



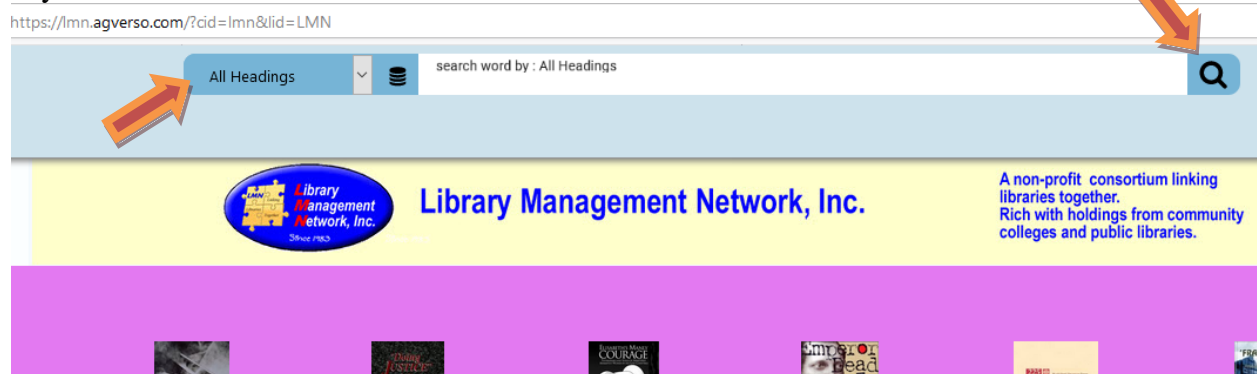
## CHAPTER 2

### SEARCHING

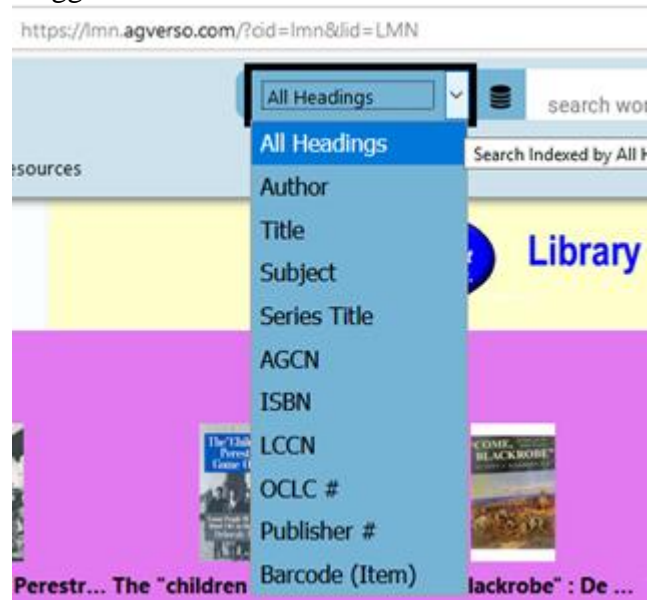
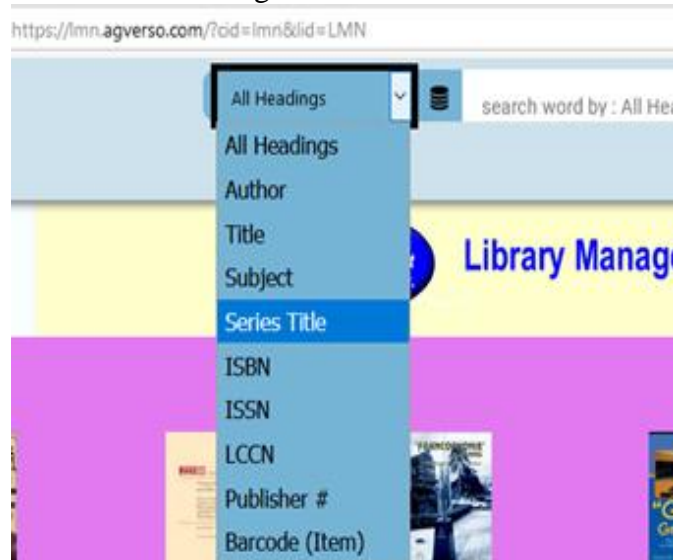
AG provides both simple quick Search and Advanced search capabilities.

#### Simple Search

A search of “All Headings” is the *broadest* method searching the main indexes (Title, Author, Subject, Notes, Numerics). *One or more* keywords can be entered as a search term. When *two or more* words are used in a search term, the system searches for items that contain *all* the words. Enter the search term(s) in the text box, then click magnifying glass icon or press Enter on the keyboard.



