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



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

- Click on the Cataloguing heading, then on "Item Records".
- Or click on the blue orb, then on the "Item Record" icon.

Polaris ILS 5.0.385 - plsrwe	niger [Peace Library System (Branch)]	
File Acquisitions Serials	Cataloging Patron Services Circulation Admin	inistration Utilities Window Help
	Bibliographic Records F12	
	Item Records Ctr Alt+F9	
2	Authority Records	
	Record Sets	
	Community Records	Polaris ILS 5.0.385 - plsrweniger [Peace Library System (Branch)]
ŝ.	Templates >	File Acquisitions Serials Cataloging Patron Services Circulation Admi
	Barcode Range Selection	
ŝ	Options	

		🔊 Item Records - Barcode Find Tool			- • •				
		File Edit Tools Options Help							
		General Settings Scoping Branches Collect	tions Databases						
	1.	Object: Item Records	✓ Linit by: (None)	<ul> <li>Search Mode</li> <li>Nermal</li> </ul>	Search				
	2.	Search by: Barcode	Value:	Power	Stop				
	3.	Type: Exact match (explicitly truncated)		© SQL	New Search				
<b>N</b>	4.	Sort by: (None)		Count Only	Clear				
	5.	For:	$\overline{\overline{}}$		Help				
			$\sim$						
		For Help, press F1	Stay on Select	User defa	ault at				
	Each it will	time you open your <u>Iter</u> open the same way. T	<u>m Record Search Tool,</u> his window is set to:						
	1. Find item records (The search "Object") Note that								
	2. To "Search by" barcode these set								
	3. To find an "Exact match" (The Type of search) have dre								
	4. Ui	nsorted results (Sort by	v: None)		mulcall				
	5. Fc	r: Whatever barcode ve	ou enter into the searcl	h window.					

🕄 Item Records - Barcode Find Tool		- • •
File Edit Tools Options Help		
General Settings Scoping Branches Collections Data	bases	
Object: Item Records	nit by: (None) 🔹	Search Mode Search
Search by: Barcode Val	lue:	© Power
Type: Exact match (explicitly truncated)		SQL New Search
Sort by: (None)		Count Only
For: 30100001008905		Help
Title Assig Colle Mate She	lf Call V Status Barcode	Last Activi R Con
Counted cross-stitc Peace Non Book Mai	in 746.4 Shelvi 3010000100	8905 17/03/2016 F 103
Done	Stay on Select 1 of 1 record retrieve	ed User default

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

Item	Record 1033323	- Cataloging - Polaris					
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	Parcada		taturu Einal		Contract	Non circulation	Diselay in RAC
ord	Title:	Counted cross-stitch designs for the home.			Find	Bib control number:	91441
ecc	Author:	Lindberg, Jana Hauschild.		Parent item:		Item control number:	1033323
R	Call number:	746.44 LIN c.1		Price:	\$20.00	Issue control no.:	
Эm	Owner:	Peace Library System (Branch) (br)	•	Shelf location:	Main Stacks		•
Itt	Assigned:	Peace Library System (Branch) (APRPLS)	•	Temporary locatio	on:		
2	Collection:	Non-fiction (NF)	•	Circulation status	: In	▼ 17/03/2016	5 10:05:21 AM
- 5	Circulation par	rameters	Call number		Request		
•	Material ty	pe: Book 🔹	Scheme: Dewey De	ecimal 🔻	Loanable outs	ide system	
2	Loan period	l: 21 days 🔹	Prefix:		Holdable		
=	Fine code:	Book	Class: 746.44		Pickup at		
			Cutter: LIN				-
	Renewal lin	nit: 2 💌	Suffix:		Patrons fro	m this library and branches	
	Stat code:	(None)	Volume:		Patrons fro	m this branch only	
	Name of piece	e:	Copy: C.1		Preferred b	orrowers	
	Issue						
For Help	nress F1						NUM

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 <u>comes from the Bibliographic Record to which this Item is linked</u>.

