Searching for Items
(Books, DVDs, Magazines, etc...)

Peace
Library System

Searching for Items

Books, audiobooks, DVDs, magazines, etc. in your library collection, and in the collections of all TRAC libraries, are represented in Polaris by **Item Records**. To search for an Item Record in your library, open an **Item Record Find Tool.**

- Click on the Cataloguing heading, then on "Item Records".
- Or click on the blue orb, then on the "Item Record" icon.
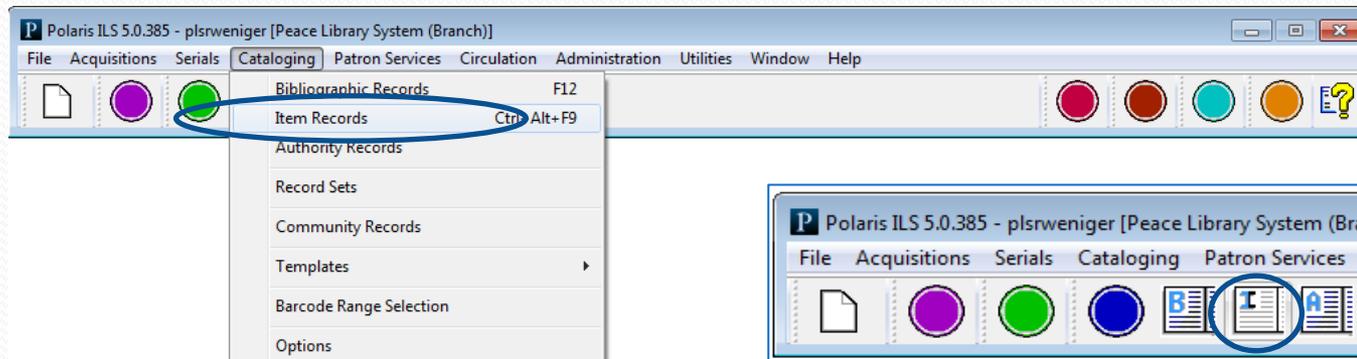
Searching for Items
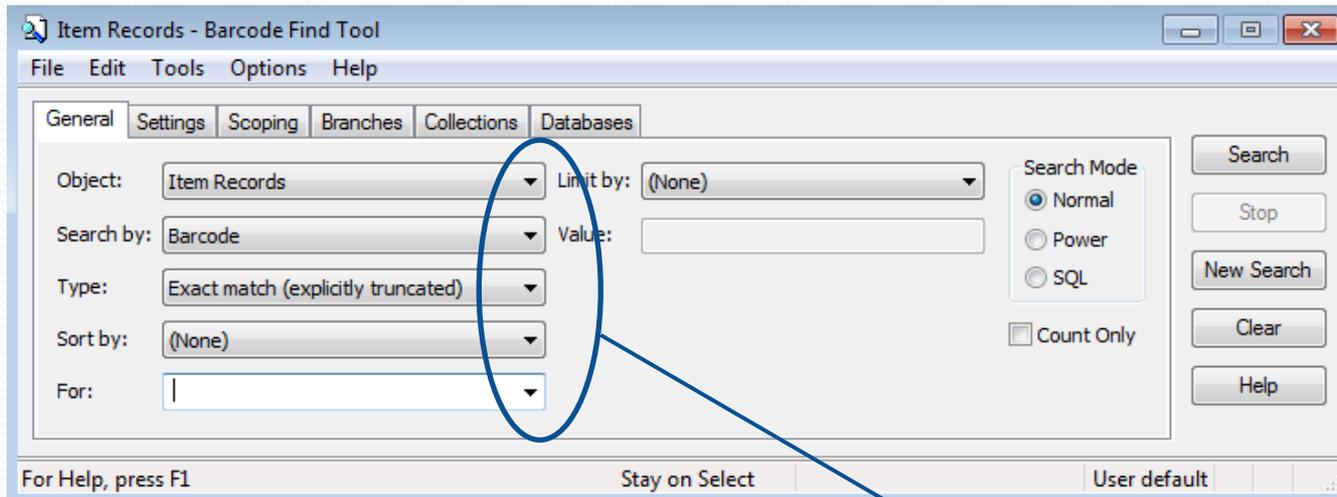
Each time you open your <u>Item Record Search Tool</u>, it will open the same way. This window is set to:
1. Find item records (The search "Object")
2. To "Search by" barcode
3. To find an "Exact match" (The Type of search)
4. Unsorted results (Sort by: None)
5. For: Whatever barcode you enter into the search window.

