

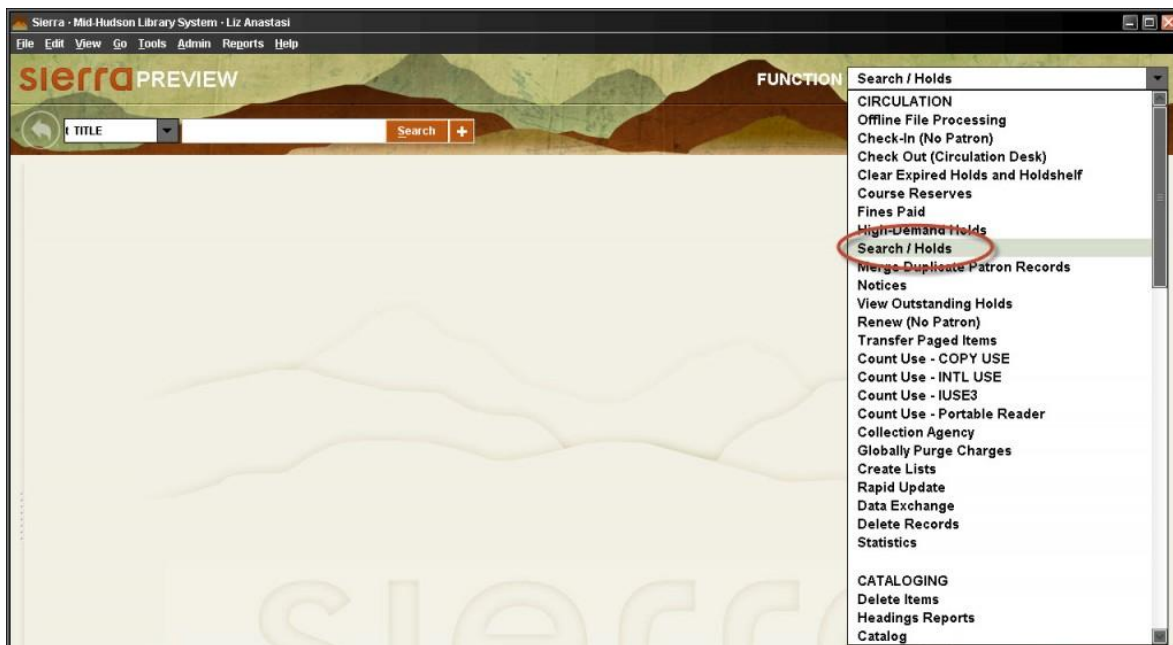
Function - Search/ Holds

How to Search & Limit Search Results:

When searching for items using Sierra, there are a 2 main ways to limit your search: Limiting Search Results - Left-Hand Toolbar or Limiting Search Results - Advanced Limit Pop-up Window. Both are covered below.

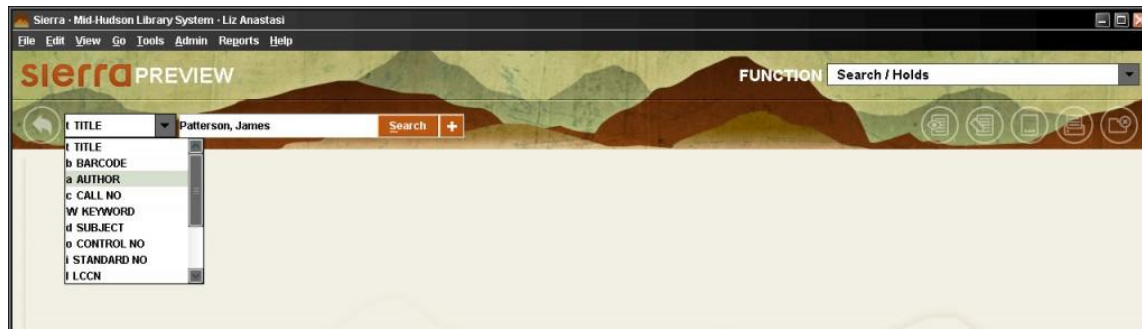
Basic Search

1. To conduct a search select Search/Holds from the Functions drop down menu.



2. In the drop down menu next to the search bar, select the index you would like to search (Title, Author, Subject, etc.) and then type your search terms into the search bar. Click Search to run the query.

