

# Searching for Items

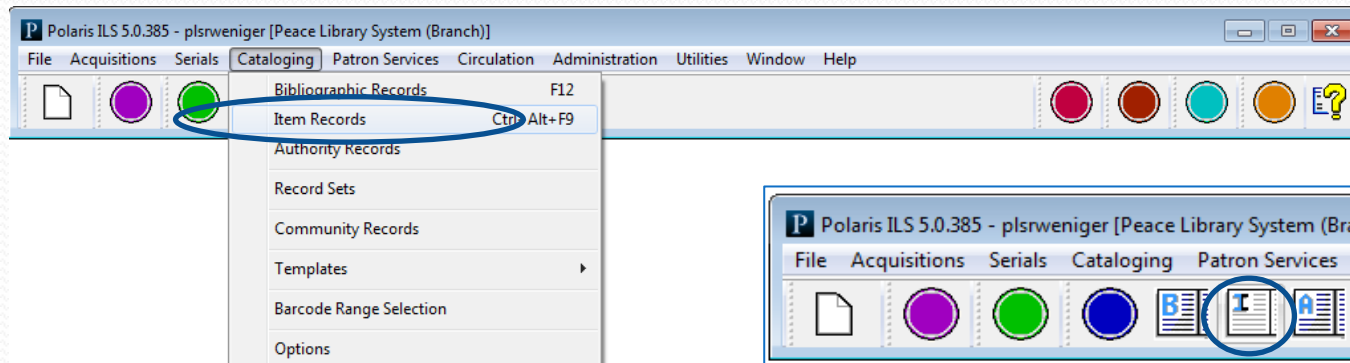
(Books, DVDs, Magazines, etc...)



