Full Record Display

A Full Record Display is shown by clicking the image or the "view details" button on the search results page. Each Full Record Display gives complete bibliographic information for the title.

Your search term is shown in the top left corner of the screen. **1** A book jacket illustration (if available), the library location and brief bibliographic information for the title are also shown on the Full Record Display. **2** A "Media Type" icon indicating the format of the item is shown under the book jacket. **3**

Once you select your format the content is arranged as a multi-page tabbed display. Click a tab to view the associated information. *Depending on the title being viewed, some tabs may not be available.*

4 **Details**
Shows complete bibliographic information for the title, including title, author, description, subject, notes and catalog numbers(s). Links in the bibliographic display let you perform *additional* searches from the Full Record Display.

5 **Where to Find It**
Shows a list of libraries that own the title. You can check "status" (whether or not the title is currently available for borrowing). A library might have the item but might not lend it for various reasons.

6 **Reviews**
Shows reviews of the title by other library patrons and/or from other third-party sources.

7 **MARC Display**
Shows bibliographic information in USMARC format.

NOTE

Not all items from the Indiana State Library may be borrowed. Items that cannot be borrowed may be viewed on site or might be able to be copied for a small fee. For more information contact us at 317-232-3675 or visit www.library.in.gov

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Indiana State Library

SRCS Search Guide

Quick Reference Guide

for Searching

Use this guide to become familiar with the features and functions available for searching your library's catalog. **Depending on your library's preferences, some features and function may differ from those described.**

Simple Search

Simple Search is the *broadest* of the search methods. It lets you find materials based on the word(s) you enter. You can search using one or more words in your search term.
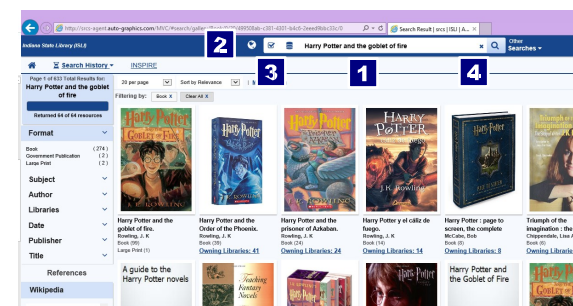
The Search box is always located in the top center of the screen. **1**

Type your search term (title, author, subject, etc.) in the text box.

Click the **Index** button **2** to choose the heading you wish to search. You can search **All Headings**, or a *single* selected heading (title, author, subject, etc.).

Click the **Resources** **3** button to choose the locations or libraries you wish to search. You can submit your search to *one or more* resources. Your library sets the *maximum* number of resources you can select.

Click the **Search** **4** button to submit your search. The system displays search results in a Brief Browse List.

Browse Search

Browse lets you locate materials based on the term you enter. You can use one or more words in your search term. No matter how many or how few characters you use, you will always get results closest to the term you entered.
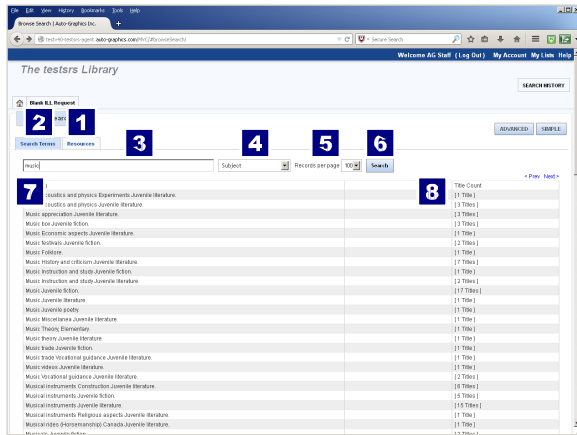
Browse differs from Simple and Advanced Search by how it reads search terms, and in the results returned. When using Browse, the system reads the word(s) in your search term as a string of characters (rather than as separate words), to position you in the database closest to what you typed.

If necessary, click the **Browse** option under "other searches" on any screen to display the Browse Search form.

Click the **Resources** tab **1** to choose the libraries you wish to search. You can submit your search to *one resource only* at a time.

Click the **Search Terms** tab **2** to enter your search parameters.

Type your search term (title, author, subject, standard number, etc.) in the text box. **3**

Select the index you wish to search (title, author, LCCN, Material Description, etc.) from the menu. Select **All Headings** to search the **Title**, **Author** and **Subject** indexes *simultaneously*. **4**

Select the number of records you wish displayed on each page of the search results from the **Records per page** menu. **5**

Click the **Search** button to submit your search. **6**

The screen refreshes to display a Term List of headings **7** matching the search term you entered. Each line in the list includes the **Title Count** (number of titles associated with the heading). **8**

Click a heading with *multiple items* to view a Brief Browse list of items for the term.