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3. The search results will appear in the middle of the page. Refer to the labeled image below:

- a. Clicking on the column headings does not sort the results. To sort you need limit search results using the left-hand toolbars. (More info in sections below)
- b. Format: The format of the item is indicated in the left "Format" column by an image. This image will be identical to the images used in the OPAC for material types.
- c. Summary: This column tells you how many items are available for check-out within the MHLS system.
- d. Preview: Cover images are from the same database as those we use on the OPAC.

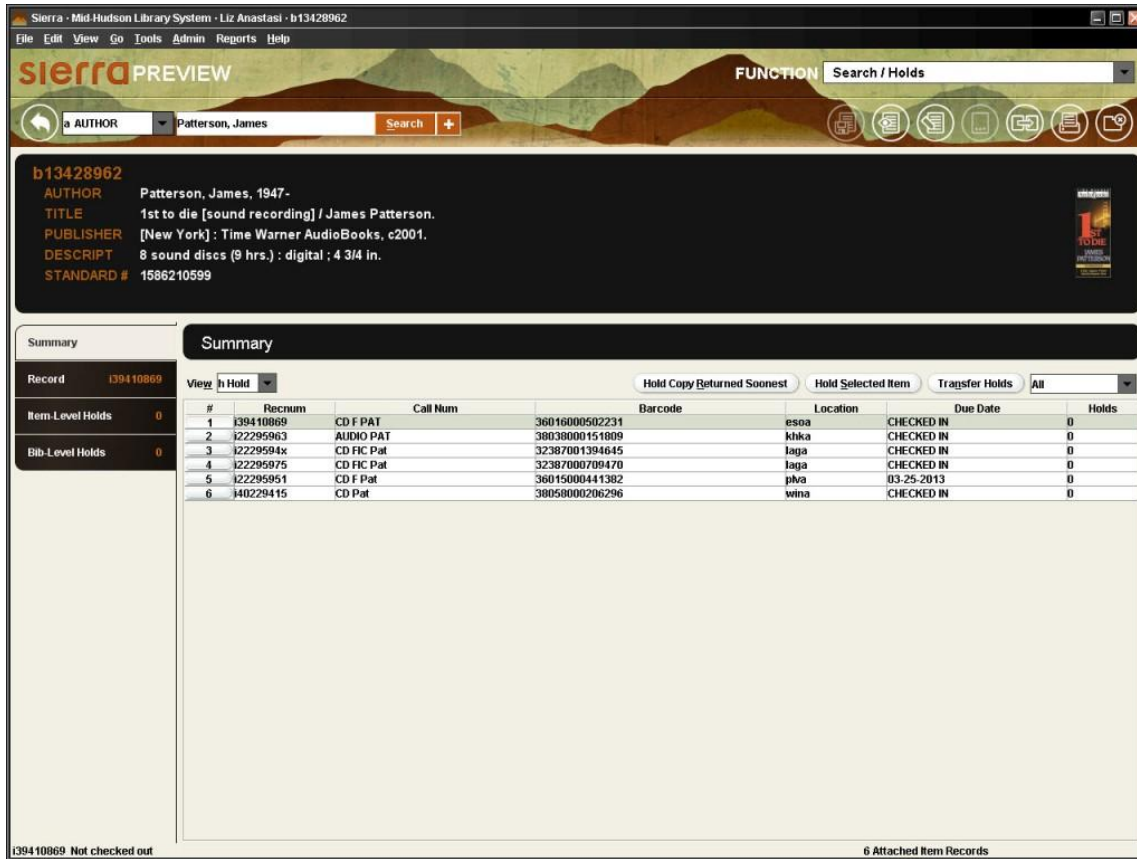
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A screenshot of the Sierra library system interface. The search bar at the top shows "a AUTHOR Patterson, James" with a search button. Below the search bar is a sidebar with filters for Format, Language, Available at Library, Phrase, and Locations. The main area displays search results for "Patterson, James". The results table has columns for Format, Description, Summary, and Preview. Red circles highlight the "Format" column header (a), the "Description" column header (b), the "Summary" column header (c), and the "Preview" column header (d). The results list includes titles like "12th of Never", "Mistress", and "Second Honeymoon". At the bottom right, it says "4 AUTHORS, 587 ENTRIES".

