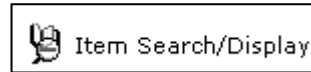


## Item Search and Display

The Item Search and Display wizard is used to identify a specific title in your library and display information at the title, call number, and item level. At the item level, other types of information related to the item's circulation and holds are also available.

1. **Click** on Common Tasks Wizard Group.
2. **Click** on Item Search/Display Wizard.



*Item Search* screen displays.

3. In the **Search For** box, **enter** your search expression.
4. **Select** the type of search you want to perform. (see *Search Strategies*)
  - a. Keyword – locates and displays records that contain the terms you entered.
  - b. Browse - produces a list in the alphabetic vicinity of the term you entered, which may then be browsed forward or backward.
  - c. Exact - displays record(s) of the search index you used or a browse list if no exact match.
  - d. Current Title - displays the record that was most recently displayed, modified, or added (will not display if first search).

5. In the **Index** list, **select** the search index you want. The search indexes that display are wizard specific.
 

a. Author - Author Lookup	f. Periodical Title- Periodical Title Lookup
b. Call Number	g. Series- Series Title Lookup
c. Curr – Curriculum info (658 tag)	h. Set ID – Circulation Set Lookup ( <b>use “3”</b> )
d. General – ISBN, all fields	i. Subject – Subject Lookup
e. Item ID – Barcode Number	j. Title - Title Lookup
	k. Title Control # - (oisl) OCLC, ISBN, ISSN, LCCN
6. In the **Library** list, **select** a library to qualify your search. If the Library field contains a specific library name, only item records for that particular library are searched. If the Library field contains the value Full access to all libraries, the item records of all libraries are displayed.
7. **Click** Search.

8. If your search finds results, a list of matching records displays in the hit list area. **Select** the record you want to display. If the Viewer is turned on, the selected title will display in the lower portion of the window with two tabs, Description and Call Number/Item

Item Search/Display \*  
Item Search/Display

Search for: harry potter  
Index: Title  
Library: ALL  
Current: KEYWORD Title harry potter, ALL: 9 records

Title	Author	Pub. Info.	Phys. Desc.	Pub. Year	Library Copies
Harry Potter and the Chamber of Secrets	Rowling, J. K.	New York : Arthur A. Levine Books, 1999.	341 p. : ill. ; 24 cm.	1999	7
Harry Potter and the deathly hallows	Rowling, J. K.	New York : A.A. Levine, 2007.	759 p. : ill. ; 24 cm.	2007	6
Harry Potter and the goblet of fire	Rowling, J. K.	New York : Arthur A. Levine Books, 2000.	734 p. : ill. ; 24 cm.	2000	7
Harry Potter and the half-blood prince	Rowling, J. K.	New York : Arthur A. Levine, 2005.	x, 652 p. : ill. ; 24 cm.	2005	4
Harry Potter and the Order of the Phoenix	Rowling, J. K.	New York : A.A. Levine, 2003.	xi, 870 p. : ill. ; 24 cm.	2003	6
Harry Potter and the Order of the Phoenix...	Rowling, J. K.	[England] : Pottermore, [2012]		2012	1
Harry Potter and the Prisoner of Azkaban	Rowling, J. K.	New York : Levine, 1999	435 p.	1999	4
Harry Potter and the prisoner of Azkaban	Rowling, J. K.	New York : Scholastic Inc., [2001], c1999.	435 p. : ill. ; 20 cm.	2001	2
Harry Potter and the sorcerer's stone	Rowling, J. K.	New York : Scholastic Press, 1998.	vi, 309 p. : ill. ; 24 cm.	1998	3

Description | Call Number/Item

**Leader** am a0n  
**key** u4848  
**key** fol08916888  
**Data source** ICrIF  
**Date/time stamp** 20030909151625.7  
**Fixed field data** 030514s2003 nyua c 000 1 eng d  
**LCCN** 2003102525  
**ISBN** 043935806X  
**Local system #** (ICrIF)17557N  
**Cataloging Source** KyLxBWI KyLxBWI ICrIF  
**Geographic Area Code** e-uk-en  
**Dewey Decimal Classification Number** [Fic] 22  
**Personal Author** Rowling, J. K.  
**Title** Harry Potter and the Order of the Phoenix / by J.K. Rowling ; illustrations by Mary GrandPre.

