

Item Search and Display Guide

Last updated: June 13, 2025

This guide offers strategies for finding items in RSA's WorkFlows database using Item Search and Display. Searching in WorkFlows can be challenging because you need to use exact spelling of search terms, unlike a web-based search.

Terminology

Keyword search: A keyword search looks for words anywhere in the bibliographic record.

Browse search: A search in alphabetical order.

<u>Boolean operators:</u> Boolean logic defines logical relationships between terms in a search. Common *Boolean search operators* are **and**, **or** and **not**. When these operators appear in a title, you may not get the search result you expect. Use "quotation marks" around the operator or the entire title to search accurately.

Special symbols

Use a ? (question mark) as a substitute for a character in a search term.

Example: **WOM?N** The search result returns records containing either "woman" or "women."

Use a \$ (dollar sign) to represent a single character, many characters, or no characters.

Example: **JAME\$** The results are records containing the terms: Jame, James, Jameson, and Jamerton.

To search for a **punctuation mark** as a literal character, the expression must be enclosed with quotation marks.

Common Search

In Common Tasks, Select Item Search and Display. The default search library should be your library. **In this view, the default search is a keyword search.** When you cannot find an item in your library, you can expand the search to ALL libraries.

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File Edit Wizards Helpers Module	s Preference Tools Help		RSA
Circulation+ Offline Outreach Re	ports Serial Control Utility		
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Common Tasks	Kiteaschard Dapay		
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🖳 Discharge (Checkin)	Author:	AND 🗸 Title:	AND ~ Search
W Fine Free Discharge	Series:	AND Subject:	AND ~ Reset
P Discharging Bookdrop	General:	AND 🗸 Periodical Title:	
😰 Renew User	Library: W0_WASH-PL		<u>~</u>
@ Renew Item	Current:		
Billing a User			
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B Item Search and Display			
Check Item Status			
Help			
Print			

Enter as much accurate information as you know about the item. You can use partial titles or author names, especially if you do not know the exact spelling of the author's name (Is it Kristin or Kristen Hannah? Just use the last name Hannah.) Capitalization does not matter.

A common search includes title and/or author:

Author may be in the form:

last name, first name last name first name first name last name last name first name

<u>Title</u> does not need to include the leading article (The, A, An).

Sample search for The Women by Kristin Hannah in one library:

Item Search and Display 🗴										
T I Searchard Depley										
Author: HANNAH		AND ~	Title:	WOMEN	AND	 Search 				
Series:		AND ~	Subject:		AND	~ Reset				
General:		AND ~	Periodical Title:							
Library: W0_WASH-PL	Library: W0_WASH-PL v									
Current: Kinsella, Sophie author My not so perfect life : a	novel FIC KIN I	D:A66702146	5691 Ctrl#:095	1753640 Copy:1						
ADVANCED SEARCH KEYWORD Author HANNAH, AND Title W	OMEN, WO_WASH-PI	L: 4 records								
Title	Author			Carrier Type	Pub. Year	Library Copies				
The women	Hannah, Kristin, auth	or, narrator.		other	2024	1				
The women : a novel	Hannah, Kristin, auth	ior.		volume	2024	1				
The women : a novel	Hannah, Kristin, auth	or, narrator.		audio disc	2024	1				
The women	Hannah, Kristin, auth	ior.		volume	2024	1				

Note that when searching in one library, the number of library copies shows what is available in that one library. Changing the search to ALL libraries shows the number of copies on each bibliographic record. Since this is a keyword search, results include records that contain "WOMEN" or "HANNAH" or both.

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L	Author:	HANNAH		AND	Title:	WOMEN		AND	~	Search
I	Series:			AND	Subject:			AND	~	Reset
l	General:			AND	Periodical Title:					
I	Library:	ALL							~	
l	Current:									
L	ADVANC	ED SEARCH KEYWORD Author HANNAH, AND Title W	OMEN, ALL: 10 record	ds						
l	Title		Author			Carrier Type		Pub. Year	Libra	ry Copies
L	Las muje	res de la guerra	Hannah, Kristin, auth	or.		volume		2024	3	
L	The wor	nen	Hannah, Kristin, auth	Kristin, author, narrator. o		other		2024	9	_
L	The worr	ien : a novel	Hannah, Kristin, auth	or.		volume		2024	48	
L	The worr	nen : a novel	Hannah, Kristin, auth	or, narrator		audio disc		2024	23	
L	The worr	nen	Hannah, Kristin, auth	or.		volume		2024	154	
Ш	Black lov	e matters : real talk on romance, being seen, and				volume		2022	2	
Ш	Why she	wrote : a graphic history of the lives, inspiration, a	Chapman, Hannah K.	, author.		volume		2021	1	
Ш	Our wom	nen on the ground : essays by Arab women reporti				volume		2019	3	
1	She caus	ed a riot : 100 unknown women who built cities, s	Jewell, Hannah, auth	or.		volume		2018	2	
	It is almo	est that : a collection of image+text work by wom				volume		2011	1	

Refining a search

That same search can be refined further using the *main pickaxe* helper.

