Item Search Helper Guide

Last updated: September 26, 2024

There is a video to accompany this guide here:
https://www.youtube.com/watch?v=86DD0DxXcQk

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.
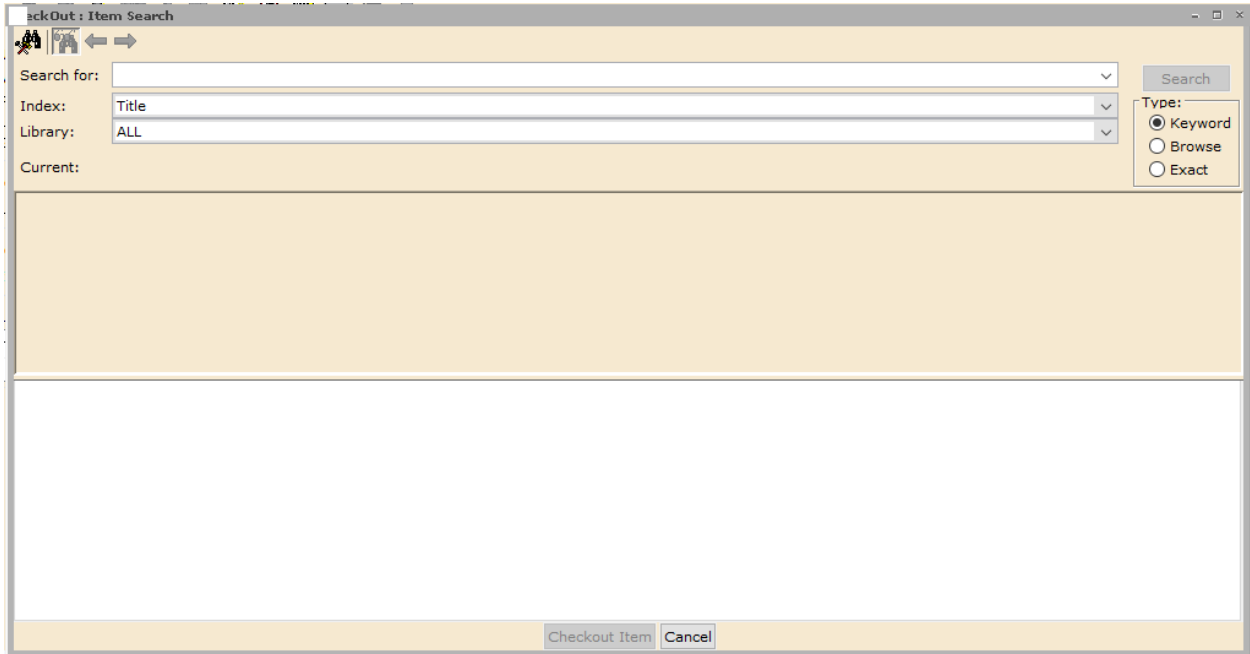
These Wizards contain the Item Search Helper:

- 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 [icon] opens an "Item Search" pop up box.

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 generate results that include the search terms in content fields.

Keyword searches are especially 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:

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."

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:

Let's try another.

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:

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"
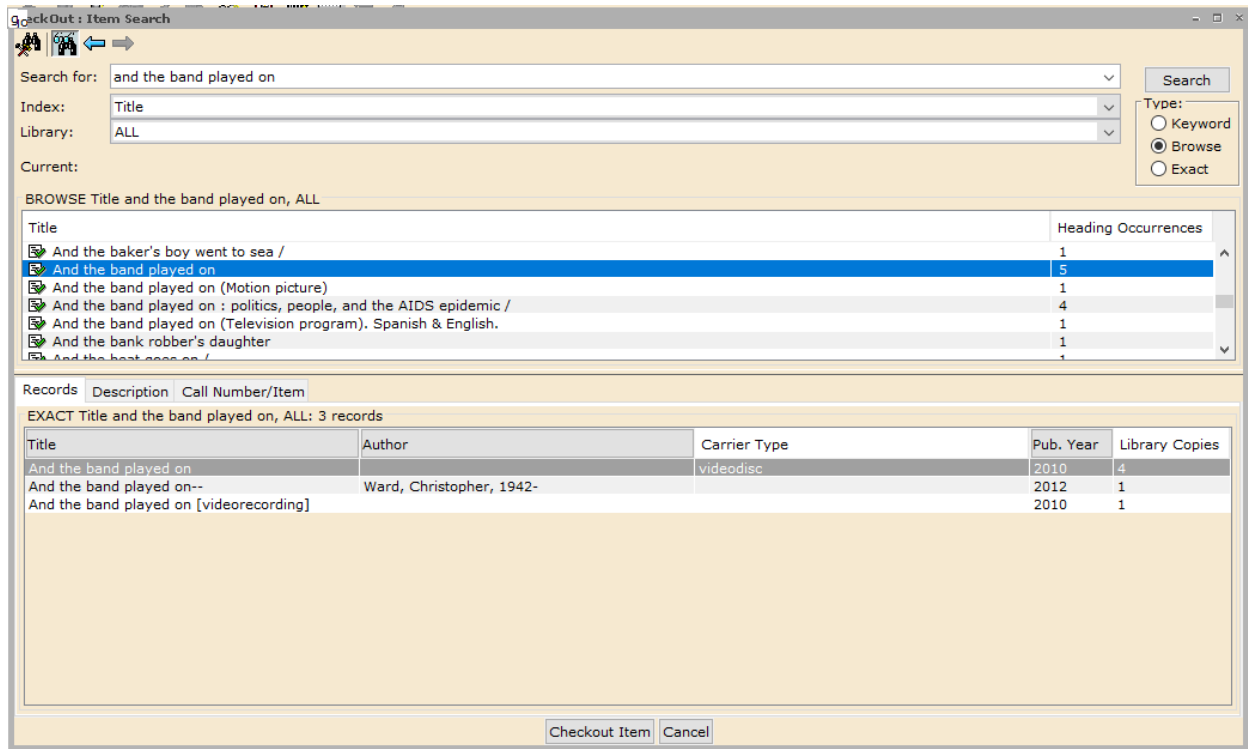

This time, the results are different from those you received with the keyword search, even when including the quotation marks. A browse search displays all titles in the index in alphabetical order. So, results will include not only the search terms that you are seeking, but the entries before and after 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 non-fiction, works for children and adults, and information both about Nikola Tesla, the Tesla automobile, SpaceX, Thomas Edison, and Elon Musk.

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.

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.

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.

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				
Title	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, performer.	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.

⬚m Search and Display							
Author: wilson		AND ∨	Title: hurt			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
Hurt people hurt people : hope & healing for yourself and your relationships	Wilson, Sandra D., 1938-		1993	1

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

If seeking a specific format, there is a search options helper ⚒ which permits selection of publication year, item categories, format, language, etc.

Search Options	✕
Search Display Call Number Browse Print	
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 ∨
OK Cancel	

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.