



Resource Sharing Alliance  
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## 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.

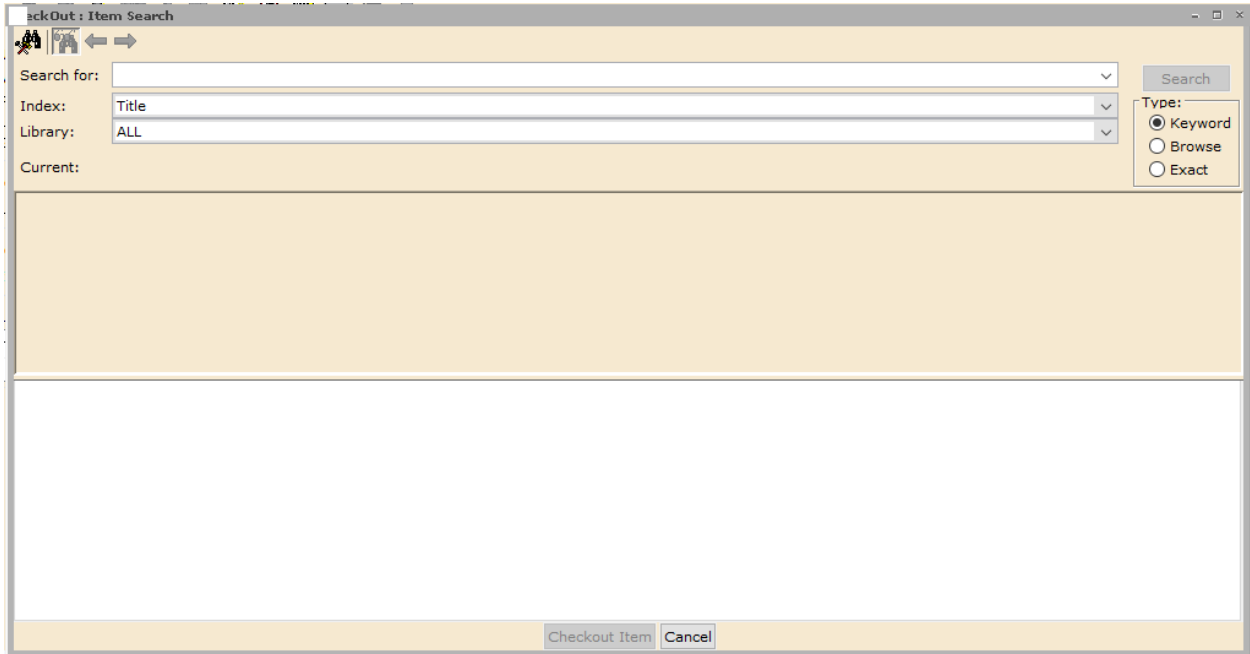
These Wizards contain the Item Search Helper:

- 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.

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Clicking the item search helper  opens an “Item Search” pop up box.



The screenshot shows a window titled "sckOut : Item Search". It has a search bar labeled "Search for:" with a dropdown arrow. Below it are two more dropdown menus: "Index:" set to "Title" and "Library:" set to "ALL". To the right of these is a "Search" button. Below the search bar is a "Current:" label. On the right side, there is a "Type:" section with three radio buttons: "Keyword" (selected), "Browse", and "Exact". At the bottom of the window, there are two buttons: "Checkout Item" and "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 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.

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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:

The screenshot shows a library search interface. The search bar contains "on played band". The search results table lists several items, with the first one highlighted in blue:

Title	Author	Carrier Type	Pub. Year	Library Copies
And the band played on		videodisc	2010	4
Titanic : the band played on		videodisc	2017	1
The soul of a soldier : songs and stories of patriotism, heroism and s...	Cheesman, Mike, performer.	audio disc	2014	1
A lowcountry heart : reflections on a writing life	Cohroy, Pat author.	volume	2016	3
A lowcountry heart : reflections on a writing life	Cohroy, Pat author.	volume	2016	15
And death shall have no dominion tales of the Titanic		volume	2015	1
Chloe as heartbreak : beautiful songs from common sense		audio disc	2012	1

The detailed description for the selected item is as follows:

**Leader** am10n  
**key** ocn924763375  
**Data source** OCoLC  
**Date/time stamp** 20151020092438.0  
**Fixed field data** 151015s2015 xx 000 f eng d  
**Cataloging Source** IDY IDY  
**ISBN** 9781512072945  
**ISBN** 151207294X  
**Local system #** (OCoLC)924763375  
**Local holdings** IDYA  
**Title** [And death shall have no dominion tales of the Titanic / edited by Dean M. Drinkel.](#)  
**Publication** [Publication location not identified] : Lycopolis Press, ©2015.  
**Physical description** 205 pages ; 21 cm  
**Content Type** text txt rdacontent  
**Media Type** unmediated nrdamedia  
**Carrier Type** volume  
**Contents** [And the band played on / Nerine Dorman -- Choices in the dark / Robert W. Walker -- The jasper scarab / D. T. Griffith -- The briny deep / Kyle Rader -- Le laboratoire des hallucinations / Dean M Drinkel -- Maiden](#)  
**Subject term** [Horror tales.](#)  
**Subject term** [Short stories.](#)  
**Subject term** [Horror tales. \(OCoLC\)fst00960387](#)  
**Subject term** [Titanic \(Steamship\)--Fiction.](#)  
**Subject term** [Short stories. \(OCoLC\)fst01117043](#)  
**Added Entry--Personal Name** [Shults, Sylvia. Maiden voyage.](#)  
**Added Entry--Personal Name** [Shults, Sylvia. Maiden voyage.](#)

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.”



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Let's try another.

The screenshot shows the 'TrackOut: Item Search' interface. The search bar contains 'god's not dead'. The search results table lists several items, with the first one highlighted:

Title	Author	Carrier Type	Pub. Year	Library Copies
Kipling, Volume II, A selection of his stories ...	Kipling, Rudyard, 1865-1936, author.	volume	1956	9
Odd gods	Slavin, David, author.	audio disc	2019	1
GOD SPEAKS YOUR LOVE LANGUAGE: HOW ...	Chapman, Gary		2018	1
Nothing : nothing can separate you from Go...	Creech, Natalee, author.	volume	2019	1
The heart of perfection: how the saints taug...	Campbell, Colleen Carroll, 1974- author.	volume	2019	1
The golden thread : experiencing God's pres...	Zschech, Darlene, author.	volume	2018	1
Odd gods	Slavin, David, author.	volume	2019	10

The detailed view for the selected item shows the following information:

- Description:** Kipling, Volume II, A selection of his stories and poems
- Price:** \$19.95
- Item type:** BOOK
- Ongoing checkouts:** 1
- Home location:** FICTION
- Current location:** FICTION
- Ongoing renewals:** 0
- Item category 1:** FICTION
- Item category 2:** ADULT
- Checkouts to date:** 1
- Item category 3:** BOOK
- Item category 4:** UNDEFINED
- Renewals to date:** 0
- Item category 5:** UNDEFINED
- Previous user ID:** none
- Date last cleared:** 1/4/2016
- Date created:** 11/21/2007
- User ID:** D142969819
- Date last charged:** 5/9/2018
- Last activity:** 5/23/2018
- Last discharged:** 5/23/2018,10:25
- Total checkouts:** 3
- Date inventoried:** Never
- In-house uses:** 0
- Times inventoried:** 0

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:

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CheckOut : Item Search

Search for: "god's not dead"

Index: Title

Library: ALL

Current:

KEYWORD Title "god's not dead", ALL: 27 records

Title	Author	Carrier Type	Pub. Year	Library Copies
God's not dead. Light in the darkness		videodisc	2018	6
God's not dead. A light in darkness		videodisc	2018	35
God's problem child	Nelson, Willie, 1933- composer, performer.	audio disc	2017	6
God's not dead 2		videodisc	2016	6
WOW hits 20th anniversary : celebrating 20 ...		audio disc	2016	1
God's not dead 2 [videorecording]		videodisc	2016	3
God's not dead 2		videodisc	2016	50