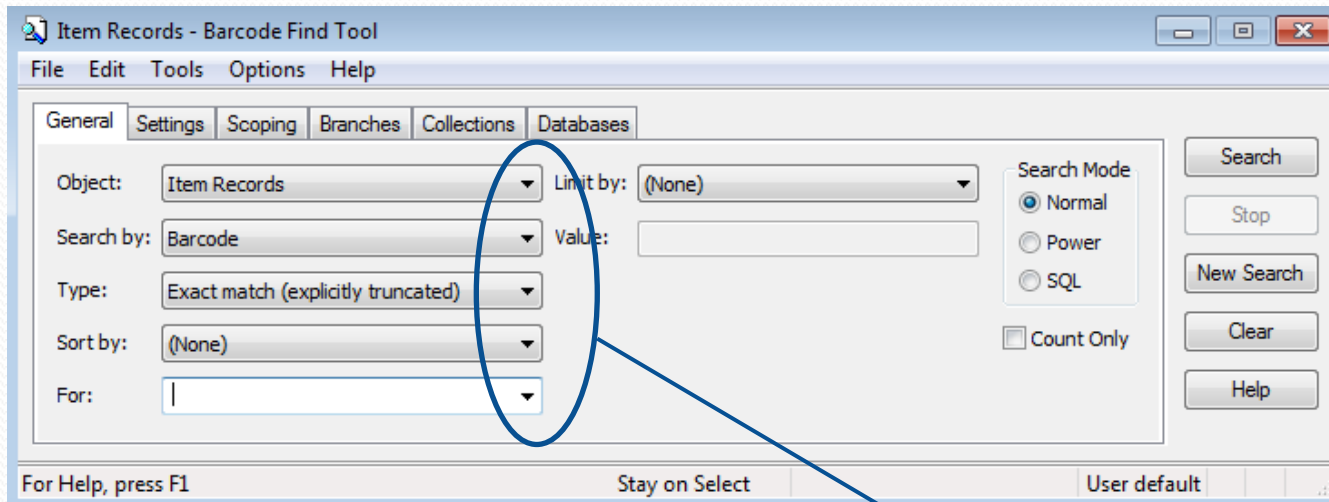
# Searching for Items

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

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



# Searching for Items



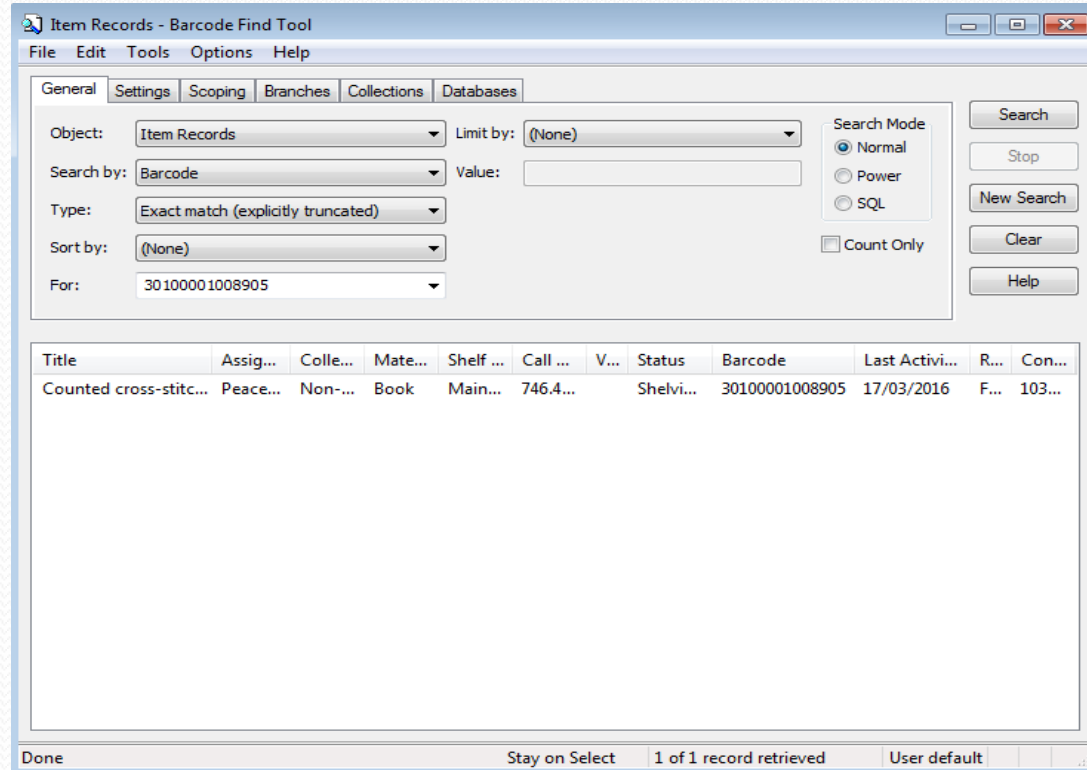
- 1.
- 2.
- 3.
- 4.
- 5.

Each time you open your Item Record Search Tool, it will open the same way. This window is set to:

1. Find item records (The search “Object”)
2. To “Search by” barcode
3. To find an “Exact match” (The Type of search)
4. Unsorted results (Sort by: None)
5. For: Whatever barcode you enter into the search window.

Note that all these settings have drop down indicators.

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

# Searching for Items

Item Record 1033323 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100001008905 Record status: Final  ILL  EContent  Non-circulating  Display in PAC

Title: Counted cross-stitch designs for the home. Find Bib control number: 91441

Author: Lindberg, Jana Hauschild. Parent item: Item control number: 1033323

Call number: 746.44 LIN c.1 Price: \$20.00 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: Main Stacks

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Non-fiction (NF) Circulation status: In 17/03/2016 10:05:21 AM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 746.44

Cutter: LIN

Suffix:

Volume:

Copy: c.1

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

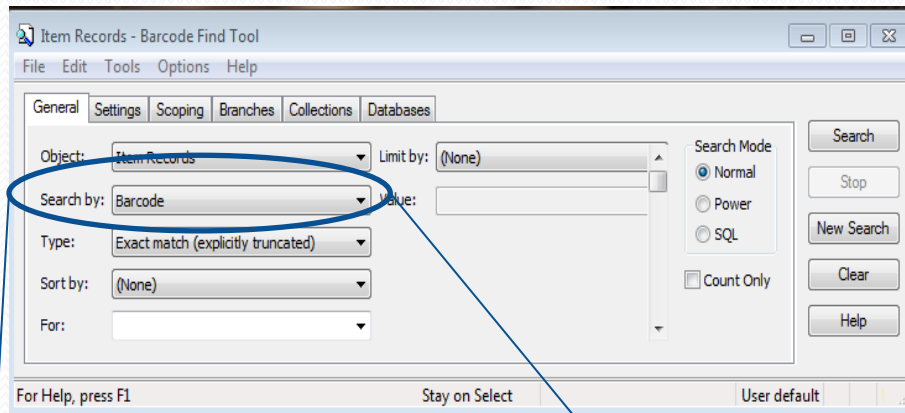
Some fields have a white background (ie: “Barcode “and “Call Number “ fields) – you can change these. Other fields are grey. These you cannot change (ie: “Author” and “Title”) because that information *comes from the Bibliographic Record to which this Item is linked*.

