

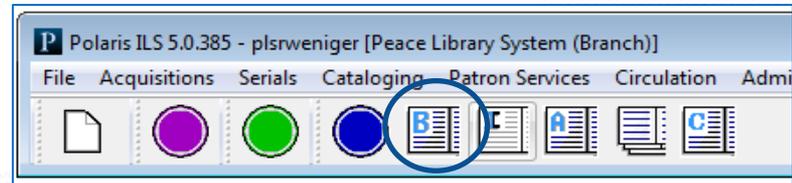
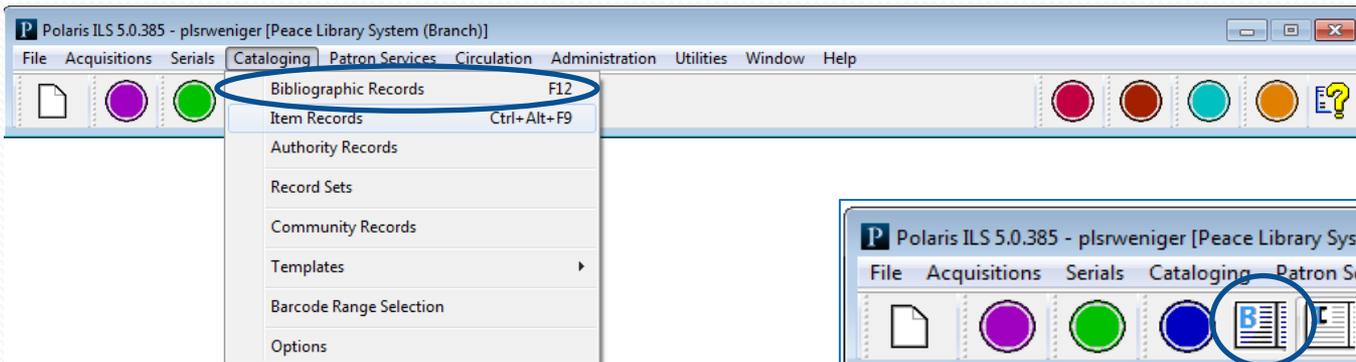
# Searching for Titles (Books, DVDs, Magazines, etc...)



# Searching for Titles

Books, audiobooks, DVDs, magazines, etc. in TRAC libraries, are defined in Polaris in **Bibliographic Records**. To search for a Bibliographic Record in your library, open a **Bibliographic Record Find Tool**.

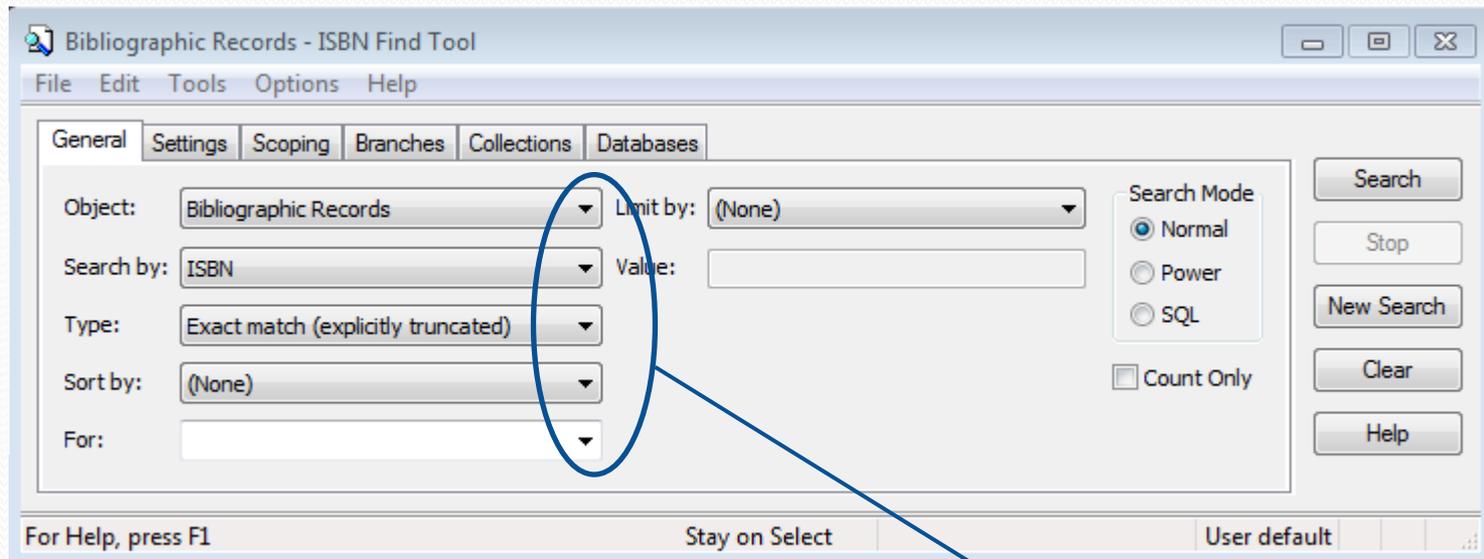
- Click on Cataloguing, then on “Bibliographic (Bib)Records” (F12).
- Or click on the blue orb, then on the “Bib Record” icon.