Description Call Number/Item

- God's not dead. Light in the darkness -
  - CHENOA-PL
    - BLU GOD - CHENOA-PL
      - A66800371380 - 1 - BLU-RAY - DVD - Car
  - EUREKA-PLD
    - B-R 470 G - EUREKA-PLD
      - A66200739883 - 1 - BLU-RAY - DVD
  - FONDULAC
    - BLU RAY GOD'S - FONDULAC
      - A12802973280 - 1 - BLU-RAY - BLU-RAY
  - HN\_HAPEINE
    - BLU F GOD - HN\_HAPEINE
      - A95000204485 - 1 - BLU-RAY - AV-MOVIE
  - LC\_LACON
    - BLU GOD - LC\_LACON
      - A32300366352 - 1 - BLU-RAY - CHECKED

Price: \$25.00    Item type: BLU-RAY    Ongoing checkouts: 0  
Home location: DVD    Current location: DVD    Ongoing renewals: 0  
Item category 1: FICTION    Item category 2: ADULT    Checkouts to date: 0  
Item category 3: MOVIE    Item category 4: CHRISTIAN    Renewals to date: 0  
Item category 5: UNDEFINED    Previous user ID: none    Date last cleared: Never  
Date created: 9/25/2018    User ID:  
Date last charged: Never    Last activity: Never  
Last discharged: Never    Total checkouts: 1  
Date inventoried: Never    In-house uses: 0  
Times inventoried: 0

Checkout Item    Cancel

So, what is the difference between a keyword search and browsing?

For this search, select the "browse" radio button:

Search

Type:

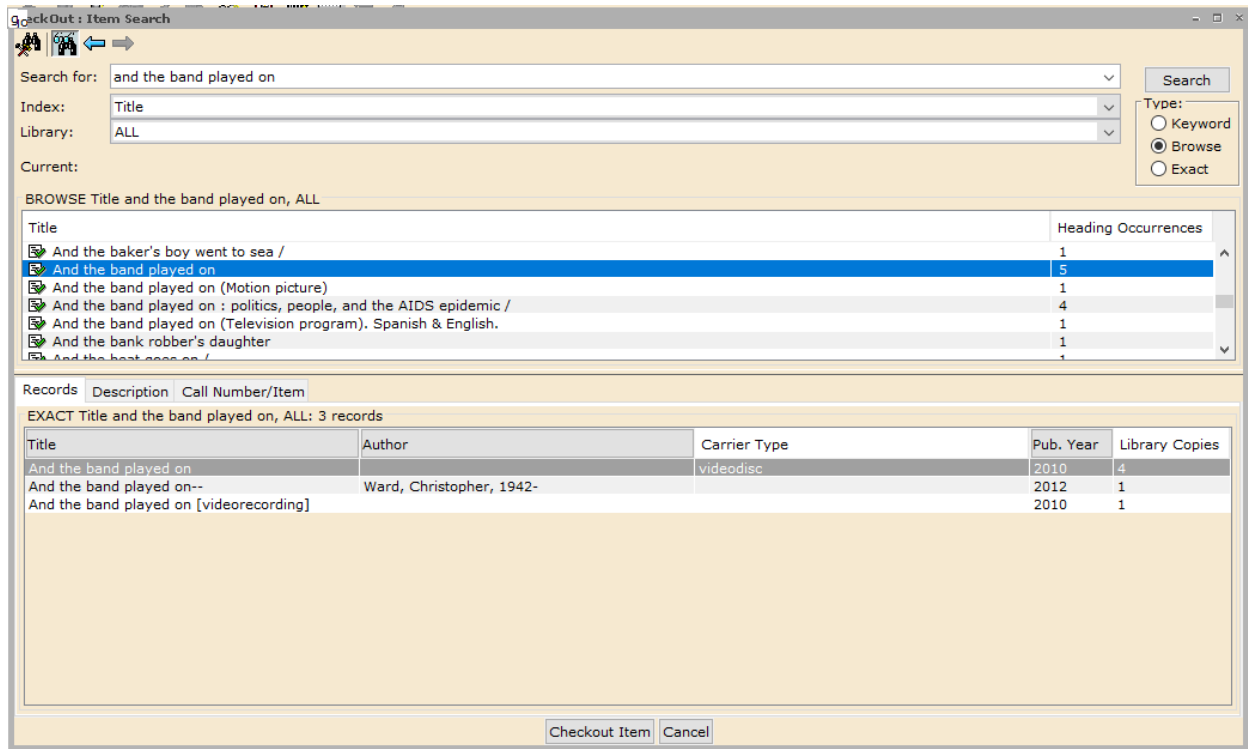
Keyword

Browse

Exact

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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.