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

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.

Search by:	All keyword fields	-
	All keyword fields	A
Type:	Assigned branch	
	Author	
Sort by:	Barcode	
	Bibliographic control	
For:	Call number	
	Check-in location	
	Check-out date	

"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.

(2) Item Records - Barcode Find Tool			• 💌
File Edit Tools Options Help			
General Settings Scoping Branches Collect	ns Databases		Search
🗄 🗋 🏦 [AWPE] Parkdale School Library		Select All	
🗄 🗌 🏦 [AWP] Pat Hardy Elementary School	Library		Stop
🖳 📑 📺 [AMAPS] Paul Rowe JrSr. High Sch	00	Unselect All	
💷 🗉 🗹 🏦 [APRPLS] Peace Library System (Bra	nch)		lew Search
🗄 🔄 🛅 [APRO] Peace Regional Outreach			
🗄 🗌 🏦 [APRHS] Peace River High School			Clear
🗄 🗌 🏦 [APRM] Peace River Municipal Library	y		II-I-
🗄 🗌 🏦 [ADD] Pembina North Community Sch	hool (Dapp)		нер
For Help, press F1	Stay on Select	User default	

4. Go back to the <u>General</u> tab and enter Potter in the "For" search field, then click Search."

Item Records - All ke e Edit Tools O	evword fie ptions H	lds Find T lelp	ſool					l	
General Settings Sc Object: Item Rec Search by: All keyword Type: Keyword Sort by: (None) Fbr: Potter	oping Brand	anches C	Collections	<ul> <li>Database</li> <li>Limit b</li> <li>Value:</li> <li>Va</li></ul>	es y: ((None)		•	Search Mode Normal Power SQL Count Only	Search Stop New Search Clear Help
Title	Assig	Colle	Mate	Shelf	Call Number	V	Status	Barcode	Last Activi
eter Rabbit's natu	Peace	Non	Book	Juve	J 641.5 DOB		In	30100006283	02/05/2008
Piet Potter to the r	Peace	Easy	Book	Easy	E QUA 2-4		In	301000001476	24/04/2013

"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!

💫 Item Recor	ds - A	l keyv	vord fie	lds Find	Tool					[	
File Edit T	ools	Optio	ons H	lelp							
General Set	ttings	Scopi	ng Bra	anches	Collections	Database	es				
Object:	Item F	ecord	s			<ul> <li>Limit by</li> </ul>	y: (None)		•	Search Mode Normal	Search
Search by:	All key	word f	fields			Value:				Power	Stop
Type:	Keywo	ord sea	arch			•				SQL	New Search
Sort by:	Mone	\ \				-				Count Only	Clear
Sore by.	livone	)								,	
For:	Potte				•	r					Help
Title		А	ssig	Colle	Mate	Shelf	Call Number	V	Status	Barcode	Last Activi 🔺
Peter Rabbit	t's nati	I P	eace	Non	. Book	Juve	J 641.5 DOB		In	30100006283	02/05/2008
Piet Potter t	o the r	Р	eace	Easy	Book	Easy	E QUA 2-4		In	301000001476	24/04/2013
Aunt Freddi	e's par	n P	eace	Non	. Book	Main	641.81 BAI		In	30100000233	19/09/2014 =
The tale of J	ohnny	P	eace	Easy	Book	Easy	Y POT 1-3		In	30100002690	27/07/1994
Vienna, Vier	nna : th	P	eace	Non	. Book	Main	943.61304 JOH		In	301000027154	22/04/2010
World trease	ury of	5 P	eace	Non	. Book	Main	594.092 POT		In	30100000884	04/12/2009
Cowboy and	d west	e P	eace	Non	. Book	Main	784.4973 FIF		In	301000001502	14/08/2015
The journal	of Bea	t P	eace	Non	. Book	Main	823.912 POT		In	30100000420	22/05/2013
The wasp in	a wig	: P	eace	Non	. Book	Main	823.8 CAR		In	30100000422	18/03/2003
Classical so	ngs foi	P	eace	Non	. Book	Main	784.8 HAR		In	301000001505	19/11/2004
Decorating	for the	P	eace	Bloc	Book	Bloc	745.594 12 STE		In	301000026850	13/11/2015
The tale of E	Benjan	n P	eace	Easy	Book	Easy	Y POT 1-3		In	30100002690	27/07/1994
Handmade	Christ.	P	eace	Bloc	Book	Bloc	745.594 12 STE		In	301000027152	05/12/2014
Ĩ.		-					IN FROM			20100000070	•
Done							Stay on Selec	26 of 85 re	cord(s) re	trieved User def	ault