# Bibliographic Records

- Bibliographic (Bib.) records contain the information about a particular publication or production and usually include a 13 digit “International Standard Book Number” or ISBN.
- Only cataloguers at one of the 4 systems in TRAC create and edit Bib. records.
- Each item in your collection is linked to a Bib. record in the Polaris database. There are over a million items in TRAC linked to over 850,000 Bib records.
- Other libraries with similar holdings are linked to the same Bibs.
- Find one Bib, and you may find many items, owned by many TRAC libraries!

# Searching for Titles



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

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

Note that all these settings have drop down indicators.

# Searching for Titles

1. Object: Bibliographic Records

2. Search by: ISBN

3. Type: Exact match (explicitly truncated)

4. Sort by: (None)

5. For: [Dropdown menu]

Search Mode:  Normal,  Power,  SQL

Count Only

Buttons: Search, Stop, New Search, Clear, Help

For Help, press F1 | Stay on Select | User default

Find the ISBN on the back of your item (usually 13 digits, starting with “978”), but on older publications, 10 digits (without the “978” prefix) and scan it into your Bibliographic Record Search Tool.



# Bibliographic Records

Bibliographic Record 389019 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 389019 Owner: The Regional Automation Consortium (TRAC) (sys) Record status: Final

Title: Round buildings, square buildings, and buildings that wiggle like a fish.  Display in PAC  ILL  Host

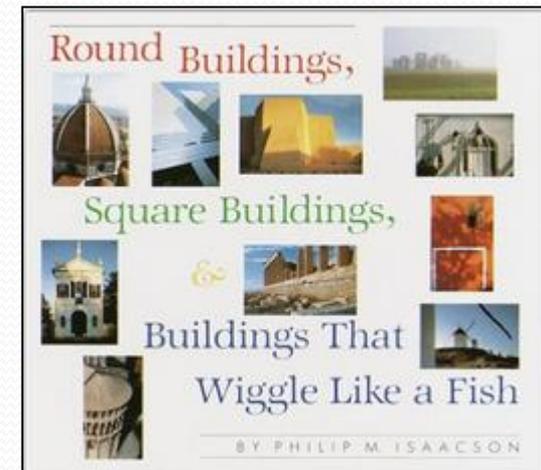
Tag	Ind	Data
001		389019
005		20101116115113.0
008		890619s1988 xx a j 000 0 eng
010		1a 87016967
020		1a0394893824
020		1a0394993829 (lib.bdg.)
035		1a(OCOLC)16227939
035		1aYRLb10174207
040		1dUtOrBLW
082	00	1a720
100	1	1aIsaacson, Philip M.
245	10	1aRound buildings, square buildings, and buildings that wiggle like a fish.
260		1bKnopf,1cc1988.
300		1a121 p.1bill.
650	0	1aArchitecture1vJuvenile literature

Author  
Title  
Publisher  
Pages & dimensions  
Topic

For Help, press F1

NUM

Bib records define publications in words so Polaris can show patrons exactly what they will be getting....