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Item Search and Display

Search for: tesla

Index: Subject

Library: ALL

Current: KEYWORD Subject tesla, ALL: 72 records

Title	Author	Carrier Type	Pub. Year	Library Copies
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
Lightning strikes : timeless lessons in creativity from the life and work of Nikola Te...	Wasik, John F., author.	volume	2016	1
Tesla	Munson, Richard author.	audio disc	2018	2
Who was Nikola Tesla?	Gigliotti, Jim, author.	volume	2018	23
Who invented the radio? : Tesla vs. Marconi	Hemen, Susan E., author.	volume	2018	1
Zac Newton investigates : extraordinary electricity		volume	2018	3
SpaceX and Tesla Motors engineer Elon Musk	Doeden, Matt, author.	volume	2015	3
Tesla : inventor of the modern	Munson, Richard author.	volume	2018	8
Tesla Model S	Murray, Julie, 1969- author.	volume	2018	2
Tesla Model S	Oachs, Emily Rose, author.	volume	2018	3
Madman in Manhattan	Hering, Marianne, author.	volume	2018	4
Nirage	Cusler, Clive.	volume	2013	50
Tesla 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	Vence, Ashley, 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
Sparks of light : an into the Dim novel	Taylor, Janet, 1967- author.	volume	2017	5

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.

Item Search and Display

Search for: tesla

Index: Subject

Library: ALL

Current: BROWSE Subject tesla, ALL

Subject	Heading Occurrences
<b>Tesla automobiles</b>	
↳ Tesla coils.	2
↳ Tesla Model S automobile.	3
↳ Tesla Model S automobile--Juvenile literature.	3
↳ Tesla Motors.	4
↳ Tesla Motors--History.	2
↳ Tesla Motors--History--Juvenile literature.	1
↳ Tesla Motors--Juvenile literature.	4
↳ Tesla Motors. (OCoLC)fst01917360	5
↳ Tesla, Nikola, 1856-1943.	42
↳ Tesla, Nikola, 1856-1943--Cartoons and comics.	1
↳ Tesla, Nikola, 1856-1943--Comic books, strips, etc.	1
↳ Tesla, Nikola, 1856-1943--Comic books, strips, etc.--Fiction.	2
↳ Tesla, Nikola, 1856-1943--Comic books, strips, etc.--Juvenile fiction.	1
↳ Tesla, Nikola 1856-1943 (DE-583)19219166	1
↳ Tesla, Nikola, 1856-1943--Fiction.	17
↳ Tesla, Nikola, 1856-1943--Influence.	2
↳ Tesla, Nikola, 1856-1943--Juvenile fiction.	11
↳ Tesla, Nikola, 1856-1943--Juvenile literature.	14
↳ Tesla, Nikola, 1856-1943. (OCoLC)fst00028173	25
↳ Tesla Roadster automobile.	1

For the Subject: **Tesla automobiles**  
 1 search also under the narrower term: [Tesla Roadster automobile](#)



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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.


The screenshot shows the 'Item Search and Display' interface. The search term 'tesla' is entered in the search box. The results are displayed in a table with columns for 'Subject', 'Heading Occurrences', and 'Records'. The 'Records' section shows a list of 13 records with columns for 'Title', 'Author', 'Carrier Type', 'Pub. Year', and 'Library Copies'.

Subject	Heading Occurrences
Tesla Model S automobile.	3
Tesla Model S automobile--Juvenile literature.	3
Tesla Motors.	4
Tesla Motors--History.	2
Tesla Motors--History--Juvenile literature.	1
Tesla Motors--Juvenile literature.	4
Tesla Motors. (OCoLC)901917960	5
Tesla, Nikola, 1856-1943.	42
Tesla, Nikola, 1856-1943--Cartoons and comics.	1
Tesla, Nikola, 1856-1943--Comic books, strips, etc.	1
Tesla, Nikola, 1856-1943--Comic books, strips, etc.--Fiction.	2
Tesla, Nikola, 1856-1943--Comic books, strips, etc.--Juvenile fiction.	1
Tesla, Nikola 1856-1943 (DE-588)119219166	1
Tesla, Nikola, 1856-1943--Fiction.	17
Tesla, Nikola, 1856-1943--Influence.	2
Tesla, Nikola, 1856-1943--Juvenile fiction.	11
Tesla, Nikola, 1856-1943. (OCoLC)900029173	25
Tesla Roadster automobile.	1
Tesla Roadster automobile--Juvenile literature.	1