To search a specific index, a drop-down menu will display. The default is **All Headings** which is ideal for searching by subject, notes, series title, or numerics (ISBN, LCCN, OCLC number, etc.) For a specific index, select from the drop-down list. The drop-down menu can be customized by each member. It can also be customized differently for guest and staff that login. The menu on the right includes AGCN and OCLC# for a logged-in staff user:






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### Advanced Search

Three or more search terms can be used along with the logical functions **And**, **Or** and **Not** in Advanced Search.

- **And** - Finds items that contain the 1<sup>st</sup> search term **And** the 2nd search term.
- **Or** - Finds items that contain the 1<sup>st</sup> search term **Or** the 2nd search term.
- **Not** - Finds items that contain the 1<sup>st</sup> search term but **Not** the 2nd search term.

Advanced Search [Clear All](#) 

Enter a Search Term	All of these words	in	All Headings	AND
Enter a Search Term	All of these words	in	All Headings	AND
Enter a search term	All of these words	in	All Headings	AND

### Enter Search Terms

Single or multiple-word search terms can be entered.

- Search terms *are not* case-sensitive.
- Diacritics are acceptable within search terms.
- Multiple words may be entered in any order. The Boolean operator 'And' is automatically assumed between all words in a search term. For example, the search term **king stephen** will return the same results as **stephen king**.

### Narrow The Search

Limit the search results to items of a selected media, form, language, publication date, etc. using Filters. *One or more* qualifiers can be used on *any* Advanced Search.

- Libraries - Limits a search to *selected* group(s) of libraries or locations.
- Format - Limits a search to items in a specified media format (Books, Computer Files, etc.).
- Language - Limits a search to items in a specified language.
- Material Type - Limits a search to items in a specified form (Large Print, Microform, etc.).
- Year of Publication - Limits a search to materials published during a specific year, multiple years or a range of years.



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### Filters

Date Items Added - No Date Limit

Libraries - All Libraries

Year of Publication  to

Formats

Audience Level

Lexile  to

Languages

Interest Level

Material Type

Reading Level  to

Point Level  to

Reading Program

Awards

### Choose Resources

Access to other databases via Z39.50 is provided. To search non-LMN databases, select the desired database. Library of Congress (LC Bibliographic Files) may be searched best using LCCN, ISBN, ISSN. If searching for a title in LC, be sure to search only the title - leaving off any subtitle.

- Click the arrows icon next to a source heading to "expand" the heading and view the available resources. Clicking the icon again toggles it collapsed. Use the checkboxes to select the database(s) you wish to search.
- A checkmark indicates the associated database is selected (will be included in the search). An empty checkbox indicates the associated database is not selected (will not be included in the search).
- To select *all databases* within a source heading, select the checkbox for the desired source heading. The checkboxes for *all databases* under the source heading are selected *automatically*.

### Resources

Clear All  Check All  Set Default  Compress All

Primary Database

Library Resources

Cataloging Resources

EBSCO eBook Connector

Alabama Virtual Library



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### Browse Search

(AG discontinued in V6)

*Browse Search* is very helpful in finding data that has not been entered consistently. In this case, the volume information in the Series is not consistent.

Stone Barrington novel	[ 18 Titles ]
Stone Barrington novel ; 37.	[ 1 Title ]
Stone Barrington novel ; 38.	[ 2 Titles ]
Stone Barrington novel ; bk. 28.	[ 1 Title ]
Stone Barrington novel ; bk. 29.	[ 1 Title ]
Stone Barrington novel ; bk. 31.	[ 1 Title ]
Stone Barrington novel ; bk. 32	[ 1 Title ]
Stone Barrington novel ; bk. 33.	[ 1 Title ]
Stone Barrington novel ; bk. 34	[ 2 Titles ]
Stone Barrington novel (Penguin Audio (Firm)) ; bk. 25.	[ 1 Title ]
Stone Barrington novel (Sound recording)	[ 1 Title ]
Stone Barrington novel (Sound recording) ; book 36.	[ 1 Title ]
Stone Barrington novel (Sound recording) ; volume 34.	[ 1 Title ]
Stone Barrington novel. Spoken word.	[ 1 Title ]

Different indices can be used in a Browse Search. In this case, the Author index is used. So the cataloger can determine if “Steele, James B.” are all the same or not.