Click a heading with a *single item* to view the Full Record Display for the item.

Advanced Search

Advanced Search lets you create "search queries" using the logical functions 'And', 'Or', and 'Not'. You can enter up to three search terms, and search across multiple indexes. You can also apply "Search Qualifiers" to Advanced Searches.
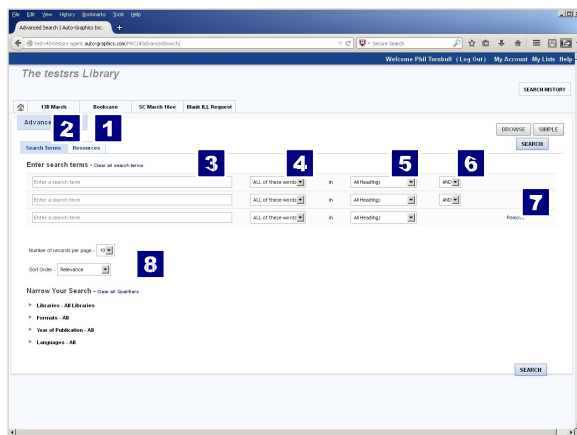
Depending on your library's preferences, the Advanced Search screen may be configured as a *single page* or as a *tabbed* display, with Search Qualifiers shown on separate tabs.

If necessary, click the **Advanced** button on any screen to display the Advanced Search form.

Click the **Resources** tab **1** to choose the resource you wish to search. You can submit your search to *one or more* resources simultaneously.

Click the **Search Terms** tab **2** to enter your search parameters. Type your term (title, author, subject, etc.) in the text **3** box. Select the matching criteria for the term from the menu. **4**

Select the index **5** you wish to search (title, author, subject, etc.) from the menu. Select **All Headings** to search the **Title**, **Author** and **Subject** indexes *simultaneously*. Select the logical function to be applied between search terms from the menu. **6** Use the **Add/Remove** links **7** to add/remove search terms.

Select the sort order for search results from the **Sort Order** menu. **8**

If desired, use Search Qualifiers to *narrow* the scope of your search:
Libraries – Returns items from a specified subset of libraries.
Year of Publication – Returns items published during a specific year, multiple selected years or a range of years.
Formats – Returns items of a specified form or media format.
Audience Level - Returns items by specific audience level.
Languages – Returns items available in a specified language.

Click the **Search** button to submit your search. The system displays search results in a Brief Browse List.

Brief Browse List

The Brief Browse list shows search results from all resources included in your search. You can select the display format for the Brief Browse list, and can *optionally* expand or narrow the scope of your search.
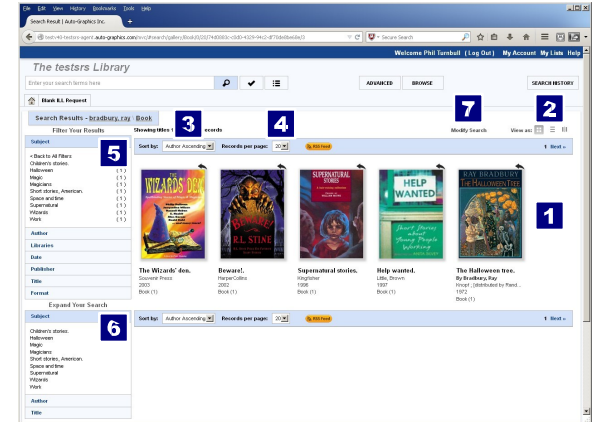
The Brief Browse list shows the results of your search **1** sorted according to the currently selected sort order.

Use the **View as** buttons **2** to change the way search results are displayed:

⊞ – Displays search results in **Gallery View**.

▤ – Displays search results in **List View**.

Ⅲ – Displays search results in **Grid View**.

Use the **Sort by** menu **3** to change the order in which search results are displayed.

Use the **Records per page** menu **4** to change the number of items shown on each page of the Brief Browse list.

Use the **Filter Your Results** menus **5** to *narrow* the scope of your search. Click a heading (**Subject**, **Author**, etc.) to view the filters for the heading. Each filter shows the number of titles associated with the filter. Click a filter to limit the Brief Browse list to *only those items*.

Use the **Expand Your Search** menus **6** to *expand* the scope of your search. Click a heading (**Subject**, **Author**, etc.) to view the terms and keywords for the heading. Click a keyword to submit a *new* search based on the selected term.

Use the **Modify Search** link **7** to return to the previous search screen (with all entered search parameters retained) to modify and resubmit your search.

Click a title in the list to view the Full Record Display for the title.