OCLC Amlib

Library Management System

Searching – Advanced Searching

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WHERE SEARCHES

Where Searches create dynamic SQL (the language used to access the database) based upon your input. SQL stands for Structured Query Language.

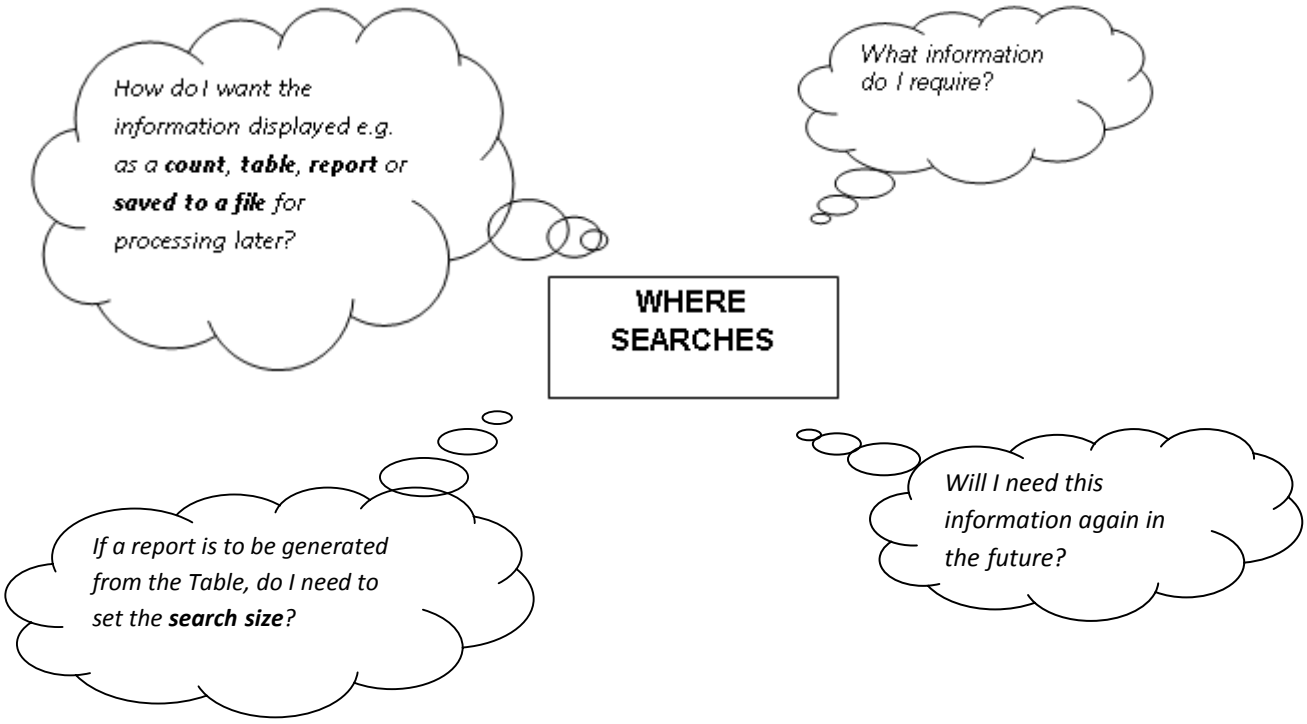
Where searches are available in **Authorities, Catalogues, Stockitems** and **Borrower** Modules, and user defined criteria are applied to determine specific results.

The search results can be:

- Counts
- Query
- Queried to a File (save the query to a file)

Where searches can be **saved** for future use. . They can also be accessed from **Stockitem Wand Change**.