Item Search and Disp	olay x									
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Author: HANNAH			AND	~ 1	Title:	WOMEN	AND	~	Search	
Series:			AND	~ 9	Subject:		AND	~	Reset	
General:			AND	~ F	Periodical Title:					
Library: ALL								~		
Current:										
		OMEN ALL: 10								
ADVANCED SEARCH	I KEYWORD Author HANNAH, AND Title W	OMEN, ALL: 10 recor	ds					Torono		
Title		Author				Carrier Type	Pub. Year	Libr	Library Copies	
Las mujeres de la gu		Hannah, Kristin, autl				volume		3		
The women		Hannah, Kristin, aut	n, Kristin, author, narrator.			other	2024	9		
The women : a nove	el	Hannah, Kristin, autl	ristin, author.			volume	2024	48		
The women : a nove	el	Hannah, Kristin, aut	nnah, Kristin, author, narrator.			audio disc	2024	23		
The women		Hannah, Kristin, autl	hor.			volume	2024	154		
Black love matters :	real talk on romance, being seen, and					volume	2022	2		
Why she wrote : a g	graphic history of the lives, inspiration, a	Chapman, Hannah K	., author.			volume	2021	1		
Our women on the	ground : essays by Arab women reporti					volume	2019	3		
She caused a riot : 1	100 unknown women who built cities, s	Jewell, Hannah, aut	hor.			volume	2018	2		
It is almost that : a d	collection of image+text work by wom					volume	2011	1		
Description Call Nu	mber/Item									
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Search	Display C	all Nu	mber Browse Print					
Publicat	tion year:							
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Item ty	be:		All	~				
Locatio	n:		All	~				
ltem ca	tegory 1:		All	~				
ltem ca	tegory 2:		All	~				
- Item ca	tegory 3:		All	~				
Item ca	tegory 4:		All	~				
Item ca	tegory 5:		All	~				
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Languag	ge:		All	~				
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¿ Sort by:			None	~				
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The available options for refining the search:

Common limits are selecting CAT 3 general format = LARGEPRINT or AUDIOBOOK or MOVIE. More than one facet can be selected to further refine a search.

Select one or more fields from the drop down, choose OK, then choose search to refine the search results.

Search Options ×								
Search Display Call Number Browse Print								
Publication year:								
Format:	All	7						
Item type:	All	7						
Location:	All	-						
Item category 1:	All	1						
Item category 2:	All	-						
Item category 3:	LARGEPRINT	- T						
Item category 4:	All	1						
Item category 5:	All	7						
Item category 6:	All	7-						
Item category 7:	All	7						
Item category 8:	All	7						
^f Item category 9:	All	7						
Item category 10:	All	7						
Language:	All	7						
Shadow:	BOTH	7						
Sort by:	None	7						
C	OK Cancel	-						

Item Sea	rch and Display 🗴							
hSearchard	Display							
A A 9	á <mark>s: ™a </mark> ← →							
Author:	HANNAH		AND	Title:	WOMEN	AND	~	Search
Series:			AND	Subject:		AND	~	Reset
General:			AND	Periodical Title:				
Library:	ALL				1		~	
ADVANO Title	CED SEARCH KEYWORD Author HANNAH, AND Title W	OMEN, ALL: 10 records Author	5		Carrier Type	Pub. Year	Libr	ary Copies
Las muj	eres de la guerra	Hannah, Kristin, autho	нг.		volume	2024	3	
The wor	men	Hannah, Kristin, autho	r, narrat	tor.	other	2024	9	
The wor	men : a novel	Hannah, Kristin, autho	r.		volume	2024	48	
The wor	men : a novel	Hannah, Kristin, autho	r, narrat	tor.	audio disc	2024	23	
The wor	men	Hannah, Kristin, autho	or.		volume	2024	154	
Black lo	ve matters : real talk on romance, being seen, and				volume	2022	2	
Why she	e wrote : a graphic history of the lives, inspiration, a	Chapman, Hannah K.,	author.		volume	2021	1	
Our wor	men on the ground : essays by Arab women reporti				volume	2019	3	

The resulting search returns the one CAT 3 = LARGEPRINT record:

Item Search and Display 🗴								
rsearchand Daplay								
The women : a novel / Hannan, Kristin, author.								
Control Bibliographic MARC Holdings Call Number/Item Bound-with Ord	ers Serials Ctrl Selections							
🖃 🔠 The women : a novel - Hannah, Kristin, author.	Item Info Circ Info Bill	s Checkouts Holds						
⊨ 📴 W0-WASH-DL (W0_ / W1_)	-Call number informat	ion						
🖨 🏨 LP FIC HAN - WO_WASH-PL								
A66702684364 - 1 - BOOK-LPRNT - INTRANSIT	Call number:	LP FIC HAN	Class scheme:	DEWEY				
🖻 🏨 LP FIC HAN - W1_WASHSUN								
A66702714208 - 1 - BOOK-LPRNT - LARGEPRINT	Call library:	W0_WASH-PL						
🖶 🔂 G0-GWC (G0_ / G1_ / G2_ / G3_ / G4_)								
🗄 🏨 TLP HAN - G1_GWC-BOW	Shadow call number	N						
A12401411590 - 1 - BOOK - CHECKEDOUT - Can't Circ								
🖶 🗈 PO_ALL-PPL (PO_ / P1_ / P2_ / P3_ / P7_ / P8_)	Item information							
🖕 🏨 HAN - P1_LVIEW	Item ID:		Conversion					
A13221854033 - 1 - BOOK - CHECKEDOUT - Can't Circ	item iD:	A66702684364	Copy number:	1				
ha han - P7_OUT								
Data crasted: 3/21/2024 IVPE: BOOK-LPRNT ITEM IIDFary: W0_WASH-PL								
Date last charged: 3/29/2025								
I Date last charged, -,,	Home location:	LARGEDRINIT	Current location:	INTRANSIT				

Other helpful limits are CAT 1 reading level plus CAT 2 FICTION/NONFICTION or Language to find items in other languages.

Note: When done with a refining pickaxe search, **completely close out of the search** to reset the search limits to all.

Series Search

Enter the name of a series in the Series search box to find all items tagged in the series. Note that the bib record includes the series name and number in the series.

