

# CARLX Item Search Keys

## Keyword Searches

Keyword Searches bring back results for words searched in one or more fields in the MARC record. You can use Boolean operators (AND, OR, NOT) and truncation symbols, such as \* as a wildcard. While keyword searches don't require words to be in a certain order, quotes can be used to search a phrase. For example, a search for *Stephanie Plum* will bring back results for "Stephanie," "Plum," and "Stephanie Plum;" however a search for "Stephanie Plum" will only bring back records for the two words together.

**Author/Name:** Searches words from the author fields without regard to word order. This includes the main author and any additional authors.

**Keyword:** searches all words in a bibliographic record

**Matcher File:** Searches any number data in the bibliographic record, including ISBN (for books) and UPC (for DVDs, Blu-rays, CDs, etc.). **We recommend using Matcher File to search by product barcode rather than ISBN.**

**Name/Word:** Searches words from the author fields and words from the bibliographic record. Example: *Crais/Watchman* will bring back "The Watchman," by Robert Crais.

**Subject:** Searches words in the subject headings without regard to word order.

**Title Word:** Searches title fields in bibliographic records without regard to word order.

## Browse Searches

Browses return an alphabetical list that starts with the phrased searched, including the phrases closest to what searched. The list displays 30 records and will continue moving through the list of our database.

**Call Number Browse:** Returns a list of bibliographic records sorted by call number in the bib record. Most libraries do not use the call number from the bib record.

**Title Browse:** Returns a list of records sorted by title, starting with the phrased searched or the title following the phrase searched.

## Exact Searches

**Call Number (Item):** Searches for the call number from an item record.

**CARL BID:** Searches the CARL BID number, the unique number assigned to a bibliographic number by CARL.

**ISBN:** Searches ISBN data from the bib record. ISBN is for books only. Use Matcher File for all product barcodes, including books and media.

**ISSN:** Searches ISSN information from the book record. These are numbers assigned to magazines.

**Item Number:** Searches the item's library-assigned barcode.

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**LCCN:** Searches Library of Congress Call Number information from the bib record. I don't think any OWLSnet libraries use this data.

**Order Number:** Searches the order number assigned by CARL in the Acquisitions process.

### Authority Record Searches

These will not be useful for finding a bib to attach an item.

Author/Name Browse: Returns an alphabetical listing of names leading to Authority Records.

Author/Name Heading: Searches words in author fields and leads to Authority Records.

Series Browse: Returns an alphabetical list of series headings and leads to an Authority Record.

Series Heading: Searches words in a series and leads to Authority Records.

Subject Browse: Returns an alphabetical list of subject headings leading to Authority Records.

Subject Headings: Searches words in a subject heading and leads to Authority Records.

### Setting Default Search Keys in CARLX

To set a default search key in CARLX, go to Tools > Set Workstation Settings > Searching > Item Information

Workstation Settings

Spine Label	Fines	Defaults
System Configuration	Searching	Receipt Printing

Path for Search Hints files:

Default Search Key

Item Information: Item Number

Place Holds: CARL BID

Move Items: CARL BID

IID Maintenance:

Order: CARL BID

Receive: CARL BID

Subscription: CARL BID

Checkin: CARL BID

You may need to restart the client for changes to take effect.

OK Cancel