Detailed Display Close

9. To display complete information about the item, including tabs that display detailed bibliographic description information and information about circulation data, **click Detailed Display**. Several tabs may display, depending on the configuration of the Item Search wizard.
- Control Tab – Information used primarily to administer the catalog and maintain the catalog, authority metadata, and review data files.
  - Bibliographic Tab - Information common to all items associated with the title, and is used primarily to bibliographically describe the item or items.
  - Call Number/Item Tab – Call number information, and all items associated with the title. The information that displays is specific to a single call number and/or item of the title. The following item information will be displayed:
    - Call Number Information – Call Number, Class Scheme, Call Library, Shadow Call Number
    - Item Information – Item ID, Copy Number, Type, Item Library, Shelf location, Current Status, Material Type, Funding Source, Media Desk, Number of Pieces, Total Checkouts, Price, Permanent, Circulate, Shadow Item
    - Item History – Date Created, Date Due, Date Last Charged and Discharged, Inventory Information, Previous User ID, Last Activity Date, Number of In-House Uses
    - Circ Info – Total Bills, Comments, Checkouts, and Holds
    - Bills – Unpaid Bills with User ID and Name, Amount Owed and Reason
    - Checkouts – User ID and Name, Status, Date Due
    - Holds – User ID and Name, Hold Level, Hold Status

Item Search and Display

Ice river / Green, Phyllis

Control **Bibliographic** Call Number/Item **9c** and-with

Search title: **9a** **9b**

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc	a	Entrd	920714	Dat_Tp	s	Date1	19uu
Date2		Ctry	xxu	Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	d		

Tag	Ind.	Contents
001		C684DC7E0E2411D5BBD7006094A5D389
003		FES
005		20040816234400.0
010		74028382
020		0201025825
040		dFES
100	1	Green, Phyllis
245	10	Ice river
250		First Printing
260		Reading, Mass : bAddison, c1975
300		unp.

Return to Search Close

Item Search and Display

Ice river / Green, Phyllis

Control **Bibliographic** Call Number/Item **9c** and-with

Ice river - Green, Phyllis  
FIC GRE - DLFN  
32612010055790 - 1 - FICTION - AVAILABLE

Item Info **Circ Info** Bills Checkouts Holds

Type: FICTION Item library:

Shelf location: AVAILABLE Current status:

Material type: BOOK Funding source:

Media desk: Number of pieces:

Total checkouts: 0 Price:

Permanent: Y Circulate:

Shadow item N

Date created: 8/30/2004  
Date last charged: Never  
Date due: none  
Last discharged: Never  
Date inventoried: Never  
Times inventoried: 0  
Previous user ID:  
Last activity: Never  
In-house uses: 0

Extended information

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

Return to Search Close

10. In the result list, if there is a **NOTE** on the item record, you will see a small icon next to the item id:

Description	Call Number/Item	Price:	\$19.95	Item type:	FICTION
Harry Potter and the chamber of secrets - Rowling, J. K.		Shelf location:	AVAILABLE	Current status:	AVAILABLE
FIC ROW - DLFN		Material type:	BOOK	Funding source:	BIRTHDAY
32612000100069 - 1 - FICTION - AVAILABLE		Date created:	6/25/2008	Media desk:	none
FIC ROW RC 940 - DLFN		Date last charged:	Never	Previous user ID:	
32612015003407 - 1 - READPROGRM - MISSING - Ca		Last discharged:	Never	Last activity:	Never
FIC ROW RC 940 - DLFN		Date inventoried:	Never	Total checkouts:	0
32612000100044 - 1 - NONFICTION - AVAILABLE		Times inventoried:	0	In-house uses:	0
FIC ROW - DLMS		<b>Extended information</b>			
32612050040737 - 1 - FICTION - LOST-CLAIM		Tag	Contents		
32612050040702 - 2 - NONFICTION - INTRANSIT		PUBLIC	Donated by Steve Coon		
32612050040678 - 3 - NONFICTION - INTRANSIT					
FIC ROW - DLHS					
32612100084270 - 1 - FICTION - INTRANSIT					