Note that all these settings have drop down indicators.

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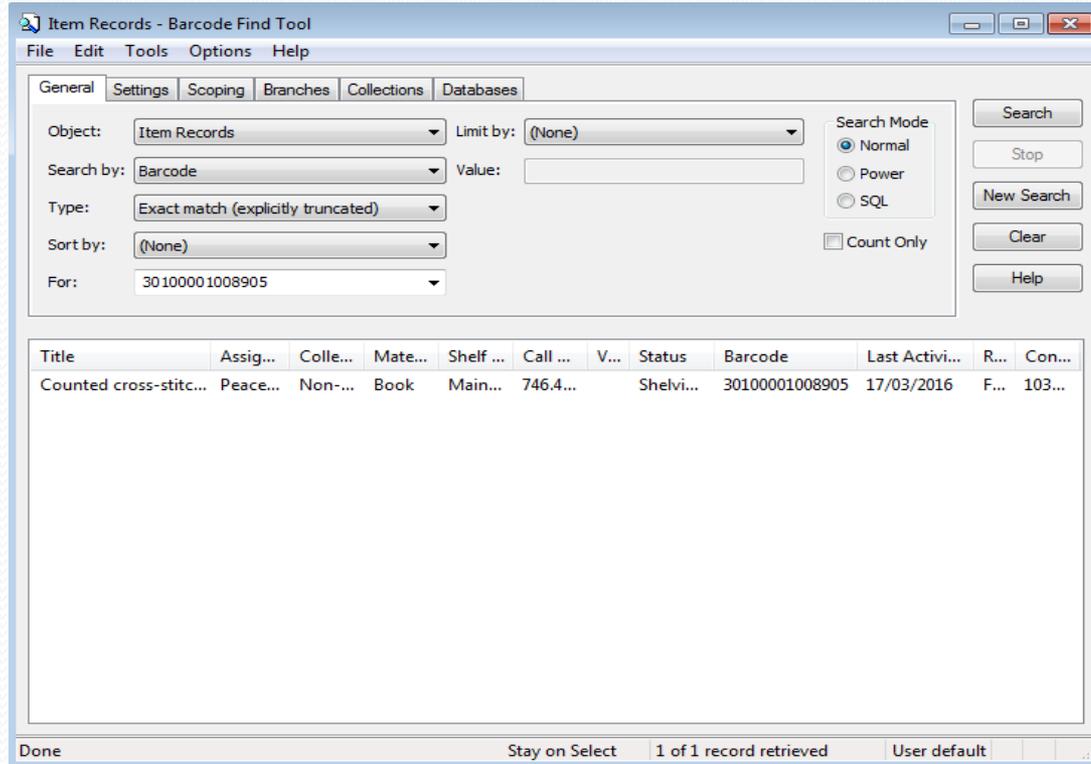
Scanning or typing any barcode into the Find Tool will retrieve the Item Record. Double click (or right click > Open) to open it.

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Some fields have a white background (ie: "Barcode "and "Call Number " fields) – you can change these. Other fields are grey. These you cannot change (ie: "Author" and "Title") because that information *comes from the Bibliographic Record to which this Item is linked*.

Please take the Item Record and Volume Control Training (parts 1 & 2) and the 2 quizzes before making changes to records.

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Another search example: "Do you have any Harry Potter books?" (asks a patron).