Series search isn't just for books; you can search other formats using the pickax refining helper which is handy for series that are both books and movies.

Item Search and Display									_
Display x	1		_				_		_
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Author:		AN	D ~	Title:			ND	×	Search
Series: MAGIC TREE HO	JUSE	AN	D v	Subject:		A	ND	~	Reset
General:		AN	D v	Periodical Title:					
Library: W0_WASH-PL				L				~	
Current:									
ADVANCED SEARCH KEYW	NORD Series MAGIC TREE H	IOUSE, W0_WASH-PL: 133 records							
Title Author			Carrier Type			Pub. Year		Library Copies	
Dinosaurs		Laird, Jenny, 1969- adapte	er.		volume	2025	-	1	
Sunset of the sapertooth	: the graphic novel	Laird, Jenny, 1969- autnor	ny, 1969- autnor.		volume	2024		1	
Windy night with wild hor:	rses	Osborne, Mary Pope, auti	hor.		volume	2024		1	
Afternoon on the Amezon	n + the graphic novel	Laird, Jenny, 1060 outhor			volume	2024	-	1	
Time of the turtle king		Osborne, Mary Pope, auth	nor.		volume	2023		1	
Night of the ninjas : the gr	raphic novel	Laird, Jenny, 1969- adapte	er.		volume	2023	1	1	
Rhinos at recess		Osborne, Mary Pope, auth	nor.		volume	2023	1	1	
Pirates past noon : the gra	aphic novel	Laird, Jenny, 1969- adapte	er.		volume	2022	1	1	
		1 alad 1 and 1000 and a				2022			
Description Call Number/	/Item								
Content Type	text txt rdacc	ontent							
Content Type	still image sti	rdacontent							
Media Type	ype unmediated n rdamedia								
Carrier Tune	volumo								
Series Statement	(Magic tree h	iouse ; 39)							
General Note	"A Stepping S	tone Book."							/ / /

Subject Search

Item Search and Display 🗴		
r Alsearchand Display		
Author:	AND v Title:	AND v Search
Series:	AND - Subject: weather	AND ~ Reset
General:	AND V Periodical Title:	
Library: W0_WASH-PL		~
I a contract which could be recommended in the received one	ACC700004004 0000000000000000000000000000	

Enter the search term in the Subject box and select "search." The results will return all records that contain the keyword "weather." This search found 100 results.

Item Search and Display 🗴									
Searchard Display									
• • • • • • • • • • • • • • • • • • •									
Author:		AND ~	Title:		AND	~	Search		
Series:		AND ~	Subject:	weather	AND	~	Reset		
General:		AND ~	Periodical Title:						
Library: W0_WASH-PL						~			
Current: Hannah, Kristin, author The women : a novel	- LP FIC HAN ID:	A667026843	64 Ctrl#:0141	676322 Copy:1					
ADVANCED SEARCH KEYWORD Subject WEATHER WO WAS	H-PL · 100 records								
ADVANCED SEARCH RETWORD Subject WEATHER, WO_WAS									
Title	Author			Carrier Type	Pub. Year	Library	/ Copies		
The little cloud	Fong, Pam, author	, illustrator.		volume	2025	1			
Why does the wind blow? : weather with the Very Hungry	Diaz, Joanne Ruel	os, author.		volume	2025	1			
Willow takes on the weather	Noble, Rachel, aut	hor.		volume	2025	1			
Cold	McCanna, Tim, au	thor.		volume	2024	1			
Lightning in her hands	Vasquez Gilliland,	Raquel, auth	or.	volume	2024	1			
Heatwave	Redniss, Lauren, a	uthor, illustr	ator.	volume	2024	1			
Why is it hot? : weather with the very hungry caterpillar	Diaz, Joanne Ruel	os, author.		volume	2024	1			
Gus & Sully watch the weather	Light, Steve, autho	or, illustrator		volume	2024	1			
Puff : all about air	Moon, Emily Kate, author, illustrator.			volume	2024	1			
Hana the thunder dragon	Mara, Maddy, author. volume 207				2024	1			
The Old formaric almonae . calculated an a new and impr				مهينامير	2022	1			
Description Call Number/Item									

Use the pickaxe helper to refine the search, for example: CAT 1 = JUVENILE + CAT 2 = NONFICTION to get results for a student researching a subject for a school paper. Remember to select OK, then choose search to get the refined results.

Resource Sharing Alliance

Search Opti	ions			×
Search	Display	Call Nu	mber Browse	Print
Publicati	on year	:		
Format:			All	~
Item type:			All	~
Location:			All	~
Item cat	egory 1:		NONFICTION	v V
Item cat	egory 2:		JUVENILE	~
Item category 3:		All	~	
Item category 4:		All	~	
Item cat	egory 5:		All	~

The refined search returns 25 results where CAT 1 = NONFICTION and CAT 2 = JUVENILE.