"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 <u>column headings</u> will sort the column contents in ascending order. Clicking twice in descending order.

Done

7	Title	Assig	Colle	Mate	Shelf	Call Number	V	Status	Barcode	Last Activi	
	Peter Rabbit's natu	Peace	Non	Book	Juve	J 641.5 DOB		In	30100006283	02/05/2008	Ξ
	Piet Potter to the r	Peace	Easy	Book	Easy	E QUA 2-4		In	30100001476	24/04/2013	
	Aunt Freddie's pan	Peace	Non	Book	Main	641.81 BAI		In	30100000233	19/09/2014	
	The tale of Johnny	Peace	Easy	Book	Easy	Y POT 1-3		In	30100002690	27/07/1994	
	Vienna, Vienna : th	Peace	Non	Book	Main	943.61304 JOH		In	301000027154	22/04/2010	
	World treasury of s	Peace	Non	Book	Main	594.092 POT		In	30100000884	04/12/2009	
	Cowboy and weste	Peace	Non	Book	Main	784.4973 FIF		In	30100001502	14/08/2015	
	The journal of Beat	Peace	Non	Book	Main	823.912 POT		In	30100000420	22/05/2013	
	The wasp in a wig :	Peace	Non	Book	Main	823.8 CAR		In	30100000422	18/03/2003	
	Classical songs for	Peace	Non	Book	Main	784.8 HAR		In	30100001505	19/11/2004	
	Decorating for the	Peace	Bloc	Book	Bloc	745.594 12 STE		In	301000026850	13/11/2015	
	The tale of Benjam	Peace	Easy	Book	Easy	Y POT 1-3		In	30100002690	27/07/1994	
	Handmade Christ	Peace	Bloc	Book	Bloc	745.594 12 STE		In	301000027152	05/12/2014	-
	₹	-		<u> </u>						•	
D	one					Stay on Selec	85 of 85 re	cord(s) re	trieved User def	ault	1

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

Stay on Select 28 of 11850 record(s) retrieved

"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!

General Settings Scoping Branches Colleg	tions Dat	abases							
conce									Sear
🗄 🗌 🏦 [AVVOS] Oscar Adolphson Primary	School					-	Selec	ct All	
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	anch)								
■ □ ▲ [APRO] Peace Regional Outreach	uncity	_			_	-			Hel
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		$\mathbf{V}$							
Title		Colle	Mate	Shelf	Call	V	Status	Barcode	
The tale of Timmy Tiptoes	Peace	Easy	Book	Easy	Y PO		In	3010000027	40
Appley Dapply's nursery rhymes	Peace	Easy	Book	Easy	Y PO		In	3010000028	97
Piet Potter returns.	Peace	Easy	Book	Easy	Y QU		In	301000026	54
Piet Potter's first case.	Peace	Easy	Book	Easy	Y QU		In	301000026	89
Piet Potter's hot clue	Peace	Easy	Book	Easy	Y QU		In	3010000026	89
The planet of lost things	Peace	Easy	Book	Easy	Y ST		In	3010000031	48
Buge Potter rive at Nickaninny	Peace	Ficti	Book	Juvem	LKOR		In	3010000103	35 :
The Remarkable return of Winston Potter	Peace	Ficti	Book	Juve	J RIC		111	3010000061	57
Harry Potter and the Order of the Phoenix	Peace	Ficti	Book	Juve	J ROW		In	3010000271	42
Harry Potter and the chamber of secrets	Peace	Ficti	Book	Juve	J ROW		In	3010000271	41 (
The shared room	Peace	Ficti	Book	Juve	Y POT		In	3010000061	24
Peter Rabbit's natural foods cookbook	Peace	Non	Book	Juve	1642		In	3010000062	83
A Greek potter	Peace	ivon	Book	Juve	j 938		In	301000063	23 :
	-				14 200			204 0000000	- ·