# Bib Record with Three Linked Items

The image displays a library catalog interface with four windows. The top-left window shows a **Bibliographic Record** for MARC21 - Polaris. The title is "Round buildings, square buildings, and buildings that wiggle like a fish." The control number is 389019. The owner is "The Regional Automation Consortium (TRAC) (sys)". The record status is Final. The title is displayed in the PAC. The record contains a table of tags:

Tag	Ind	Data
001		nam 22 a 4500
005		389019
008		20101116115113.0
010		890619s1988 xx a j 000 0 eng
020		1# \$a7016967
035		1# \$a039493824
035		1# \$a039493829 (lib bdg.)
035		1# \$a(OCoLC)16227939
040		1# \$aYRLb10174207
040		1# \$aUtoRBLW
082	00	1# \$a720
100	1	1# \$aIsaacson, Philip M.
245	10	1# \$aRound buildings, square buildings, and buildings that wiggle like a fish.
260		1# \$aKnopf : c1988
300		1# \$a121 p : ill.
650	0	1# \$aArchitecture--Juvenile literature

The top-right window shows an **Item Record** for Cataloging - Polaris. The barcode is 0100001037136. The record status is Final. The title is "Round buildings, square buildings, and buildings that wiggle like a fish." The author is Isaacson, Philip M. The parent item is 389019. The item control number is 1123755. The call number is J 720 ISA. The price is \$25.44. The issue control number is blank. The owner is Peace Library System (Branch) (br). The shelf location is Juvenile Non-Fiction. The assigned is Peace Library System (Branch) (APRPLS). The collection is Non-fiction - Juvenile (JN). The circulation status is In. The date is 16/03/2016 12:08:36 PM. The material type is Book. The scheme is Dewey Decimal. The loan period is 21 days. The fine code is Book. The renewal limit is 2. The name of piece is blank. The issue is blank.

The bottom-left window shows an **Item Record** for Polaris. The barcode is 31202000292065. The record status is Final. The title is "Round buildings, square buildings, and buildings that wiggle like a fish." The author is Isaacson, Philip M. The parent item is blank. The item control number is blank. The call number is J 720 ISA. The price is \$29.95. The issue control number is blank. The owner is Fox Creek Municipal Library (br). The shelf location is Juvenile Non-Fiction. The assigned is Fox Creek Municipal Library (AFCHM). The collection is Non-fiction - Juvenile (JN). The circulation status is In. The date is 09/02. The material type is Book. The scheme is Dewey Decimal. The loan period is 7 days. The fine code is Book. The renewal limit is 2. The name of piece is blank. The issue is blank.

The bottom-right window shows an **Item Record** for Polaris. The barcode is 00827000320622. The record status is Final. The title is "Round buildings, square buildings, and buildings that wiggle like a fish." The author is Isaacson, Philip M. The parent item is blank. The item control number is 1559765. The call number is J 720 ISA 1988. The price is \$44.44. The issue control number is blank. The owner is Vegreville Centennial Library (br). The shelf location is (None). The assigned is Vegreville Centennial Library (AVE). The collection is Non-fiction - Juvenile (JN). The circulation status is In. The date is 24/03/2011 11:55:29 AM. The material type is Book. The scheme is Dewey Decimal. The loan period is 21 days. The fine code is Book. The renewal limit is 2. The name of piece is blank. The issue is blank.