item search and Display x			
Searchand Display			
♠ ♠ ∰ 57 🐚 ← →			
Author:	AND 🗸 Title:		AND v Search
Series:	AND V Subject:	weather	AND ~ Reset
General:	AND V Periodical Title	:	
Library: W0_WASH-PL			
Jurrent: Hannah, Kristin, author The women : a not	vel LP FIC HAN ID:A66702684364 Ctrl#:o14	18676322 Copy:1	
ADVANCED SEARCH KEYWORD Subject WEATHER WO	WASH DL: 25 records		
ADVANCED SEARCH RETWORD Subject WEATHER, WO_	_wASH-FE. 25 Tecolus		
Title	Author	Carrier Type	Pub. Year Library Copies
T itle Puff : all about air	Author Moon, Emily Kate, author, illustrator.	Carrier Type volume	Pub. Year Library Copies
Title Puff : all about air A world full of nature stories	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author.	Carrier Type volume volume	Pub. Year Library Copies 2024 1 2022 1
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author.	Carrier Type Volume volume volume	Pub. Year Library Copies 2024 1 2022 1 2021 1
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature The squirrels' busy year	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author.	Carrier Type volume volume volume volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature The squirrels' busy year What is climate change?	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author. Herman, Gail, 1959- author.	Carrier Type volume volume volume volume volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1 2018 1
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature The squirrels' busy year What is climate change? Look at the weather	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author. Herman, Gail, 1959- author. Teckentrup, Britta, author, illustrator.	Carrier Type volume volume volume volume volume volume volume volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1 2018 1
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature The squirrels' busy year What is climate change? Look at the weather What makes a blizzard?	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author. Herman, Gail, 1959- author. Teckentrup, Britta, author, illustrator. Zoehfeld, Kathleen Weidner author.	Carrier Type volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1 2018 1 2018 1 2018 1
Title Puff : all about air A world full of nature stories Loce of the wild : folklore & wisdom from nature The squirrels' busy year What is climate change? Look at the weather What makes a blizzard? What was the Ice Age?	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author. Herman, Gail, 1959- author. Teckentrup, Britta, author, illustrator. Zoehfeld, Kathleen Weidner author. Medina, Nico, 1982- author.	Carrier Type volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1 2018 1 2018 1 2018 1 2018 1 2017 2
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature The squirrels' busy year What is climate change? Look at the weather What makes a blizzard? What was the Ice Age? Little kids first big book of weather	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author. Herman, Gail, 1959- author. Teckentrup, Britta, author, illustrator. Zoehfeld, Kathleen Weidner author. Medina, Nico, 1982- author. De Seve, Karen, author.	Carrier Type volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1 2018 1 2018 1 2018 1 2018 1 2017 2
Title Puff : all about air A world full of nature stories Lore of the wild : folklore & wisdom from nature The squirrels' busy year What is climate change? Look at the weather What makes a blizzard? What was the Ice Age? Little kids first big book of weather Best in snow	Author Moon, Emily Kate, author, illustrator. McAllister, Angela, author. Cock-Starkey, Claire, author. Jenkins, Martin, 1959- author. Herman, Gail, 1959- author. Teckentrup, Britta, author, illustrator. Zoehfeld, Kathleen Weidner author. Medina, Nico, 1982- author. De Seve, Karen, author. Sayre, April Pulley author.	Carrier Type volume	Pub. Year Library Copies 2024 1 2022 1 2021 1 2018 1 2018 1 2018 1 2018 1 2018 1 2017 2 2016 1

Searching on tags in the bibliographic record

The bibliographic record of an item may contain blue underlined tags.

Title	Author	Carrier Type	Pub. Year	Library Cop
Paff - all about air	Moon, Emily Kete, author, illustrator.	volume	2024	1
A world full of nature stories	McAllister, Angela, author.	volume	2022	1
Lore of the wild . folklore & wisdom from	r nature Cock Starkey, Claire, author.	volume	2821	1
The squirrels' busy year	Jenkins, Martin, 1959- author.	volume	2018	1
What is climate change?	Herman, Gail, 1959- author.	volume	2018	1
Look at the weather	Teckentrup, Britta, author, illustrator.	volume	2018	1
What makes a blizzard?	Zoehfeld, Kathleen Weidner author.	volume	2018	1
What was the Ice Age?	Medina, Nico, 1982- author.	volume	2017	2
Little kids first big book of weather	De Seve, Karen, author.	volume	2017	0
Best in snow	Sayre, April Pulley author.	volume	2016	1
at a weather	Arnold Todd outbor	ualuma	2016	1
Subject term	atureFolkloreJuvenile literature.			
Subject term A	nimalsFolkloreJuvenile literature.			
Subject term	anto Folidore Javonile literature.			
Subject term	/eatherFolkloreJuvenile literature.			
Subject term	abitat (Ecology)Folkiore-Suvenile literature.			
Subject term A	nimaux (CaQQLa)201-0382867Folklore (CaQQLa)201-0382867C	Duvrages pour la jeunesse. (CaQQLa)201-0377026		
Subject term P	antes (CaQQLa)201-0382888Folklore (CaQQLa)201-0382888OL	uvrages pour la jeunesse. (CaQQLa)201-0377026		
Subject term	emps (Météorologie) (CaQQLa)201-0382914Folklore (CaQQLa)20	01-0382914Ouvrages pour la jeunesse. (CaQQLa)201-03	77026	
Subject term N	ature. (OCoLC)fst01034561			
Genre index term fo	lk tales. (CStmoGRI)aatgf300055922			
Genre Index term	olklore. (OCoLC)fst01423784			

Selecting a tag will return results of other items with the same tag. In this example, there are 15 records that contain the "Weather – Folklore" tag.