Please take the [Item Record and Volume Control Training \(parts 1 & 2\)](#) and the 2 quizzes before making changes to records.

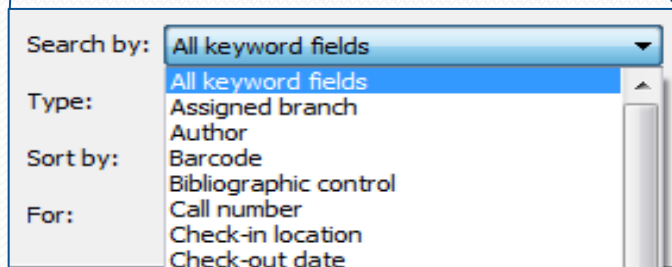
# Searching for Items

Another search example: “Do you have any Harry Potter books?” (asks a patron).

1. Open an Item Record Find Tool.



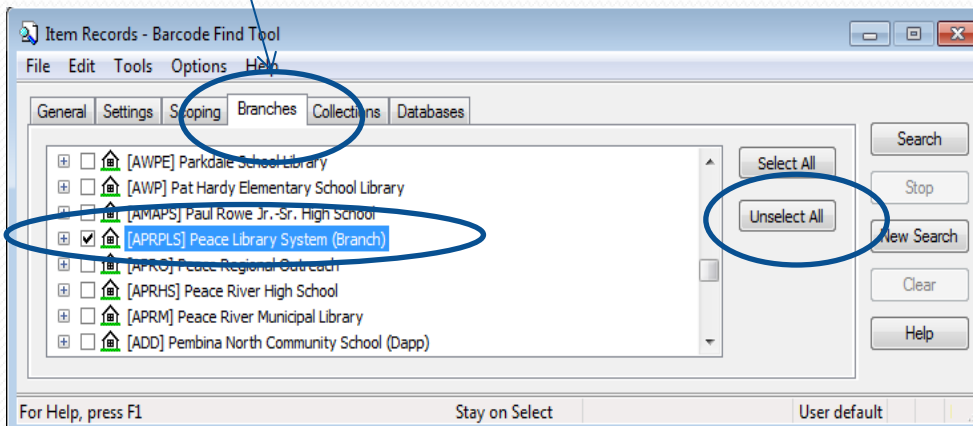
2. Choose: Search by: “All key word fields” from the alphabetized drop down menu.



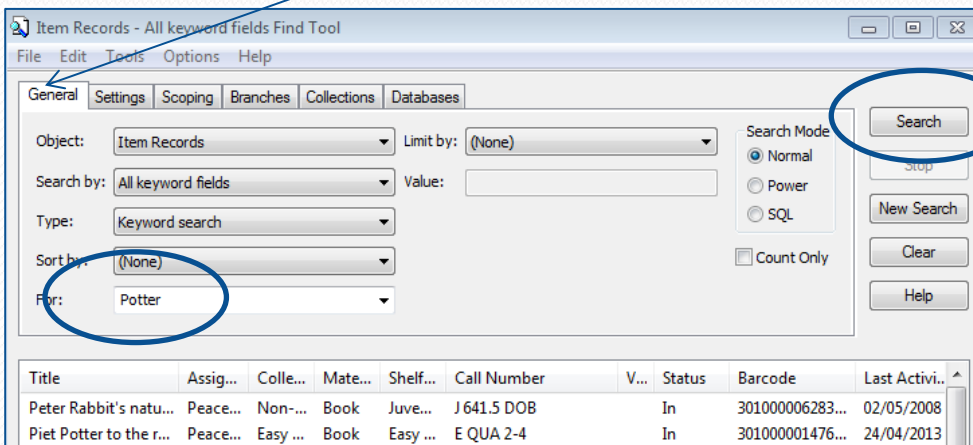
# Searching for Items

“Do you have any Harry Potter books?”, continued...