11. Result list will also display **Circulation information** about the item. **Item Info** tab will display **TOTAL CHECKOUTS** since this item was created in the database:

Item Search/Display x

Item Search and Display

Harry Potter and the Order of the Phoenix / Rowling, J. K.

Control Bibliographic Call Number/Item Bound-with

Harry Potter and the Order of the Phoenix - Rowling, J. K.

- FIC ROW RC 950 - DLMS
  - 32612050040173 - 1 - FICTION - AVAILABLE
  - 32612050040207 - 2 - READPROGRM - AVAILABLE
  - 32612050054828 - 3 - READPROGRM - AVAILABLE
- FIC ROW - DLHS
  - 32612100073612 - 1 - FICTION - AVAILABLE
- FIC ROW RC 950 - DLLD
  - 32612000053136 - 1 - READPROGRM - AVAILABLE
- FIC ROW RC 950 - DLFN
  - 32612010064362 - 1 - READPROGRM - AVAILABLE

Item Info Circ Info Bills Checkouts Holds

Call number information

Call number: FIC ROW RC 950

Call library: DLMS

Shadow call number N

Item information

Item ID: 32612050040173

Type: FICTION

Shelf location: AVAILABLE

Material type: BOOK

Curricular area:

Genre:

Media desk:

**Total checkouts: 48**

Permanent Y

Shadow item N

Date created: 3/23/2005

Date last charged: 4/16/2014

Date due: none

**Circ Info** tab statistics show current circulation numbers (since last cleared date):

**Ongoing Checkouts**

This is the total number of checkouts for the item, since the item was created. This field is not cleared by the Reset Item Counters report.

***Note:** Ongoing Checkouts field will be accurate for items created after the upgrade to Version 3.3.*

**Ongoing Renewals**

This is the total number of renewals for the item, since the item was created. This field is not cleared by the Reset Item Counters report.

***Note:** Ongoing Renewals field will be accurate for items created after the upgrade to Version 3.3.*

Item Info	Circ Info	Bills	Checkouts
<b>Counters</b>			
Total bills:		none	
Orders:		none	
Controls:		none	
Checkouts:		none	
Bookings:		none	
Holds:		none	
<b>Item Statistics</b>			
Ongoing checkouts:	20		
Ongoing renewals:	7		
Checkouts to date:	3		
Renewals to date:	1		
Date last cleared:	7/17/2014		

**Checkouts to Date**

This is the number of **checkouts** for this item since the field was last cleared by the Reset Item Counters report. This report is scheduled to run during the summer (by your ITC person) to clear the Checkouts to Date and Renewals to Date fields so that sites can gather circulation information for the school year.

**Renewals to Date**

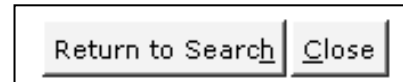
This is the number of **renewals** for this item since the field was last cleared by the Reset Item Counters report. This report is scheduled to run during the summer (by your ITC staff) to clear the Checkouts to Date and Renewals to Date fields so that sites can gather circulation information for the school year.

**Date Last Cleared**

The is the date the Checkouts to Date and Renewals to Date fields were last cleared by the Reset Item Counters report (generated each summer by your ITC staff).

12. You can **print** item information by selecting the **Print** command from the File menu, or by **clicking** the **Print Wizard**, if present, on the toolbar.

13. To perform another title search, **select** from options:



**Note: For more detailed information or specific questions, use HELP wizard.**