Title		Author	Carrier Type	Pub. Year	Library Co
A world full of nature stories		McAllister, Angela, author.	volume	2022	1
Lore of the wild : folklore & w	isdom from nature	Cock-Starkey, Claire, author.	volume	2021	1
The squirrels' busy year		Jenkins, Martin, 1959- author.	volume	2018	1
Fly Guy presents : weather		Arnold, Tedd author.	volume	2016	1
Boy, were we wrong about the	e weather!	Kudlinski, Kathleen V., author.	volume	2015	1
The magic school bus presents	wild weather	Callery, Sean, author.	volume	2014	1
Weather science fair projects,	revised and expanded using	Gardner, Robert, 1929-		2010	1
Forces of nature				2009	1
Storms		Busch, Miriam.	volume	2009	1
Clouds		Rockwell, Anne F.	volume	2008	1
Maathar			volumo	2009	1
Description Call Number/Item	n				
Description Call Number/Iten		su minu unu meutinei ereutures Breut unu .	annun aun, moon unu atura cour unu troo cui	ej menj ocean - besenij mountanij st	.0110.
Description Call Number/Iten	"50 classic nature sto	ries from Angela McAllister are brought to life	with sumptuous illustrations from Hannah Bess Rc	es, meaning this an anthology to treas	ure for a life
Call Number/Iten Summary Subject term	"50 classic nature sto NatureFolkloreJu	pries from Angela McAllister are brought to life venile literature.	with sumptuous illustrations from Hannah Bess Ro	iss, making this an anthology to treas	ure for a life
Description Call Number/Iten Summary Subject term Subject term	"50 classic nature sto NatureFolkloreJu AnimalsFolkloreJu	venile literature.	with sumptuous illustrations from Hannah Bess Ro	es, mell, eccan — beserv, meantain, s ss, making this an anthology to treas	ure for a life
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Periodical Search

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Browse Search

The Browse search option produces a list in the alphabetic vicinity of the term you typed. This allows you to scroll through a list. Headings linked to a single bibliographic record display the number one at the end of the line. If a larger number is displayed, it indicates the number of times the heading occurs in the database. You can display a sub-list for headings linked to more than one record in the view pane by highlighting the record in the hitlist.

From the Item Search and Display screen, choose the March Helper.

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<u>Author</u>: browses last name only.

Example: PILKEY

Notice the heading occurrences for each of the author entries. Heading occurrence is for each instance of the author, which in this case the same author has several instances of the name for different titles. There are titles associated with each author heading.

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Data source OCcLC Date source Cocle Date source 20231024011329.0 Fixed field data 740625s2024 nyuwn p 0 along LCCN 74642084 2002252723 Cataloging Source D1C eng ISSN 093-7673 0093-7673 Standard identifier# 093-7673 0093-7673 Catalogung Source 0150 USPS LC Call Number 0150 USPS LC Call Number 022-P417 Title People [2024] Variant title Poolarly nown as: People magazine 264 New York : Time, 2024	key		ocm01792449		
Date/ime stamp 20231024011329.0 Fixed field data 740620550224 mywn p 0 a0eng LCCN 74642084 2002252723 Cataloging Source DLC eng ISSN 0093-7673 0093-7673 Standard identifier# 0093-7673 Over Jone Cataloging Source LCCAI Number 0150 USPS LCCAI Number 61150 USPS Dewey Decimal Classification Numerots1 Title People [2024] Variant title New York : Time, 2024	Data source	e	OCoLC		
Fixed field data 7406255024 nyuwn p 0 a0eng LCCN 74642002252723 - Cataloging Source DLC eng ISSN 0093-7673 0093-7673 Standard identifier# 0093-7673 9ostal reg.# 061150 USPS LC Call Number AP2. P417 Dewey Decimal Classification Number 05 Title Pople [2024] Variant title Poplarly known as: People magazine 264 New York : Time, 2024	Date/time	stamp	20231024011329.0		
LCCN 74642084 2002252723 Cataloging Source DLC eng ISSN 0093-7673 0093-7673 Standard identifier# 0093-7673 Postal reg. # 061150 USPS LC call Number 02. P417 Dewey Decimal Classification Number 57 Title People [2024] Variant title Popularly known as: People magazine 264 Ne York: Time, 2024	Fixed field	data	740625s2024 nyuwn p 0 a0eng		
Cataloging Source DLC eng IS ISSN 0093-7673 0093-7673 Standard identifier# 0093-7673 Posta legs.# 061150 USPS LC Call Number AP2. P417 Dewey Decimal Classification Number 051 Title Posta title Popole [2024] Variant title New York: Time, 2024	LCCN		74642084 2002252723		
ISSN 0093-7673 0093-7673 Standard identifier# 0093-7673 Postal reg.# 06150 USPS LC Call Number AP2.P417 Dewey Decimal Classification Number 051 Title Pople [2024] Variant title Variant title Pople/Instance E64 New York: Time, 2024	Cataloging	Source	DLC eng		
Standard identifier# 0093-/6/3 Postal reg. # 061150 USPS LC Call Number AP2. P417 Dewey Decimal Classification Number 051 Title Title People [2024] Variant title Pople Internation Pople magazine 264 New York : Time, 2024	ISSN		0093-7673 0093-7673		
Posta reg. # 06130 05/5 L Call Number AP2_P417 Dewey Decimal Classification Number 051 Title Posple [2024] Popularly known as: People magazine 264 New York: Time, 2024	Standard id	lentifier#	0093-76/3		
LL Cai Number AP2./43/ Dewey Decimal Classification Number 051 Title People [2024] Variant title Popularly known as: People magazine 264 New York: Time, 2024	Postal reg.	#	061150 0595		
Title People [2024] Variant title Popularly known as: People magazine 264 New York : Time, 2024	Dewey Des	imal Classification Number	AF2.1741		
Variant title Popularly known as: People magazine 264 New York : Time, 2024	Title	inal classification Numbe	H UJ L Doola (2024)		
264 New York: Time, 204	Variant title		reopie (2024) Denvidek keeven eel Roopie magazina		
	264		New York Time, 2024		
Physical description volumes : illustrations (some color). portraits : 28 cm	Physical de	scription	volumes : illustrations (some color), portraits : 28 cm		

Series: Searches items in a series, any format.