3. On the Branches tab “Unselect all”, find your branch and check your branch only.



4. Go back to the General tab and enter Potter in the “For” search field, then click Search.”



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“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 Records - All keyword fields Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Item Records Limit by: (None)

Search by: All keyword fields Value:

Type: Keyword search

Sort by: (None)

For: Potter

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..
Peter Rabbit's natu...	Peace...	Non-...	Book	Juve...	J 641.5 DOB		In	301000006283...	02/05/2008
Piet Potter to the r...	Peace...	Easy ...	Book	Easy ...	E QUA 2-4		In	301000001476...	24/04/2013
Aunt Freddie's pan...	Peace...	Non-...	Book	Main...	641.81 BAI		In	301000000233...	19/09/2014
The tale of Johnny ...	Peace...	Easy ...	Book	Easy ...	Y POT 1-3		In	301000002690...	27/07/1994
Vienna, Vienna : th...	Peace...	Non-...	Book	Main...	943.61304 JOH		In	3010000027154...	22/04/2010
World treasury of s...	Peace...	Non-...	Book	Main...	594.092 POT		In	301000000884...	04/12/2009
Cowboy and weste...	Peace...	Non-...	Book	Main...	784.4973 FIF		In	301000001502...	14/08/2015
The journal of Beat...	Peace...	Non-...	Book	Main...	823.912 POT		In	301000000420...	22/05/2013
The wasp in a wig :...	Peace...	Non-...	Book	Main...	823.8 CAR		In	301000000422...	18/03/2003
Classical songs for ...	Peace...	Non-...	Book	Main...	784.8 HAR		In	301000001505...	19/11/2004
Decorating for the ...	Peace...	Bloc...	Book	Bloc...	745.594 12 STE		In	3010000026850...	13/11/2015
The tale of Benjam...	Peace...	Easy ...	Book	Easy ...	Y POT 1-3		In	301000002690...	27/07/1994
Handmade Christ...	Peace...	Bloc...	Book	Bloc...	745.594 12 STE		In	3010000027152...	05/12/2014

Done Stay on Select 26 of 85 record(s) retrieved User default

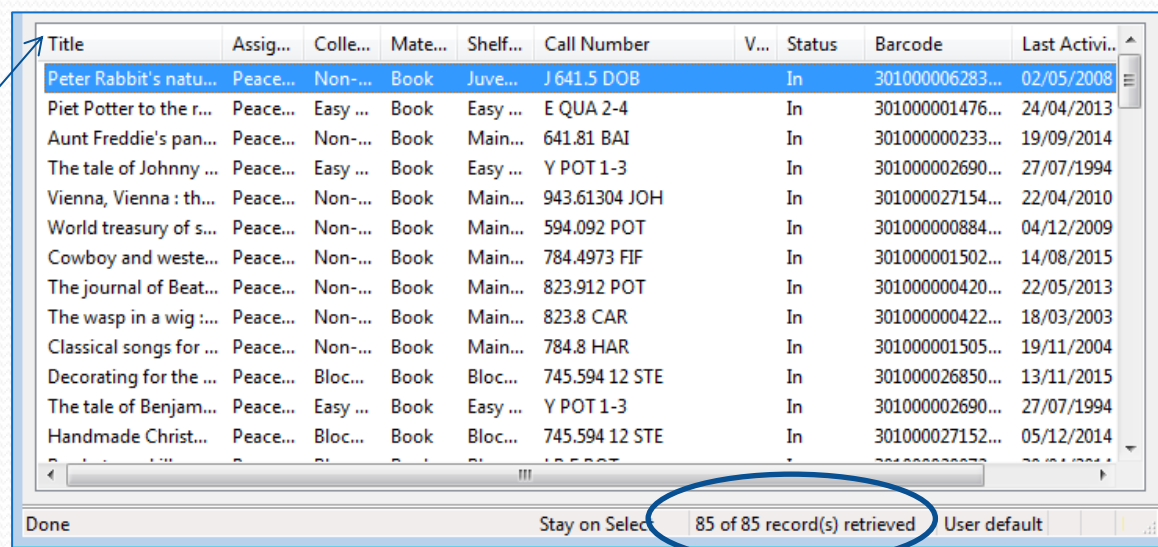


# Searching for Items

“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.

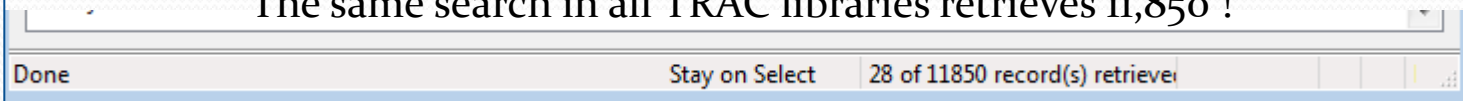
9. Clicking on any of the column headings will sort the column contents in ascending order. Clicking twice in - descending order.