4. Double-click on the Description cell to bring up the record.

5. Once in the record you can Place and alter Holds, view an item, or attach an item.



The screenshot shows the Sierra library system interface. At the top, there is a navigation bar with 'Sierra - Mid Hudson Library System - Liz Anastasi - b13428962' and a menu with 'File Edit View Go Tools Admin Reports Help'. Below this is a search bar with 'AUTHOR' selected and 'Patterson, James' entered. The main content area displays the record details for 'b13428962', including the author 'Patterson, James, 1947-', title '1st to die [sound recording] / James Patterson.', publisher 'Time Warner AudioBooks, c2001.', and description '8 sound discs (9 hrs.) : digital ; 4 3/4 in.'. Below the details is a 'Summary' section with a table of holds. The table has columns for '#', 'Recnum', 'Call Num', 'Barcode', 'Location', 'Due Date', and 'Holds'. There are 6 holds listed, all with a status of 'CHECKED IN' and 0 holds remaining.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i39410869	CD F PAT	38016000502231	esoa	CHECKED IN	0
2	j22295963	AUDIO PAT	38038000151809	nlka	CHECKED IN	0
3	j2229594x	CD FC Pat	32387001394645	jaga	CHECKED IN	0
4	j22295975	CD FC Pat	32387000709470	jaga	CHECKED IN	0
5	j22295951	CD F Pat	38015000441382	pkba	03-25-2013	0
6	j40229415	CD Pat	38058000206296	wina	CHECKED IN	0

6. To go back to Search Results, click on the “Back” Arrow.



Limiting Search Results - Left-Hand Toolbar

1. Limits can be placed on Search Results by using the toolbar(s) on the left of the screen. See the image directly below for Function info.

a. Format: You can select one Format Type at a time. For example, if your patron only wants Large Print Books you can click “Large Print” to limit your search to just Large Print Books.