Example: Hunger Games

Item Search	and Display 🗙				
Searchand Displa	Ŷ				
📌 🥐 🌃 🖗					
Search for:	HUNGER GAMES			~	Search
Index: Series					Type:
Library: W0_WASH-PL ~					⊖ Keyword
					 Browse
Current:					⊖ Exact
-BROWSE Se	eries HUNGER GAMES, WO_WASH-PL				
Series				Heading C	Occurrences
🕞 ([Hundre	ed Oaks series])			1	
n (Hunger	Games ; bk. 1)			2	
🛛 🔂 (The Hu	nger Games ; bk. 2)			1	
🔂 (The Hu	nger Games ; [bk. 3])			1	
🕞 🕞 (The Hu	nger Games ; book 1)			1	1
🕞 (Hunger	Games ; book 3)			1	
🕞 🔂 (A Hung	er games novel)			1	
🕞 (A Hung	er Games Novel ; [0])			1	
L= /A 11				- 1	
Records D	escription Call Number/Item				
EXACT Seri	es HUNGER GAMES, W0_WASH-PL: 2 records				
Title		Author	Carrier Type	Pub. Year l	ibrary Copies
The hunger	games	Collins, Suzanne.	audio disc	2008 1	
The Hunge	r Games	Collins, Suzanne author.	volume	2008 2	1

<u>Title Control Number</u>: If you know a Title Control Number, you can browse these. Some BCA reports (like Titles of Holds placed Last Week via all sources that your library doesn't own) will give title control numbers which, when searched, can give the exact record of the item your patron is requesting.

Example BCA report:

A	В	С	D	E	F G H I
Titles of Holds place	ed Las	st Wee	ek via all so	urces That y	your Library Doesn't Own
Catalog Title	Catalog Pub Year	Catalog Format	Catalog Flex Id	Catalog Author	
Bleach. Bur±chi /	2024	VM	o1420000380		7
'and justice for all /	2010	VM	o681774296		
'Twas the bite before Christmas /	2023	MARC	o1409332249	Rosenfelt, David,	
"B" is for burglar : a Kinsey Millhone	1991	MARC	o23211146	Grafton, Sue.	
"H" is for homicide /	1992	MARC	o25667563	Grafton, Sue.	
"I" is for innocent /	1992	MARC	o25009299	Grafton, Sue.	-
"They say/I say" : the moves that m	2012	MARC	o754105743	Graff, Gerald.	_
10 buildings that changed America /	2013	VM	0842426250		
10 dogs /	2023	MARC	o1371747547	Gravett, Emily,	1
10 little tractors /	2021	MARC	01276794469	Bailey, Annie,	1

Example: 01420000380

In this case, change Library field to ALL libraries.

Item Search	and Display 🗴								
O ^{1Searchand Display}									
📌 🕅 🕅 🖧	™ ← →								
Search for:	01420000380							~	Search
Index:	Title Control #							~	Type:
Library:	ALL							_	 Keyword
									 Browse
Current:									 Exact
BROWSE Tit	le Control # 01420000380								
Title contro	1#	Call number				Title			
o14200003	71	DVD 387.74	ELY			Fly with me			
o14200003	80	BLE				Bleach. Part 1.	Thousand-year blood war = Burīchi		
o14200004	06	BRA				Brain donors			
o14200004	19	DVD NOL				Nolly			
o14200004	28	CD BOOK F F	RENCH			The hunter : a no	ovel		1
o14200004	30	MYS COS FIN	#4			Finlay Donovan	rolls the dice		
o14200004	45	CD BLA				Ohio players			
o14200004	46	MOU				Mount Hideawa	y mysteries. Exes and oh no's		
-14200004	40	DVD 072 040				1	aali birkaani Mali d		
Description	Call Number/Item								
- 🚍 Bleach	. Part 1. Thousand-year blood war = Burīchi -		Price:	\$48.99	Item type:	BLU-RAY	Ongoing checkouts: ³		
≜ 🔂 P0_/	ALL-PPL (PO_/P1_/P2_/P3_/P7_/P8_)		Home location:	AV-MOVIE	Current location	CHECKEDOUT	Ongoing renewals: 2		
📥 👜 B	LE - P1_LVIEW		Item category 1:	FICTION	Item category 2:	ADULT	Checkouts to date: 3		
	A13222300011 - 1 - BLU-RAY - CHECKEDOUT - Can't Circ		Item category 3:	MOVIE	Item category 4:	UNDEFINED	Renewals to date: 2		
			Item category 5:	UNDEFINED	Item category 6:	UNDEFINED	Date last cleared: Never		
				LINIDEEINED		LINDEEINED			

Miscellaneous Search Information

Titles that include Boolean operators

Common Boolean operators are AND, NOT, OR. **Use quotation marks** around the operator or the complete search term to achieve accurate search results.

AND – results include records with all the search terms but not records with just one of the search terms.

Example: CATS AND DOGS without quotation marks returns 191 records.

