Sub	ubiact: Tech automobiles		
1 search a	also under the parmwer form: Testa Roadster automobile		

If I select a heading, "Tesla, Nikola, 1856-1943—Juvenile literature." I will get a list of materials geared toward juvenile readers about Nikola Tesla.

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2018 23	25
2018 1	1
2018 3	3
2017 2	2
2016 6	6
2015 1	1
2013 6	6
2013 2	2
2012 2	2
2009 7	7
2008 1	1
2005 6	6
	2005

As you can see, all of the different search options are useful in different scenarios.

In the Item Search and Display Wizard, there are additional options. Depending on your settings, the wizard may open with a search window similar to the helper or it may open to the Advanced Search. Click on the Advanced Search helper:



This helper allows searching by both title and author.

Item Se	and Display * CheckOut *						
Em Sea	ch and Display						
-#1 #1							
Author:		AND	v	tie:	AND	v	Search
Series:		AND	~	ubject:	AND	~	Reset
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Library	ALL					v	
Current							

This is particularly helpful if searching for an item that may share a title with multiple works, or if you have part of an author name or title. Imagine that a patron is looking for a book that has the word "hurt" in the title and the author's name is Wilson. Here are Keyword search results for a title including the word "hurt."

KEYWORD Title hurt, ALL: 381 records				
⊤itle	Author	Carrier Type	Pub. Year	Library Copies
The collapse of parenting : how we hurt our kids when we treat them like grown-ups	Sax, Leonard, author.	volume	2017	1 ^
Our symphony with animals : on health, empathy, and our shared destinies	Akhtar, Aysha, author.	volume	2019	2
Sing to me instead	Platt, Ben, composer, perfomer.	audio disc	2019	1
Baby, don't hurt me : stories and scars from Saturday night live	Kattan, Chris, 1970- author.	volume	2019	1
Talk to me : how to ask better questions, get better answers, and interview anyon	Nelson, Dean, 1954- author.	volume	2019	2
Net neutrality : seeking a free and fair internet		volume	2019	2
Dive deep	Belle, Andrew, composer, performer.	audio disc	2017	1
Nobody told me		audio disc	2019	1
Can't hurt me : master your mind and defy the odds	Goggins, David, 1975- author.	volume	2018	6
Getting old can hurt you	Lakin, Rita, author.	volume	2018	2
This is going to hurt : secret diaries of a junior doctor	Kay, Adam. author.	volume	2018	2
This will only hurt a little	Philipps, Busy, 1979- author, narrator.	audio disc	2018	1
Rebuilding life after grief and loss : practical help for those who hurt	Goettsche, Bruce, author.	volume	2016	1
This will only hurt a little	Philipps, Busy, 1979- author.	volume	2018	13
BINGE BOX #15 : OUR BRAVE SOLDIERS : WAR MOVIES #2			2018	1
No hitting, Henry : don't hurt	Regan, Lisa, 1971- author.	volume	2018	1
They won't be hurt	O'Brien, Kevin, 1955- author.	volume	2018	2
Swimming	Miller, Mac, 1992-2018, composer, performer.	audio disc	2018	4
Should the US close Its borders?		volume	2014	1
The Islanders. Vol. 4, Lucas gets hurt ; and, Aisha goes wild	Applegate, Katherine, author.	volume	2015	1
Mean girls : original Broadway cast recording	Richmond, Jeff, composer.	audio disc	2018	2 🗸

Since the author's last name is known, using the advanced search can help us narrow the results.

Thm Search and Display							
Author: wilson		AND	×	Title:	nurt	AND	Search
Series:		AND	~	Subject:		AND	Reset
General:		AND	¥	Periodical Title			
Library; ALL							-
Current:							
ADVANCED SEARCH KEYWORD Author WILSON, AND Title HURT, ALL: 5 records							
Title	Author				Carrier Type	Pub. Year	Library Copies
The very best of Charlie Wilson (sound recording)	Wilson, Charlie, 1953-					2012	1
Wow hits. 2013 [sound recording] : 30 of today's top Christian artists & hits						2012	3
The politics of immigration : questions and answers	Guskin, Jane.				volume	2007	1
Hurt people hurt people	Wilson, Sandra D., 1938	-				2001	1
			_				

The other search fields can be used to narrow results in a similar way.

which permits selection of publication

If seeking a specific format, there is a search options helper year, item categories, format, language year, item categories, format, language, etc.

Search Options		×
Search Display C	all Number Browse P	rint
Publication year:		
Format:	MUSIC	~
Item type:	CD	~
Location:	All	~
Item category 1:	All	~
Item category 2:	All	~
Item category 3:	All	~
Item category 4:	All	~
item category 5:	All	~
Language:	All	~
Shadow:	BOTH	~
Sort by:	None	~

This time, I would like to find a music recording including a song called "Hurt." Using the search options helper, I have selected MUSIC as the Format and CD as the Item Type. This shows only results that meet those two criteria, which includes Johnny Cash's American IV, which includes the song I'm seeking.

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Search for:	hurt			~	Search
Index:	Title				Type:
Library;	ALL			× 5	O Keywo
-				6	Brows
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BROWSE Titl	e hurt, ALL				
Title				Heading Occur	urrences
Hursts of	' Shenandoah : also Keyser-Landsaw /			1	
Fe Hurt : a	nevel /			1	-
Figh Hurt and	the healer			2	
Re The hurt	artist : my journey from suicidal junkie to ironman /				
E Hurt chile	d			1	
By Hurt feel	005			1	
Bit Hurt on I	anov /			, i	
The Hurt Line	aido the world of today's teenaders (
Fight Hurt like	mine.			1	
Et The burt	locker /			3	
Be Hut lock	er (Motion nichure)			2	
Bet Hurt may	bine : a Moe Prager mystery /				
Fight Hurt me				1	
E Hurt non	nie /				
Re Hurt neo	nie hurt neonie.			1	
By Hurt neo	ple burt people : hope & healing for yourself and your relation	nshins /		1	
Feb Hurt so h	ed.			1	
Fight Hurt so o	hon			1	
Fet The hurt	8 the healer			2	
Be Hurt : th	e inspiring, untold story of trauma care /				
Let Hare Let	e napiringy ancies story of desine care y				
Records De	scription Call Number/Item				
EXACTIN	hurt, ALL: 2 records	1			
Title		Author	Carrier Type	Pub. Year Libra	ary Copie
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American IV					