Title	Author	Carrier Type	Pub. Year	Library Copies
The electric wars : Edison, Tesla, Westinghouse and the race to light the world	Winchell, Mike, author.	volume	2019	7
Who was Nikola Tesla?	Gigliotti, Jim, author.	volume	2018	23
Who invented the radio? : Tesla vs. Marconi	Haman, Susan E., author.	volume	2018	1
Zac Newton investigates : extraordinary electricity		volume	2018	3
Inventor, engineer, and physicist Nikola Tesla	Marsico, Katie, 1980- author.	volume	2017	2
Zeit : Nikola Tesla takes charge	Kulling, Monica author.	volume	2016	6
Nikola Tesla and Thomas Edison	Hardyman, Robyn, author.	volume	2015	1
Electrical wizard : how Nikola Tesla lit up the world	Rusch, Elizabeth, author.	volume	2013	6
War of the currents : Thomas Edison vs. Nikola Tesla	McPherson, Stephanie Sammartino.	volume	2013	2
Nikola Tesla : harnessing electricity	Yount, Lisa, author.	volume	2012	2
Nikola Tesla : physicist, inventor, electrical engineer	Burgan, Michael.	volume	2009	7
Marconi and Tesla : pioneers of radio communication	O'Shei, Tim.	volume	2008	1
Nikola Tesla and the taming of electricity	Aldrich, Lisa J., 1952-	volume	2005	6

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.

The screenshot shows the 'Item Search and Display' interface with the search criteria set to 'Author' and 'Title'. The search box is empty, and the 'Search' button is visible.

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.”

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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	Sav, 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 anyone...	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	Key, Adam, author.	volume	2018	2
This will only hurt a little	Phillips, 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	Phillips, Busy, 1979- author.	volume	2018	13
BINGE BOX #15 : OUR BRAVE SOLDIERS : WAR MOVIES #2	Regan, Lisa, 1971- author.	volume	2018	1
No hitting, Henry : don't hurt	O'Brien, Kevin, 1955- author.	volume	2018	2
They won't be hurt	Miller, Mac, 1992-2018, composer, performer.	audio disc	2018	4
Swimming		audio disc	2014	1
Should the US close its borders?		volume	2014	1
The Islanders. Vol. 4, Lucas gets hurt ; and, Alisha 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.

Item 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 World Is Better Than You Are [sound recording]	Wilson, Charlie, 1953-		2017	1
Wow hits, 2013 [sound recording] : 30 of today's top Christian artists & hits	Guskin, Jane.	volume	2012	3
The politics of immigration : questions and answers	Wilson, Sandra D., 1938-		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

Publication year:

Format:

Item type:

Location:

Item category 1:

Item category 2:

Item category 3:

Item category 4:

Item category 5:

Language:

Shadow:

Sort by:

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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.

Item Search and Display

Search for: hurt

Index: Title

Library: ALL

Current: BROWSE Title hurt, ALL

Type:  Keyword  Browse  Exact

Title	Heading Occurrences
Hursts of Shenandoah : also Keyser-Landsaw /	1
<b>Hurt</b>	<b>15</b>
Hurt : a novel /	1
Hurt and the healer	2
The hurt artist : my journey from suicidal junkie to ironman /	1
Hurt child	1
Hurt feelings	1
Hurt go happy /	3
Hurt : inside the world of today's teenagers /	1
Hurt like mine.	1
The hurt locker /	3
Hurt locker (Motion picture)	2
Hurt machine : a Moe Prager mystery /	1
Hurt me.	1
Hurt people /	1
Hurt people hurt people.	1
Hurt people hurt people : hope & healing for yourself and your relationships /	1
Hurt so bad.	1
Hurt so good.	1
The hurt & the healer	2
Hurt : the inspiring, untold story of trauma care /	1

Records Description Call Number/Item

EXACT Title hurt, ALL: 2 records

Title	Author	Carrier Type	Pub. Year	Library Copies
<i>American IV</i> [sound recording] : the man comes around	Cash, Johnny		1993	1
Serenity [sound recording]	Culture Beat (Musical group)		1993	1