1									
Item Sear	ch and Display 🗙								
4 Search and D	ipby								
M M 🖗									
Author:			AND 🗸	Title:	CATS AND DOGS		AND	~	Search
Series:			AND 🗸	Subject:			AND	~	Reset
General:			AND 🔍	Periodical Title:					
Library:	ALL							~	
Current:	Bleach. Part 1. Thousand-year blood war = Bu	- BLE ID:A13222300	011 Ctrl#	t:01420000380	Copy:1				
	ED SEARCH KEYWORD TITLE CATS AND DOGS ALL: 1	91 records							
		Y							
Title		Author			Carrier Type	Pub	. Year	Library	Copies
4 film fav	orites : critters with character collection				videodisc	201	.3	1	
Like cats	& dogs	Shane, Lizzie, author.			volume	202	4	3	
The farm	animal encyclopedia	Bell, Samantha, autho	or.		volume	202	5	13	
The ultim	ate cross stitch pet collection : over 400 animal	Crompton, Claire, aut	hor.		volume	202	4	1	
Dogs or o	ats	Dufresne, Michèle.	ufresne, Michèle. volume				5	2	
Dogs vs.	cats	Steele, Michael Antho	ony, author.		volume	202	4	3	
Seedtime	and harvest : how gardens grow roots, connecti	Purifoy, Christie, auth	or, photogra	apher.	volume	202	4	1	
Farm ani	mals	Hinman, Bonnie, auth	or.		volume	202	3	5	
C	da eo anteda e				a hala an	202	2	4	
Description	Call Number/Item								
Leader	gm a0c								
key	ocn896148126								
Data sou	ce OCoLC								

Example: "CATS AND DOGS" with quotation marks returns 145 records.

Item Search and Display x									
A A A A A A A A A A A A A A A A A A A									
Author:	AND	\sim	Title:	"CATS A	ND DOGS"		AND	~	Search
Series:	AND	\sim	Subject:				AND	~	Reset
General:	AND	~	Periodical Title:						
Library: ALL								~	
Current: Bleach. Part 1. Thousand-year blood war = Bu BLE	ID:A13222300011 Ctr	d #:	01420000380	Copy:1					
ADVANCED SEARCH KEYWORD Title "CATS AND DOGS", ALL: 145 re	ecords								
Title Author	or				Carrier Type	P	ub. Year	Librar	y Copies
Like cats & dogs Shane	e, Lizzie, author.				volume	2	024	3	
Seedtime and harvest : how gardens grow roots, connecti Purifo	oy, Christie, author, photog	grap	oher.		volume	2	024	1	1
Cats and dogs puzzles					object	2	023	1	
Do animals fall in love? Gathe	en, Katharine von der, 1972	2- a	uthor.		volume	2	021	2	
Making friendship bracelets with cute pictures : 101 desig McNeill, Suzanne, author. volume 20								1	
Hallmark romances - Must love dogs (and cats)					videodisc	2	021	1	
Like cats and dogs McMurray, Kate, 1980					volume	2	2021		
Wild Kratts. Cats and dogs					videodisc	2	021	15	
Liles and does AdaM					and a star		001	4	

NOT – results include records containing the first search term but not the second.

Example: JUNIE B. JONES IS NOT A CROOK without quotation marks. Results include 108 records of Junie B. Jones books but not the one being searched.

Juj Searchand Display								
- AN 199 Par 196 ← →								
Author:	AND 🗸	Title:	JUNIE B. JONES IS NOT A CROOK	AND	~	Search		
Series:	AND v	Subject:		AND	~	Reset		
General:	AND 🗸 I	Periodical Title:						
Library: ALL			5	,	~			
Current: Park, Barbara, Junie B. Jones is not a crook J PA	AR ID:A66701499512	Ctrl#:0355216	83 Copv:3					
ADVANCED SEARCH KEYWORD Title JUNIE B. JONES IS NOT A	CROOK, ALL: 108 records							
Title A	Author		Carrier Type	Pub. Year	Librar	y Copies		
Junie B. Jones loves handsome Warren P	Park, Barbara, author.		volume	1996	94			
Junie B. Jones has a monster under her bed P	Park, Barbara.		volume	1997	110	1		
Junie B. Jones is a party animal P	Park, Barbara.		volume	1997	94			
Junie B. Jones is a beauty shop guy P	Park, Barbara, author.		volume	1998	91			
Junie B. Jones is a beauty shop guy P	Park, Barbara.		volume	1999	28			
Junie B. Jones smells something fishy P	Park, Barbara, author.		volume	1998	108			
Junie B. Jones and the mushy gushy valentime [i.e. valenti P	Park, Barbara, author.		volume	1999	101			
Junie B. Jones is (almost) a flower girl P	Park, Barbara, author.		volume	1999	108			
Limite D. Januar have a new in house a sheet	Seal: Dealesse states			2000	00			

Example: "JUNIE B. JONES IS NOT A CROOK" with quotation marks. Results include 10 records of items with the exact title.

-											
Ì	Item Sear	ch and Display 🗴									
I	Ju ¹ Searchand D	archand Splay									
I	A 🖗 🆗										
I	Author:			AND	Title:	JUNIE B. JONES	S NOT A CROOK"		AND	~	Search
I	Series:			AND	Subject:				AND	~	Reset
I	General:			AND	Periodical Title:						
I	Library:	ALL			-	1				~	
I	Current:	Park, Barbara Junie B. Jones is not a crook J	PAR ID:A6	5701499512	Ctrl#:0355216	83 Copy:3					
I	ADVANC	ED SEARCH KEYWORD TITLE "JUNIE B. JONES IS NOT	A CROOK" A	II · 10 recor	ds						
I											
I	Title		Author				Carrier Type	Pub	. Year	Librar	y Copies
I	Junie B. J	ones is not a crook	Park, Barbar	a.			volume	199	7	93	
I	Junie B. J	ones is not a crook	Park, Barbar	a, author.			other	201	9	3	
I	Junie B. J	ones collection. Books 9-12 [sound recording]	Park, Barbar	a.				200	4	4	
I	Junie B. J	ones collection. Books 9-16 [sound recording]	Park, Barbar	a.				200	1 !	9	
I	Junie B. J	ones is not a crook	Park, Barbar	a, author.			volume	200	0	27	
I	JUNIE B.	JONES IS NOT A CROOK	PARK, BARB	ARA						1	
I	Junie B. J	ones is Not a Crook	Park, Barbar	a.				199	7	9	
I	JUNIE B.	JONES IS NOT A CROOK	PARK, BARBA	ARA						1	
1	LUINUED	ONES IS NOT A CROOK								4	
18											

<u>**OR**</u> – results include records containing one or all the search terms.