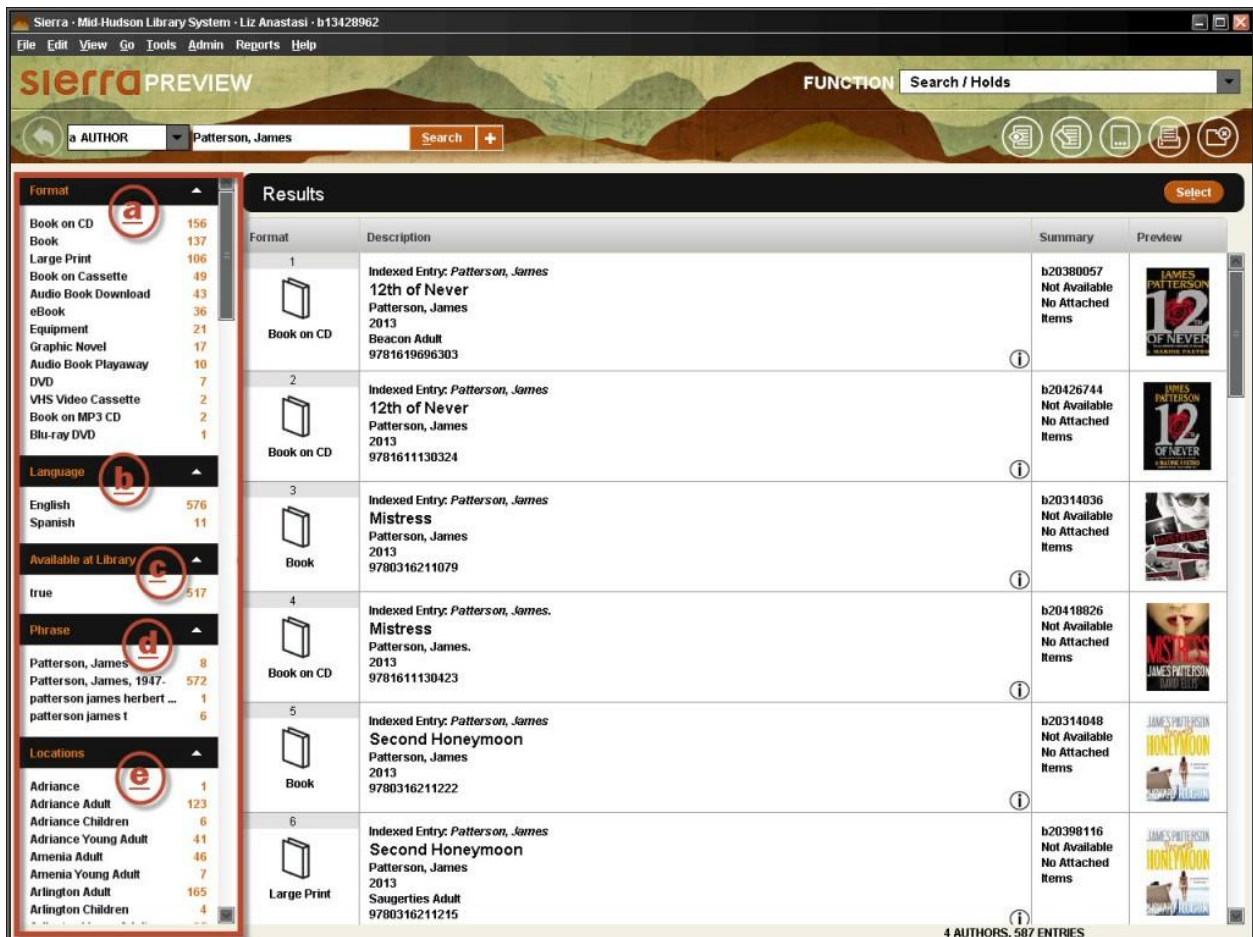
b. Language: This feature will show you the languages in which your search results are presented. This feature is useful if a patron was looking, say, only for materials in Spanish. The numbers to the right of the Languages listed tell the number of items in each language.

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c. Available at Library: If the box says “false,” no items are available for check-out within MHLS. If the box says “true” this means that there are items available somewhere in MHLS that are able to be checked out. The number in orange next to “true” is the number of items available MHLS-wide.

d. Phrases: Subject headings that have been applied to the items in your Search Results. Useful to look at for expanding or limiting searches.

e. Locations: Libraries in MHLS that own items in your search results. To limit search results to items owned by a single library, click on the name of the library. You may also limit to other scopes including Adult Material, Children's Material, etc. These limits section has a couple helpful applications. Because Locations are not just listed as “Library Name” but are instead broken down further into shelf locations (ex: Chatham Adult, Chatham Children, Chatham Young Adult), you can not only select a particular library’s collections, but also the audience. [To place limits on more than one collection within a library, see Advanced instructions below]. Orange numbers next to the Libraries listed tell the number of items in the search results the individual library has.



The screenshot shows the Sierra Preview library search interface. The search criteria are set to 'AUTHOR: Patterson, James'. The results table is as follows:

Format	Description	Summary	Preview
Book on CD	Indexed Entry: <i>Patterson, James</i> 12th of Never Patterson, James 2013 Beacon Adult 9781619696303	b20380057 Not Available No Attached Items	
Book on CD	Indexed Entry: <i>Patterson, James</i> 12th of Never Patterson, James 2013 9781611130324	b20426744 Not Available No Attached Items	
Book	Indexed Entry: <i>Patterson, James</i> Mistress Patterson, James 2013 9780316211079	b20314036 Not Available No Attached Items	
Book on CD	Indexed Entry: <i>Patterson, James</i> Mistress Patterson, James. 2013 9781611130423	b20418826 Not Available No Attached Items	
Book	Indexed Entry: <i>Patterson, James</i> Second Honeymoon Patterson, James 2013 9780316211222	b20314048 Not Available No Attached Items	
Large Print	Indexed Entry: <i>Patterson, James</i> Second Honeymoon Patterson, James 2013 Saugerties Adult 9780316211215	b20398116 Not Available No Attached Items	

On the left sidebar, the 'Available at Library' filter is set to 'true' with an orange number 517. Other filters include 'Format' (with an orange 'a'), 'Language' (with an orange 'b'), 'Phrase' (with an orange 'd'), and 'Locations' (with an orange 'e'). The bottom of the interface shows '4 AUTHORS, 587 ENTRIES'.