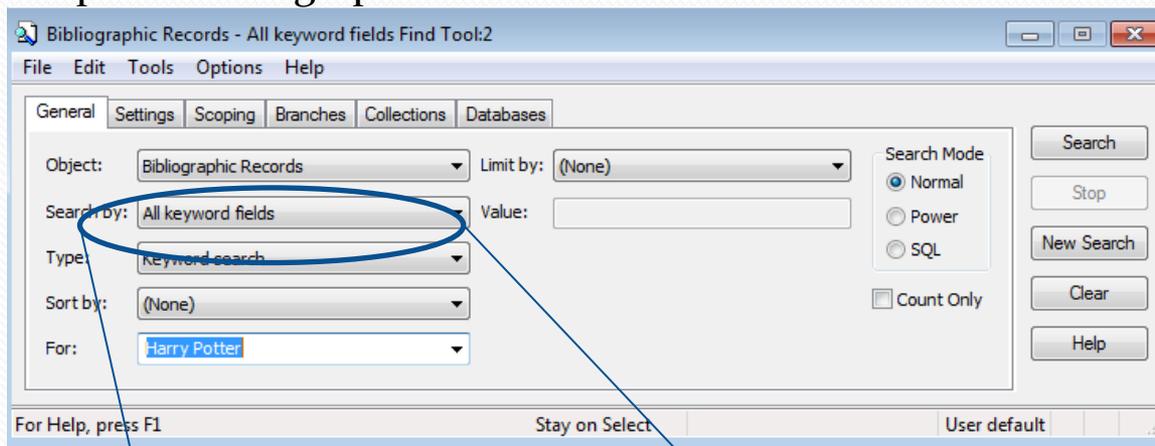
Blue arrows point from the Bib record to the three Item records, indicating the links between them.

3 TRAC libraries have the same book!

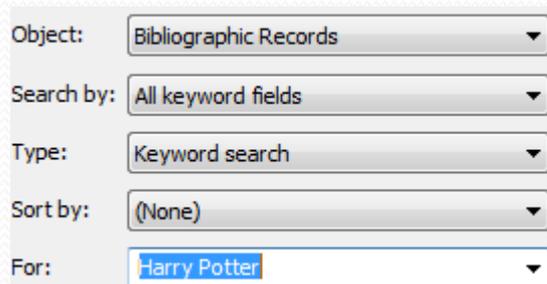
# Searching for Titles

Search example: “Can I borrow the Harry Potter audiobooks?” (asks a patron).

1. Open a Bibliographic Record Find Tool.



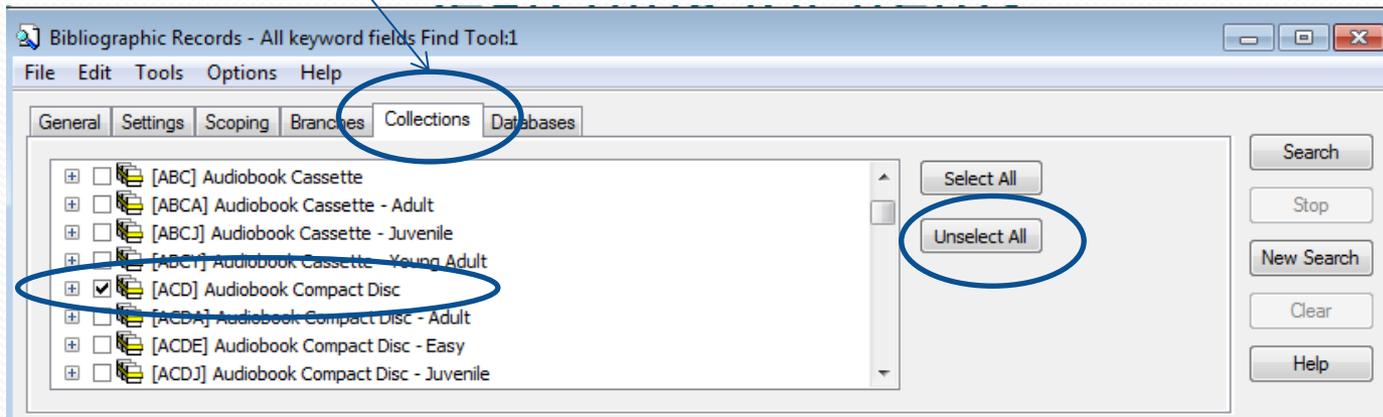
2. Choose: Search by: “All keyword fields” from the alphabetized drop down menu, and enter “Harry Potter” in the For field.