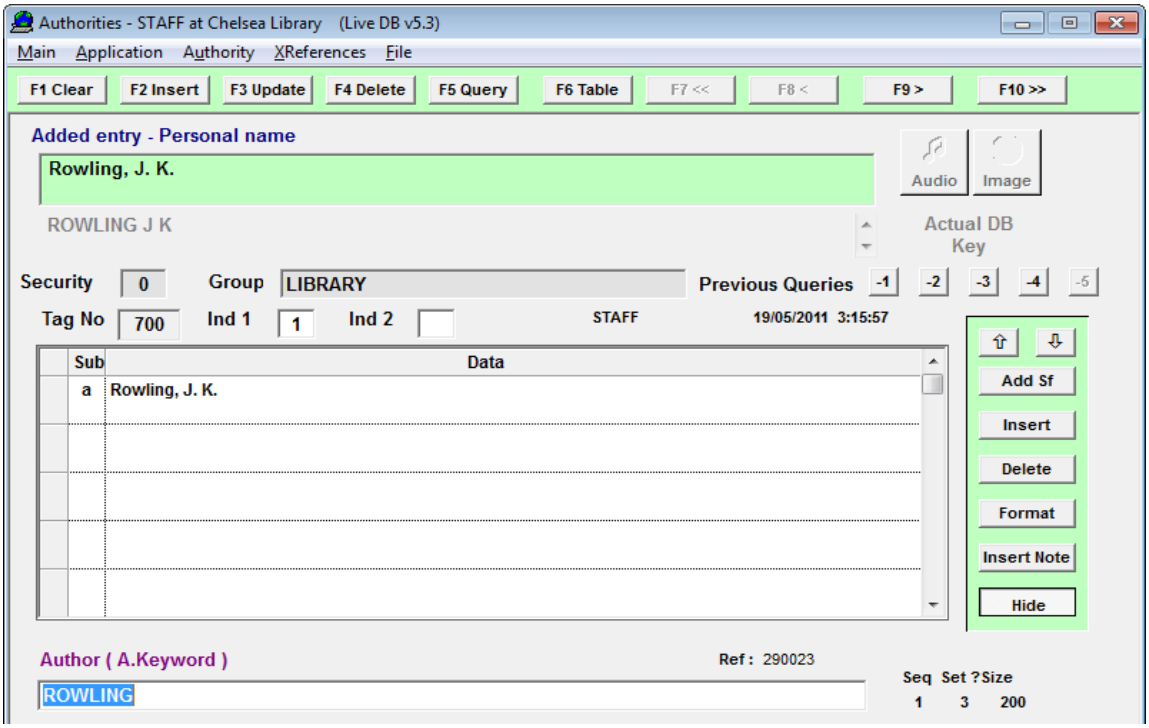
Before constructing a Where search consider:



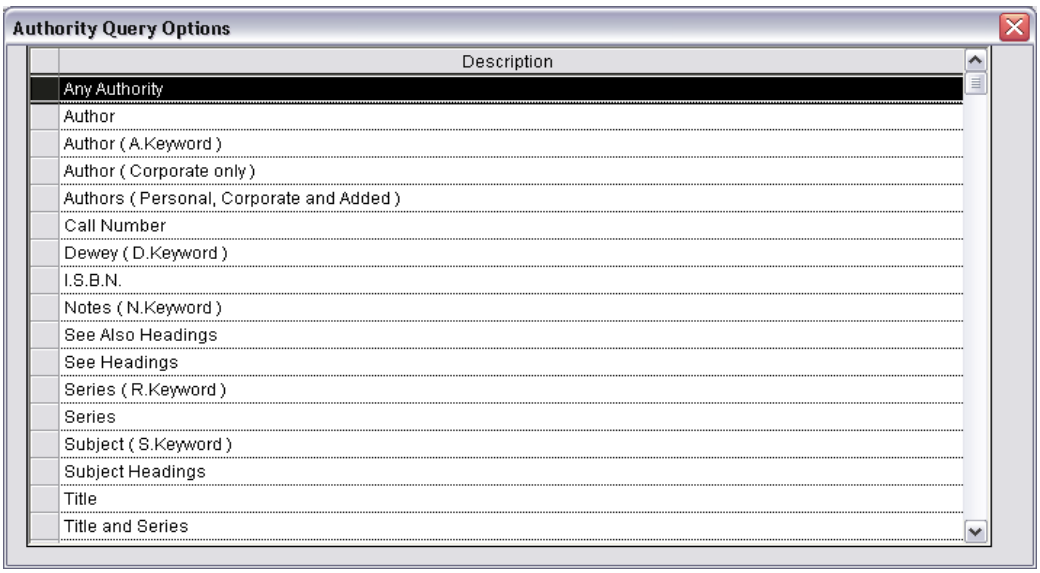
SEARCHING FOR AN AUTHORITY WITHIN THE AUTHORITIY MODULE

Type all or some of the Authority and select Query **[F5]**. You may also find Authority records via the Catalogue. When more than one record is found, the search results are shown as a table.