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	301000006283...	02/05/2008
Piet Potter to the r...	Peace...	Easy ...	Book	Easy ...	E QUA 2-4		In	301000001476...	24/04/2013
Aunt Freddie's pan...	Peace...	Non-...	Book	Main...	641.81 BAI		In	301000000233...	19/09/2014
The tale of Johnny ...	Peace...	Easy ...	Book	Easy ...	Y POT 1-3		In	301000002690...	27/07/1994
Vienna, Vienna : th...	Peace...	Non-...	Book	Main...	943.61304 JOH		In	3010000027154...	22/04/2010
World treasury of s...	Peace...	Non-...	Book	Main...	594.092 POT		In	301000000884...	04/12/2009
Cowboy and weste...	Peace...	Non-...	Book	Main...	784.4973 FIF		In	301000001502...	14/08/2015
The journal of Beat...	Peace...	Non-...	Book	Main...	823.912 POT		In	301000000420...	22/05/2013
The wasp in a wig ...	Peace...	Non-...	Book	Main...	823.8 CAR		In	301000000422...	18/03/2003
Classical songs for ...	Peace...	Non-...	Book	Main...	784.8 HAR		In	301000001505...	19/11/2004
Decorating for the ...	Peace...	Bloc...	Book	Bloc...	745.594 12 STE		In	3010000026850...	13/11/2015
The tale of Benjam...	Peace...	Easy ...	Book	Easy ...	Y POT 1-3		In	301000002690...	27/07/1994
Handmade Christ...	Peace...	Bloc...	Book	Bloc...	745.594 12 STE		In	3010000027152...	05/12/2014

Done Stay on Select 85 of 85 record(s) retrieved User default

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

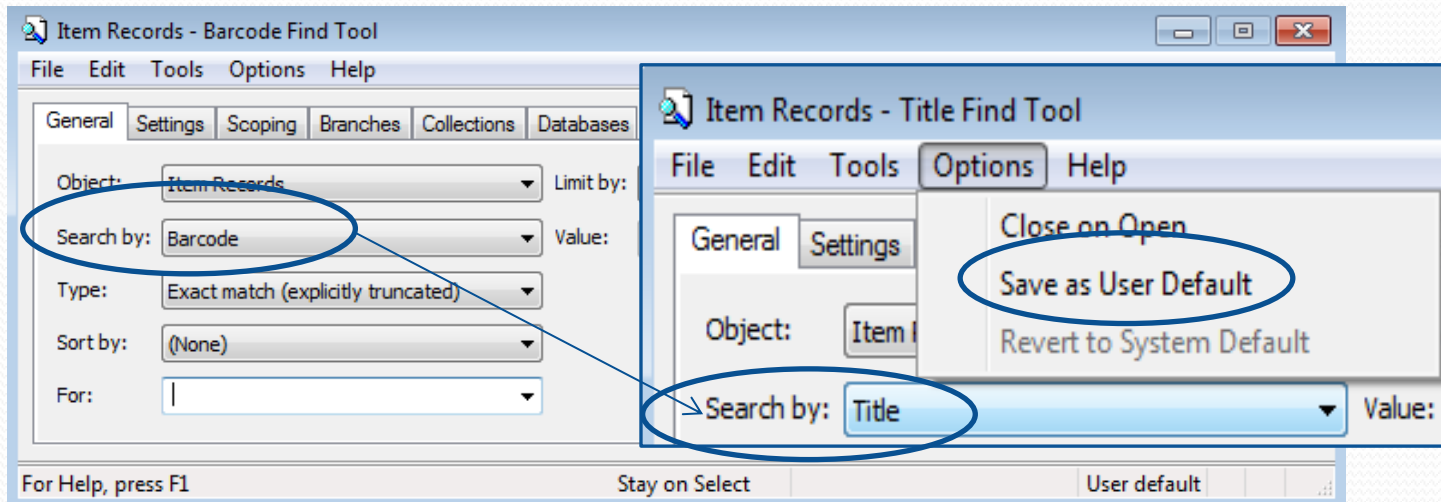


Title	Assig...	Colle...	Mate...	Shelf...	Call Number	V...	Status	Barcode	Last Activi..
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Done Stay on Select 28 of 11850 record(s) retrieve