Search Terms: **Resources**

Search:  Author:  Records per page:

< PREVIOUS NEXT >

Heading	Title Count
Steele, James, 1943-	[ 1 Title ]
Steele, James B.	[ 4 Titles ]
Steele, James B. (James Brian), 1962-	[ 1 Title ]



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### Exceptions

- When searching by **Title**, the following words are optional: ‘a’, ‘an’, ‘and’, ‘at’, ‘by’, ‘etc.’, ‘for’, ‘from’, ‘in’, ‘of’, ‘on’, ‘the’, ‘to’, and ‘with’. These words are *ignored* when included in your search term. For example, to search for *Gone With The Wind*, enter either the full title or just the words *Gone Wind*. Both search combinations will retrieve the same results.
- When searching by **Title Begins With** or **Subject Begins With**, multiple words *must* be entered in the *exact* order in which they appear in the title or subject. ALWAYS begin with the first word of the title or subject. DO NOT skip any words.
- Some third party, reference, and subscription databases support the use of quotation marks “ ” to indicate a phrase search. In these cases, the search term “*king stephen*” (with the quotation marks) will return only those results that contain the words in that specific order.

### Using Wildcards

Wildcard characters "?" and "\*" will *broaden* the scope of a search.

- Use the '?' wildcard to replace a *single character* in a word. For example, the search term **gr?y** will return records containing the words *gray* or *grey*. The '?' wildcard can be used more than once in a single word. For example, the search term **st??n** will return records containing the words *stien* or *stein*.
  - Use the '\*' wildcard to replace *multiple characters* in a word. For example, the search term **comput\*** will return records containing the words *compute*, *computer*, *computers* or *computing*. The wildcard characters can be used in *any or all* words in search terms. Wildcards are not allowed as the first character in *any* word in your search term.
- Wildcards are *not* supported by all databases. In such cases, the Search Summary screen will display an error status message and/or no results for these databases.



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### SPECIFICS ON DATABASE SEARCHING

To prevent duplicates being entered in the database, Catalogers should first search all libraries - not My library - in LMN's database.

Under **Add Search Qualifiers**, verify that Locations is set at "All Libraries" then search LMN's database first. The library's catalog is selected by default of login.

Under **Your Profile > Your Preferences**, verify that "Apply Scoping to All Searches" is **Yes**.

Your Preferences	Default Result Sort:	Relevance
	Number of searches to save in History:	20
	Default Opening Page:	Home
	Default Full Record Tab:	MARC Display
	Default Advanced Search First Index:	Use Library Default
	Default Advanced Search Second Index:	Use Library Default
	Default Advanced Search Third Index:	Use Library Default
	Default Scoping Level:	Use Library Default
	<b>Apply Scoping to All Searches:</b>	<b>Yes</b>
	Primary Staff Menu:	STAFF MENU
	Download Cart Type:	My Cart

Under **Resources > Primary Database**, verify that Library Management Network, Inc. is checked.

<b>Resources</b>			
<input type="checkbox"/> Clear All	<input checked="" type="checkbox"/> Check All	<input type="checkbox"/> Set Default	<input checked="" type="checkbox"/> Compress All
<input checked="" type="checkbox"/> Primary Database			
<input checked="" type="checkbox"/> Library Management Network, Inc.			



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### Enter Search Terms

Search the following terms.

**LCCN** Search the Library of Congress Control Number (LCCN) without hyphens or dashes. Older LC numbers that are 8 digits, starting with the last two numbers of a year such as 86-90323, are searched as 86090323.

More recent LCCN numbers have 10 digits, such as 2010015562.

A screenshot of a search bar interface. On the left, there is a dropdown menu with "LCCN" selected. To its right is a search icon (three horizontal lines). Further right, the text "search word by : LCCN" is displayed above the input field. The input field contains the number "2011921030". On the far right of the bar, there is a blue "x" icon and a magnifying glass search icon.

**ISBN** Search the International Standard Book Number ISBN with no hyphens or dashes. There are 10-digit ISBNs and 13-digit ISBNs. Either can be searched.

Both are to be entered into the bib record.

A screenshot of a search bar interface. On the left, there is a dropdown menu with "ISBN" selected. To its right is a search icon (three horizontal lines). Further right, the text "search word by : ISBN" is displayed above the input field. The input field contains the number "9780837102610". On the far right of the bar, there is a blue "x" icon and a magnifying glass search icon.

**Title** Search Title keywords. Initial articles "a," "an," or "the" are ignored so do not enter.

A screenshot of a search bar interface. On the left, there is a dropdown menu with "Title" selected. To its right is a search icon (three horizontal lines). Further right, the text "search word by : Title" is displayed above the input field. The input field contains the text "backgammon book". On the far right of the bar, there is a blue "x" icon and a magnifying glass search icon.