1. Open an Item Record Find Tool.
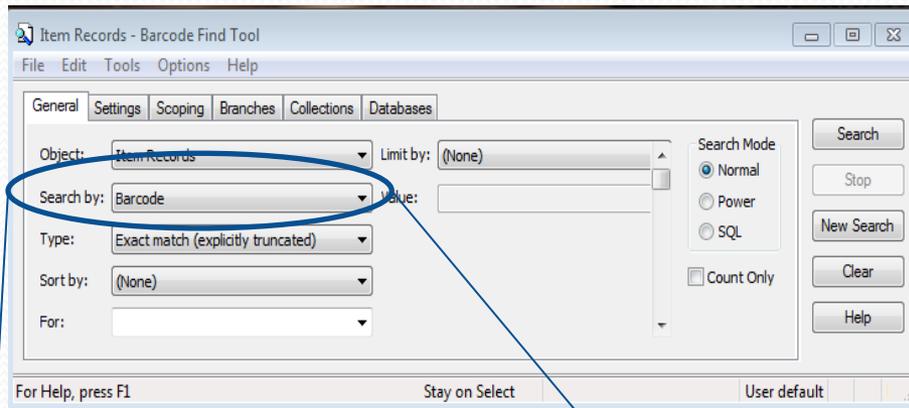
2. Choose: Search by: "All key word fields" from the alphabetized drop down menu.
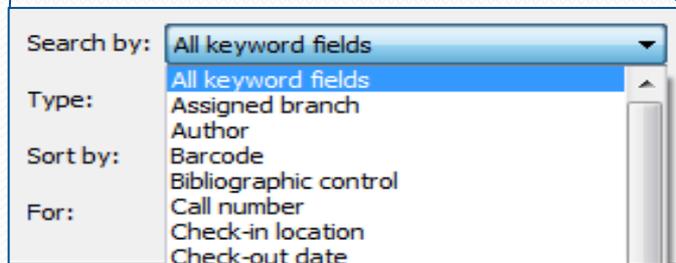
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"Do you have any Harry Potter books?", continued…

3. On the <u>Branches</u> tab "Unselect all", find your branch and check your branch only.
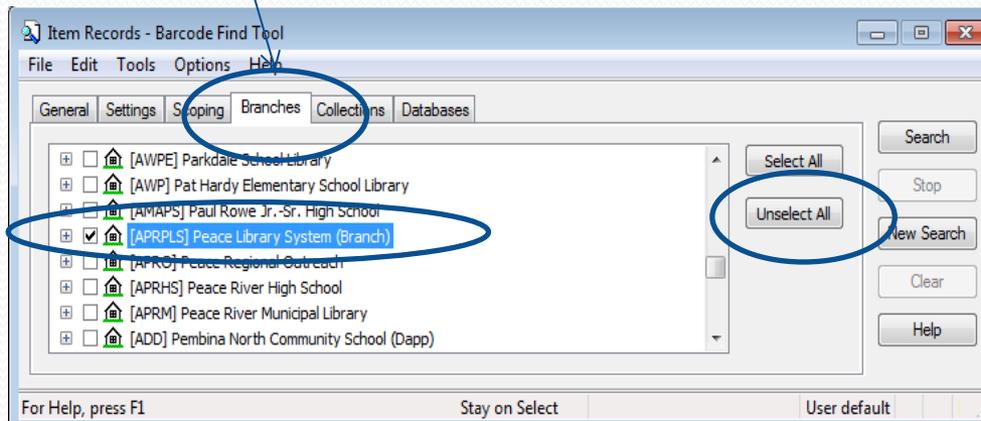
4. Go back to the <u>General</u> tab and enter Potter in the "For" search field, then click Search."
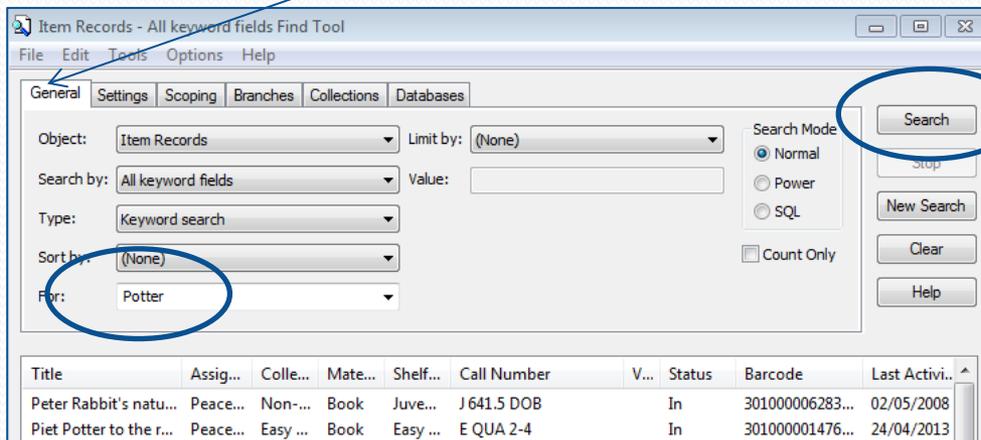
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"Do you have any Harry Potter books?" continued…