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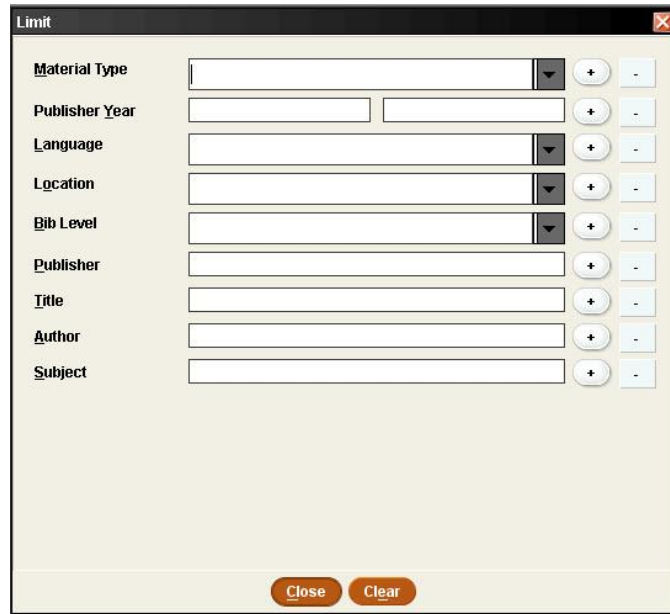
IMPORTANT NOTE: If search results have been limited, “LIMITED” will appear on the bottom left of the Sierra Window. These limits may remain for all your searches until you deselect them so if you feel you are getting funky search results back, check to make sure you have no unwanted limits in place. To remove limits from the left Toolbar click on the orange “X” next to the limits placed.

Limiting Search Results - Advanced Limit Pop-up Window

1. Limits can be placed on search results before or during a search by using what may be thought of as an “Advanced Search” menu feature.
2. Click on the “+” (plus sign) next to the search box at the top of the page. The window that pops up will allow you to limit your search. This feature is similar to the “Limits” function in Sierra.



3. Whereas on the Limits features in the left toolbar (described above), you can only select one limiter per category (Locations, Language, etc.), this box allows you to select multiple limits for each field presented by clicking the “+” button on the right of the category.
4. This window allows for more categories of limits on searching including:
 - a. Material Type: Basically, the format of the item.



Field	Control
Material Type	+ -
Publisher Year	+ -
Language	+ -
Location	+ -
Bib Level	+ -
Publisher	+ -
Title	+ -
Author	+ -
Subject	+ -

Close Clear

b. Publisher Year: Especially useful for searches where Publication Date is relevant, like looking up the latest James Patterson novel or conducting time-sensitive research.

c. Language: This feature will show you the languages in which your search results are presented. This feature is useful if a patron was looking, say, only for materials in Spanish. The numbers to the right of the Languages listed tell the number of copies in each language.

d. Location: Libraries in MHLS that own items in your search results. To limit search results to items owned by a single library, click on the name of the library. Because Locations are not just listed as "Library Name" but are also broken down further into shelf location (ex: Chatham, Chatham Adult, Chatham Children, Chatham Young Adult), if you want, you can not only select a particular library's collections, but also the audience. By clicking on the "+" or "-" signs you can limit as many or as few locations as you want.

e. Bib Level

f. Publisher

g. Title

h. Author

i. Subject



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6. Select your Limits and click “Close” to limit your search.

IMPORTANT NOTE: If search results have been limited, “LIMITED” will appear on the bottom left of the Sierra Window. These limits may remain for all your searches until you deselect them. To clear limits: Click on the “+” next to the search box to open up the Advanced Limit Pop-up Window. In the pop-up Limit window, click on the “Clear” button. Then click “Close” to unlimit search.