**Author** Select Author. It does not matter if the last name, first name is searched or if first name, then last name is searched. Example: Twain, Mark or Mark Twain.

A screenshot of a search bar interface. On the left, there is a dropdown menu with "Author" selected. To its right is a search icon (three horizontal lines). Further right, the text "search word by : Author" is displayed above the input field. The input field contains the text "ronald reagan". On the far right of the bar, there is a blue "x" icon and a magnifying glass search icon.

**ISSN** Search the ISSN **with** dash.

A screenshot of a search bar interface. On the left, there is a dropdown menu with "ISSN" selected. To its right is a search icon (three horizontal lines). Further right, the text "search word by : ISSN" is displayed above the input field. The input field contains the number "0095-8891". On the far right of the bar, there is a blue "x" icon and a magnifying glass search icon.



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### SEARCH HISTORY

When staff login, searches are retained. Search terms from *previous* logins will be under **Search History**. To search again, select Search History.

The screenshot shows the Staff Dashboard interface. At the top, there's a navigation bar with "Staff Dashboard", "Search History" (circled in red), and "ExternalResources". Below this, a section titled "Your Search History (20 of 20 saved)" contains three search entries. Each entry lists the search term, search index, and the number of resources selected, along with "Search", "Modify", and "More Details" buttons. The first entry is for "ronald reagan" (Author, 1 Selected). The second is for "backgammon book" (Title, 1 Selected). The third is for "9780837102610" (ISBN, 1 Selected). To the right, there's a promotional banner for a book titled "Did you receive the Ho..." by Coffey David and Faulkner Robert, published by Marquette University Press and University of... in 2010 and 2009 respectively. Below the banner, there's an image of book spines including "The Last Fall", "The Pilgrim's Progress", "A Christmas Carol", and "Great Expectation".





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### SELECTING DATABASES

Under **Resources** the Alabama Virtual Library is included in the Z39.50 sources.

**Resources**

Clear All     Check All    Set Default    Compress All

- Primary Database
- Library Resources
- Cataloging Resources
- EBSCO eBook Connector
- Alabama Virtual Library**


<p>Alabama Virtual Library</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">EBSCO BookSource: Nonfiction</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO ERIC</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Health Source: Consumer Edition</a></li> </ul> <p>EBSCO Image Collection</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">EBSCO MasterFILE Premier</a></li> </ul>	<p>Business and Companies</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Business Premier</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Funk &amp; Wagnall's New World Encyclopedia</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Health Source: Nursing/Academic Edition</a></li> </ul> <p>EBSCO Kids Search</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Military Library FullTEXT</a></li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Alt-Healthwatch</a></li> <li><a href="#">EBSCO Coin Career Library</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO GreenFILE</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO History Reference Center</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Library Information Science &amp; Technology Abstracts (LISTA)</a></li> <li><input checked="" type="checkbox"/> <a href="#">EBSCO Newspaper Source</a></li> </ul>
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An advanced search will return LMN's holdings first. AVL will take longer as indicated.

ork, Inc.    All Headings    search word by: All Headings    kindergarten    x Q    Advanced

History    ExternalResources

Page 1: 6 total results for "kindergarten"    [Modify Search](#)    **33 Search Resources Remaining**



Title: Teaching in the new kindergarten  
 Author: Hatch J Amos  
 Publisher: Thomson Delmar Learning  
 Date: 2005  
[Book](#) (1 of 1 available)




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Upon completion, results will be interspersed

Page 1: 578049 total results for "kindergarten" [Modify Search](#)

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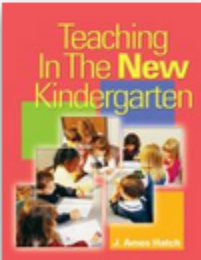


**Title:** Kindergarten  
**Publisher:** World Book, Inc.  
**Date:** 2018  
**Description:** Kindergarten, a form of PRESCHOOL EDUCATION, in which c  
significant.  
**Resource:** EBSCO Funk & Wagnall's New World Encyclopedia

[Article](#)

Location	Format
EBSCO Funk & Wagnall's New World Encyclopedia	Article

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**Title:** Teaching in the new kindergarten  
**Author:** Hatch J Amos  
**Publisher:** Thomson Delmar Learning  
**Date:** 2005

[Book](#) (1 of 1 available )

Location (1)	Format
NWSCC - Shoals Campus - Book	Book

Several databases can be searched at the same time. However, the more databases are searched the slower the response time.