Example: ONE WAY OR ANOTHER without quotation marks returns 2360 records.

ANOTHER AND V Search
AND v Reset
×
<u>1</u>
Pub. Year Library Copies
1
2025 7
2025 2
2019 1
2024 0
2025 1
2025 4
2025 8
2025 4
Pub. Year Library Copi 2025 7 2025 2 2019 1 2025 1 2025 4 2025 4 2025 8 2025 1 2025 4 2025 1

Description Call Number/Item

"ONE WAY OR ANOTHER" with quotation marks returns 32 records.

aSearchand Display						
AA Maria ← →						
Author:	AND	Title:	"ONE WAY OR ANOTHER"	AND	~	Search
Series:	AND	Subject:		AND	~	Reset
General:	AND	Periodical Title:				
Library: ALL				,	~	
Current Alarear Refaat author If I must die : poetry ap	d proce 921 92 AL		113 Ctriff:o1464905935 Convr1			
urrent: Mareer, Nerady, addition In Findst die . poeuly an	d prose 621.52 RD	ID.A13222431.	113 Cul#.01404303333 Copy.1			
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE	R", ALL: 32 records					
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title	R", ALL: 32 records Author		Carrier Type	Pub. Year	Librar	(Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition	R", ALL: 32 records Author Bergdorf, Munroe, a	uthor.	Carrier Type volume	Pub. Year 2023	Librar	(Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocus 2: original soundtrack	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp	uthor. oser.	Carrier Type volume audio disc	Pub. Year 2023 2022	Librar 1 1	/ Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocs : original soundtrack Batgirls. Vol. 1	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp Cloonan, Becky, auti	<mark>uthor.</mark> oser. hor.	Carrier Type volume audio disc volume	Pub. Year 2023 2022 2022	Library 1 1 4	/ Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocus 2: original soundtrack Batgirls. Vol. 1 One way or another	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp Cloonan, Becky, autl McDowell, Kara, aut	uthor. oser. hor. hor.	Carrier Type volume audio disc volume volume	Pub. Year 2023 2022 2022 2022 2020	Library 1 1 4 8	r Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocus 2: original soundtrack Batgirls. Vol. 1 One way or another Finding your best self : recovery from addiction, trauma, o	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp Cloonan, Becky, auti McDowell, Kara, auto Najavits, Lisa, autho	uthor. oser. hor. hor. r.	Carrier Type volume audio disc volume volume volume	Pub. Year 2023 2022 2022 2020 2020 2019	Library 1 1 4 8 1	/ Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocus 2: original soundtrack Batgirls. Vol. 1 One way or another Finding your best self : recovery from addiction, trauma, o (It's great to) suck at something : the unexpected joy of wi	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp Cloonan, Becky, autl McDowell, Kara, aut Najavits, Lisa, autho Rinaldi, Karen, autho	uthor. oser. hor. hor. r. y.	Carrier Type volume audio disc volume volume volume volume	Pub. Year 2023 2022 2022 2020 2019 2019	Library 1 1 4 8 1 4	/ Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocus 2: original soundtrack Batgirls. Vol. 1 One way or another Finding your best self : recovery from addiction, trauma, o (It's great to) suck at something : the unexpected joy of wi The ultimate ukulele fake book	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp Cloonan, Becky, auth McDowell, Kara, aut Najavits, Lisa, autho Rinaldi, Karen, authc	uthor. oser. hor. hor. r. r.	Carrier Type volume audio disc volume volume volume volume volume volume	Pub. Year 2023 2022 2022 2020 2019 2019 2018	Library 1 4 8 1 4 1	/ Copies
ADVANCED SEARCH KEYWORD Title "ONE WAY OR ANOTHE Title Transitional : in one way or another, we all transition Hocus pocus 2: original soundtrack Batgirls. Vol. 1 One way or another Finding your best self : recovery from addiction, trauma, o (It's great to) suck at something : the unexpected joy of wi The ultimate ukulele fake book One way or another	R", ALL: 32 records Author Bergdorf, Munroe, a Debney, John, comp Cloonan, Becky, aut McDowell, Kara, aut Najavits, Lisa, autho Rinaldi, Karen, autho Coleman, Colleen, a	uthor. oser. hor. r. or. uthor.	Carrier Type volume audio disc volume volume volume volume volume volume volume volume	Pub. Year 2023 2022 2022 2020 2019 2019 2018 2018	Library 1 4 8 1 4 1 1	/ Copies

For a deeper dive...

Try the context search within WorkFlows Item Search & Display!

SirsiDynix Symphony WorkFlows: Item Search	and Display		- 🗆 🗙
File Edit Wizards Helpers Module	s Preference Tools Help		RSA
Circulation+ Offline Outreach R	ports Serial Control Context.		
Common Tasks	Item Search Key Enhancements		
👤 CheckOut	**************************************		
🖳 Discharge (Checkin)	Author: About	AND v Title:	AND - Search
We Fine Free Discharge	Series:	AND 🗸 Subject:	AND ~ Reset
Discharging Bookdrop	General:	AND v Periodical Title:	
🛞 Renew User	Library: W0_WASH-PL		·
🔞 Renew Item	Current: _Bleach. Part 1. Thousand-year blood war = Bu	BLE ID:A13222300011 Ctrl#:01420000380 Copy:1	
🞒 Billing a User			
🛃 Paying Bills			
B Item Search and Display			

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