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

🔕 Item Records - Barcode Find Tool	
File Edit Tools Options Help	_
General Settings Scoping Branches Collections Databases	💫 Item Records - Title Find Tool
Object- Item Records	File Edit Tools Options Help
Search by: Barcode Value:	General Settings Close on Open
Type: Exact match (explicitly truncated)	Save as User Default
Sort by: (None)	Object: Item Revert to System Default
For:	Search by: Title Value:
For Help, press F1 Sta	ay on Select User default

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".

		😵 Staff Help	
Item Records - Barcode Find Tool			
File Edit Tools Options Help         General Settings Scoping Branches Collections Databases         Object:       Item Records         Search by:       Barcode         Value:       Power         Type:       Exact match (explicitly truncated)         Sort by:       (None)         For:       Image: Collections Databases	Search Stop New Search Clear Help	Previous Next Back Forward Print Contents Index Search Favorites Contents Index Search Favorites Contents Advisions Community Profiles Community Profiles Community Profiles Cataloging Administration C	<ul> <li>Polaris Find Tool</li> <li>Use the Polaris Find Tool to:         <ul> <li>Find a record and select it - On the General tab, select the type of record you want to search for in the Object box, and enter the search criteria. You can also specify sorting and filtering options. See <u>Finding Polaris Records</u>.</li> <li>Specify a sort option - Select Sort by and select a sort option. The results display according to the selected sort option.</li> <li>Do a power search - Click Power. See Doing Power</li> </ul> </li> </ul>
For Help, press F1 User of The Item Record Find Tool is a very powerful search engine. To learn more about it press F1 on your keyboard to of the Polaris help window.	e open	Serials Administration     Serials Administration     Clossary     Delaris User Interface (UI) Reference     Polaris Shortout Bar     Polaris Photometry	<ul> <li>Searches</li> <li>Do an SQL search - Click SQL and enter the search criteria in the SQL Search Criteria box. See <u>Setting Up SQL Searches</u>.</li> <li>Use the scoping feature - Click the Scoping tab. See <u>Scoping Searches</u> for Bibs and Items.</li> <li>Select the branches to search - Click the Branches tab. See <u>Searching Branches</u>.</li> <li>Select the collections to search - Click the Collections tab - See <u>Searching Collections</u>.</li> <li>Select remote databases to search - Click the Databases tab - See <u>Searching Remote Databases</u>.</li> <li>Specify record retrieval limit - Click the Settings tab and type a different number in the Retrieval Limit box. See<u>Doing a Browse Search</u></li> <li>Save your preferred search criteria - Select the record type you want to find in the Object box, select options in the Search by, Type, Sort by, and Limit by boxes. Then, select Options, Save as User Default from the Find Tool menu bar. Each time you search for the same type of</li> </ul>

🔕 Item Records - Barcode Find Tool			• 🗙
File Edit Tools Options Help			
General       Settings       Scoping       Branches       Collections         Object:       Item Records         Search by:       Barcode         Type:       Exact match (explicitly truncated)         Sort by:       (None)         For:	Databases  Limit by: (None)  Value:  Value:  Value:  Value:  Value: Valu	Search Mode Normal Power SQL Count Only	Search Stop New Search Clear Help
For Help, press F1	Stay on Select	User defaul	t Jai

#### Questions?

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