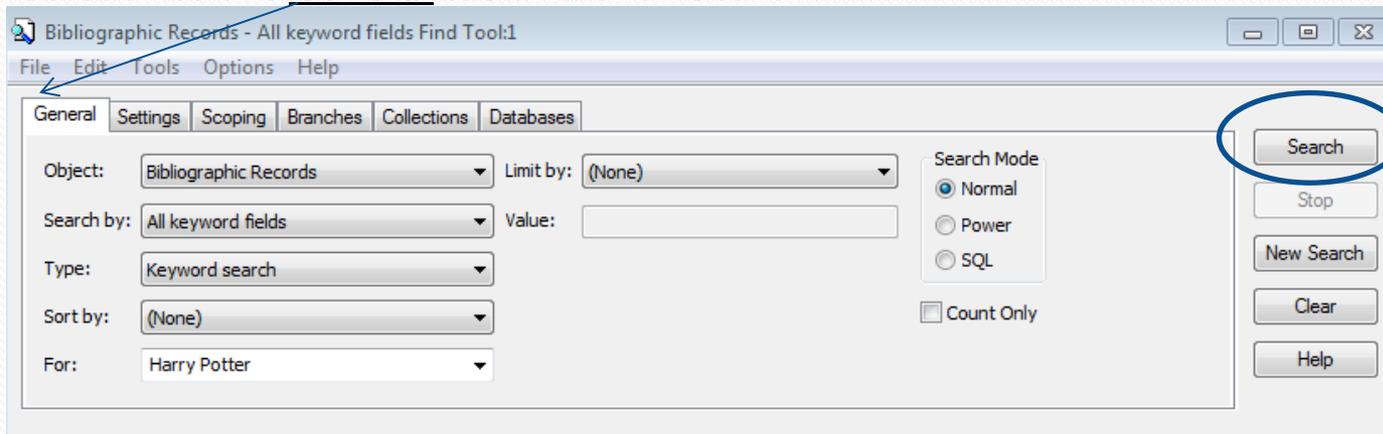
# Searching for Titles

“Can I borrow the Harry Potter audiobooks?”, continued...

3. On the Collections tab “Unselect all”; find and check off “Audiobook Compact Disc”.



4. Go back to the General tab and click Search.”



# Searching for Titles

“Can I borrow the Harry Potter audiobooks?”  
continued...

5. Polaris has retrieved 8 Bib records-the highlighted one is not what the patron seeks!
6. No need for a “Karate Chop”: All the records fit on one window.
7. If the patron wants to borrow “The sorcerer’s stone”, right click on that title to see if you have a copy of it, and if your copy is available!

The screenshot shows the Polaris Bibliographic Records search interface. The search criteria are: Object: Bibliographic Records, Search by: All keyword fields, Type: Keyword search, Sort by: (None), For: Harry Potter. The search mode is set to Normal. The results table is as follows:

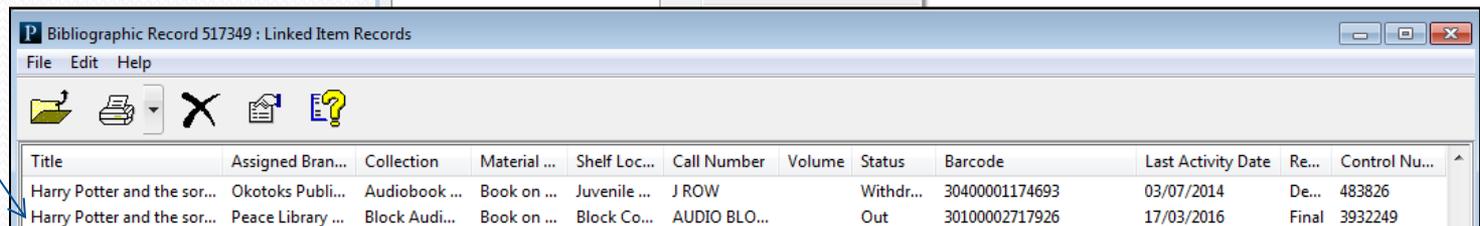
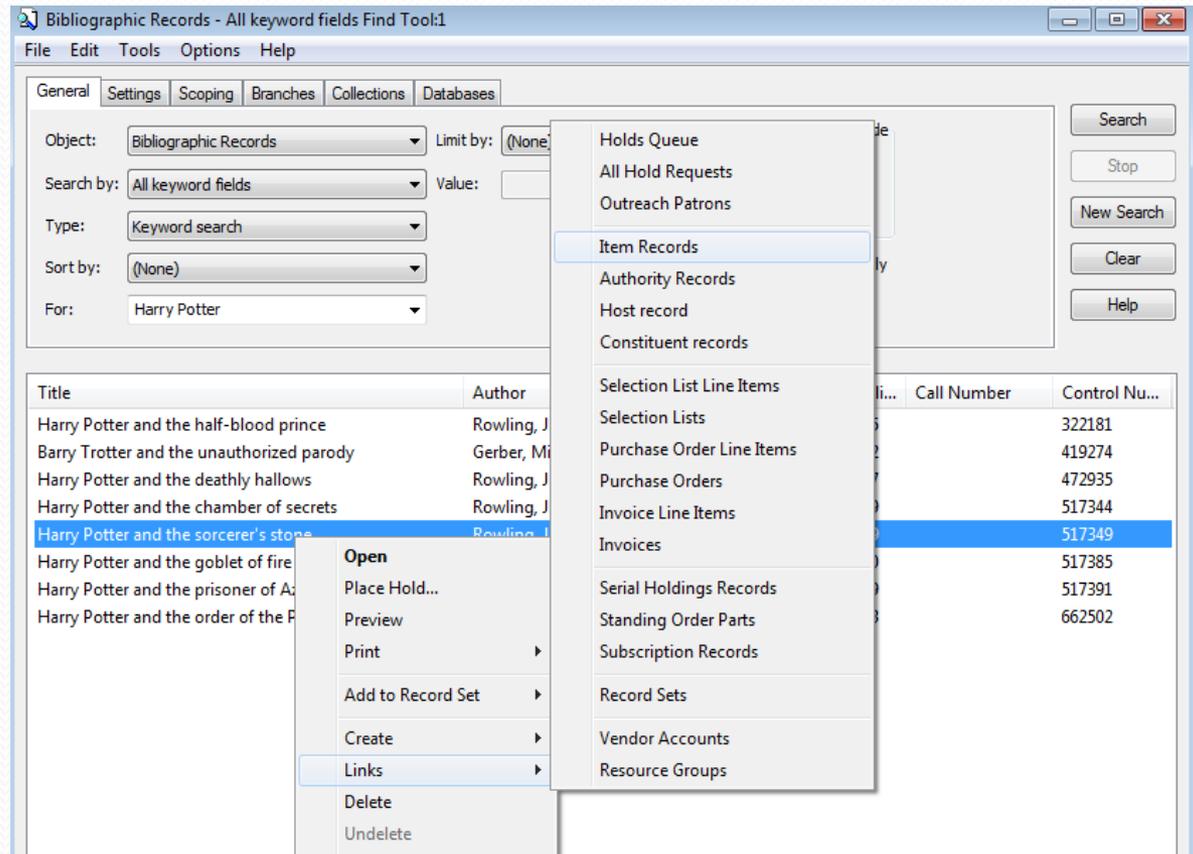
Title	Author	Format	Lin...	Hol...	Publi...	Call Number	Control Nu...
Harry Potter and the half-blood prince	Rowling, J. K.	Audio ...	36	1	2005		322181
<b>Barry Trotter and the unauthorized parody</b>	<b>Gerber, Michael, 1...</b>	<b>Audio ...</b>	<b>2</b>	<b>0</b>	<b>2002</b>		<b>419274</b>
Harry Potter and the deathly hallows	Rowling, J. K.	Audio ...	51	0	2007		472935
Harry Potter and the chamber of secrets	Rowling, J. K.	Audio ...	34	1	1999		517344
Harry Potter and the sorcerer's stone	Rowling, J. K.	Audio ...	41	1	1999		517349
Harry Potter and the goblet of fire	Rowling, J. K. author	Audio ...	35	1	2000		517385
Harry Potter and the prisoner of Azkaban	Rowling, J. K.	Audio ...	31	1	1999		517391
Harry Potter and the order of the Phoenix	Rowling, J. K.	Audio ...	30	1	2003		662502