NOTE: *It is useful to visually check Authority tags for duplicates by searching e.g. 100 tags as an Author* ***Browse*** *Search for A entries, B etc.*

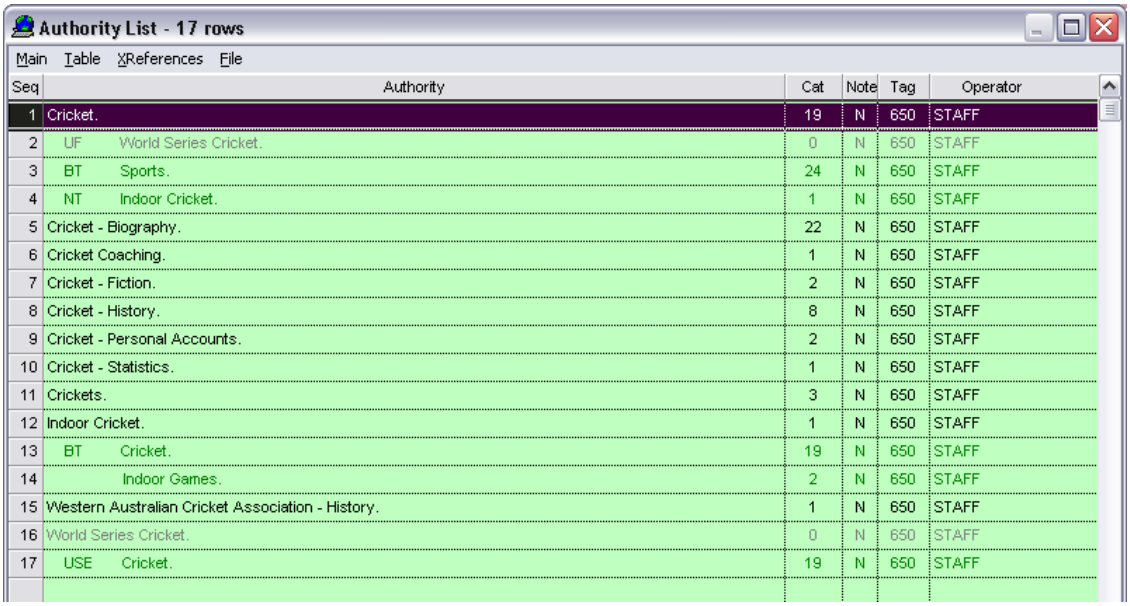


If an Enquiry option has previously not been chosen, a listing of options will display



1. To choose a new Authority search option, go to the Authority menu and choose Authority Enquiry
2. Wildcards can be used in searches for example : %CAT which will search anything that contains the term cat anywhere in the heading

3. When more than one record is found matching a query, results are shown as a table



Seq	Authority	Cat	Note	Tag	Operator
1	Cricket.	19	N	650	STAFF
2	UF World Series Cricket.	0	N	650	STAFF
3	BT Sports.	24	N	650	STAFF
4	NT Indoor Cricket.	1	N	650	STAFF
5	Cricket - Biography.	22	N	650	STAFF
6	Cricket Coaching.	1	N	650	STAFF
7	Cricket - Fiction.	2	N	650	STAFF
8	Cricket - History.	8	N	650	STAFF
9	Cricket - Personal Accounts.	2	N	650	STAFF
10	Cricket - Statistics.	1	N	650	STAFF
11	Crickets.	3	N	650	STAFF
12	Indoor Cricket.	1	N	650	STAFF
13	BT Cricket.	19	N	650	STAFF
14	Indoor Games.	2	N	650	STAFF
15	Western Australian Cricket Association - History.	1	N	650	STAFF
16	World Series Cricket.	0	N	650	STAFF
17	USE Cricket.	19	N	650	STAFF