5. Polaris has retrieved 85 items, but in this first results window is showing only 26 of the 85 items.

6. This calls for a "Karate Chop": Hold down the keyboard Control and Shift keys and press "A" all at the same time.

7. If we had searched for "Harry Potter" we would have a much smaller list, without books by Beatrix Potter, and other books that include the word Potter!

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"Do you have any Harry Potter books?" continued...

8. After the "Karate Chop" all 85 of the records are returned to the results window, not all visible, until you use the scroll bar, but all 85 items can be sorted.

9. Clicking on any of the column headings will sort the column contents in ascending order. Clicking twice in - descending order.

Using the branch tab to search only your local holdings found 85 records. The same search in all TRAC libraries retrieves 11,850 !

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"Do you have any Harry Potter books?" continued…

8. Clicking on the Call Number column first, then on the Collection column results in your list being sorted by Call Number within each Collection Code.

9. Widen the title column by clicking on the title border and dragging to the right.

10. Circulation Status is a valuable column.

11. Scroll down….YES! We have two Harry Potter books and they are both IN!

Practice sorting the list of records by clicking on each of the column headings! It's fun!

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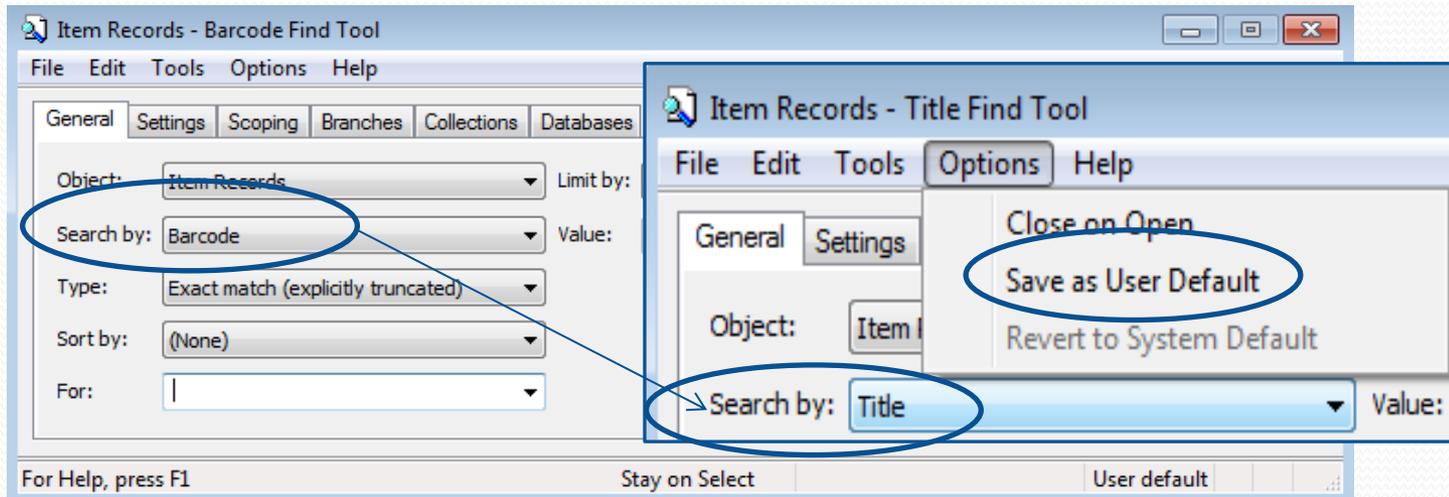
To temporarily customize how your Item Record Search Tool opens,
select from the drop down menus to change one or more of these criteria:
- "Search by" (to "Title", for example)
- "Type"
- "Sort by"
Then click on the Options heading and "Save as User Default".
At any time you can, under the "Options" heading, "Revert to System Default".