The status bar at the bottom indicates: Done, Stay on Select, 8 of 8 record(s) retrieved, User default, CO.

# Searching for Titles

“Can I borrow the Harry Potter audiobooks?”  
continued...

8. After your right click, choose Links > Item Records to show all the TRAC holdings of this title in Audiobook format.
9. There are 41 copies available in TRAC, so Polaris will show the list of where each copy is held.
10. The local copy has been sent to another Patron!



# Searching for Titles

“Can I borrow the Harry Potter audiobooks?” continued...

11. To place a hold on this title, close the Item list window and right click on the title again.
12. This time choose “Place Hold” from the dropdown menu.
13. Scan the Patron barcode into the Hold workform.
14. Confirm the pickup location, then click on “save”.

Bibliographic Records - All keyword fields Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL

Search by: All keyword fields Value: Search

Type: Keyword search Count Only

Sort by: (None)

For: Harry Potter

Title	Author	Format	Lin...	Hol...	Publi...	Call Number	Control Nu...
Harry Potter and the half-blood prince	Rowling, J. K.	Audio ...	36	1	2005		322181
Barry Trotter and the unauthorized parody	Gerber, Michael, 1...	Audio ...	2	0	2002		419274
Harry Potter and the deathly hallows	Rowling, J. K.	Audio ...	51	0	2007		472935
Harry Potter and the chamber of secrets	Rowling, J. K.	Audio ...	34	1	1999		517344
Harry Potter and the sorcerer's stone	Rowling, J. K.	Audio ...	41	1	1999		517349
Harry Potter and the goblet of fire	Rowling, J. K. author	Audio ...	35				517385
Harry Potter and the prisoner of Azkaban	Rowling, J. K.	Audio ...	31				517391
Harry Potter and the order of the Phoenix	Rowling, J. K.	Audio ...	30				662502

Open  
Place Hold...  
Preview  
Print  
Add to Record Set  
Create  
Links  
Delete  
Undelete  
Properties

Hold Request - New Request 1 - General

File Edit View Links Tools Help

Request

Status: Request date: Activation: 18/03/2016

Pickup: Peace Library System (Branch) (APRPLS) Origin: Expiration: 18/03/2017

This item only

Patron

Barcode: 20113001224796 Find Registered at:

Name: Patron code:

Notification option:

# Searching for Titles

**Bibliographic Record**

Tag	Ind	Data
.LDR		nam 22 a 4500
001		389019
005		20101116115113.0
008		890619s1988 xx a j 000 0 eng
010		1a 87016967
020		1a0394893824
020		1a0394993829 (lib.bdg.)
035		1a(OCoLC)16227939
035		1aYRLb10174207
040		1dUtOrBLW
082	00	1a720
100	1	1aSaacson, Philip M.
245	10	1aRound buildings, square buildings, and buildings that wiggle like a fish.
260		1bKnopf,1cc1988.
300		1a121 p.1bill.
650	0	1aArchitecture1vJuvenile literature

Questions?

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

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