# Searching for Items



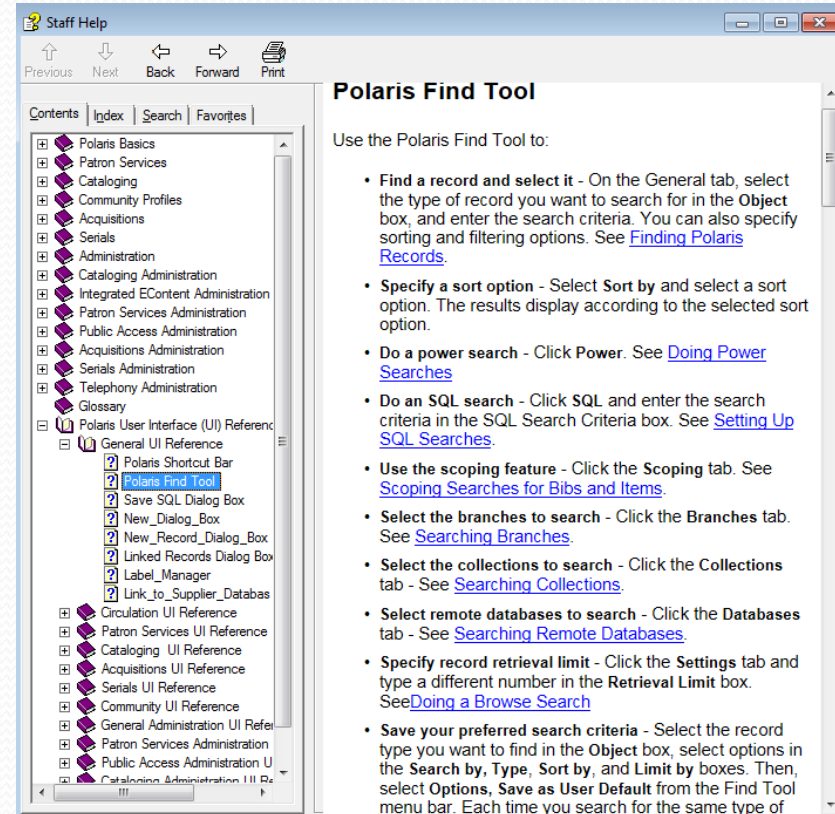
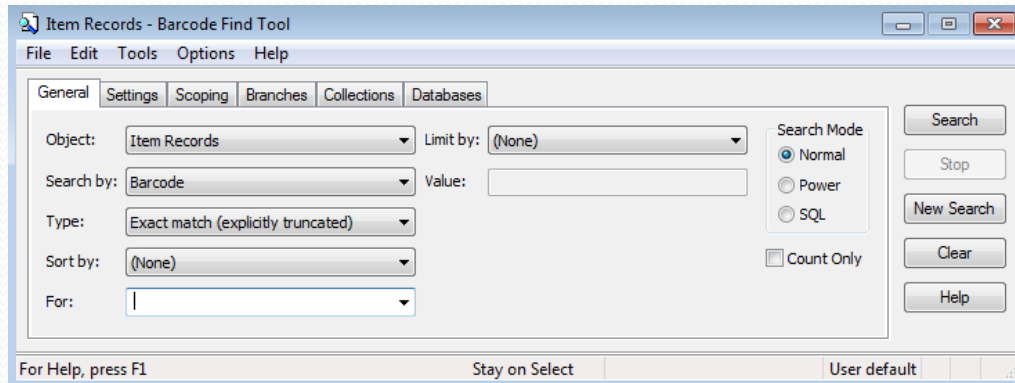
To temporarily customize how your Item Record Search Tool opens, select from the drop down menus to change one or more of these criteria:

- “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”.

# Searching for Items



The Item Record Find Tool is a very powerful search engine. To learn more about it press F1 on your keyboard to open the Polaris help window.

# Searching for Items

Item Records - Barcode Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Item Records Limit by: (None)

Search by: Barcode Value:

Type: Exact match (explicitly truncated)

Sort by: (None)

For:

Search Mode

Normal

Power

SQL

Count Only

Search

Stop

New Search

Clear

Help

For Help, press F1 Stay on Select User default

Questions?

Call PLS and talk to a member of the  
consulting team!

780-538-4656  
1-800-422-6875