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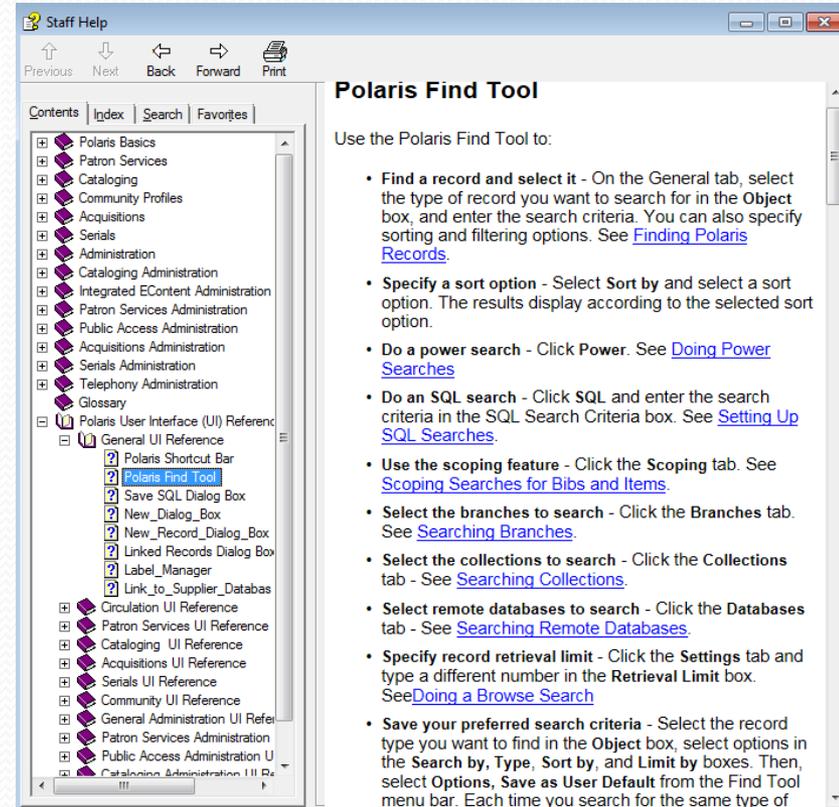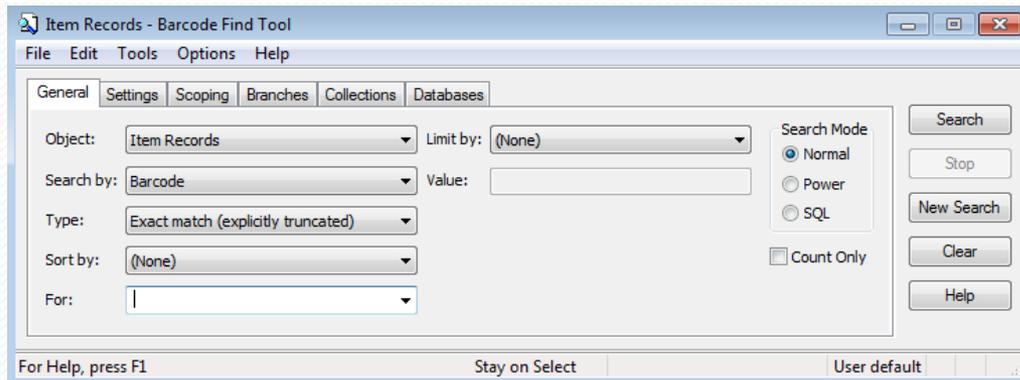
The Item Record Find Tool is a very powerful search engine. To learn more about it press F1 on your keyboard to open the Polaris help window.

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Questions?

Call PLS and talk to a member of the
consulting team!
780-538-4656
1-800-422-6875