4. The display can show all Authority or only those that are used in the Catalogue
   [See section on **Show Unused / Used Authorities** in the **Authorities** Training Manual]
5. To view a particular **Authority**, double click the line.
6. The main **Authority** window will return with the selected Authority displayed
7. **Authorities** can be searched for **'like'** or **'exact'** matches. For example: if the term "Sport and Politics" was being searched, typing in 'Sport and' should find the term. '= Sport' will not find the term because this search will find the exact **Authority** of Sport
8. When not using the equal sign anything like the term will be returned. You may add a wildcard '%' anywhere in the term. The system automatically adds one to the end of the term

ABCD	will return anything starting with ABCD
=ABC	will only return ABC
AB%D	will return anything starting with AB and containing a D
ABC\ABD	will return anything starting with ABC or with ABD. The slash means OR and may be repeated
=ABC\ABD	will return ABC plus anything starting with ABD

Note: *Duplicates can be removed once you have performed your query with the* ***AuthorityReplace*** *option*

This procedure can ***only*** be performed on Authorities that have the same Tag number

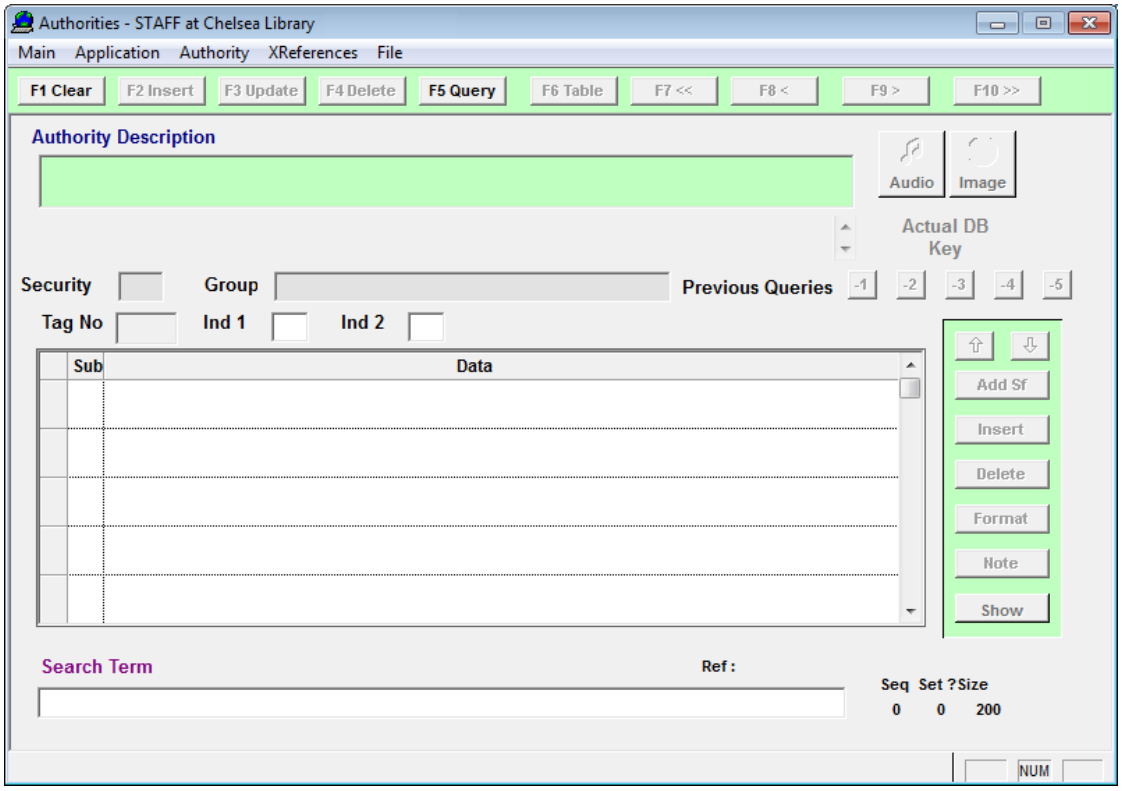
This procedure can ***only*** be performed on Authorities that have the same Tag number.

In the example, all occurrences of **Rowling, J. K.** will be changed to **Rowling, Joanne K., 1965-.**

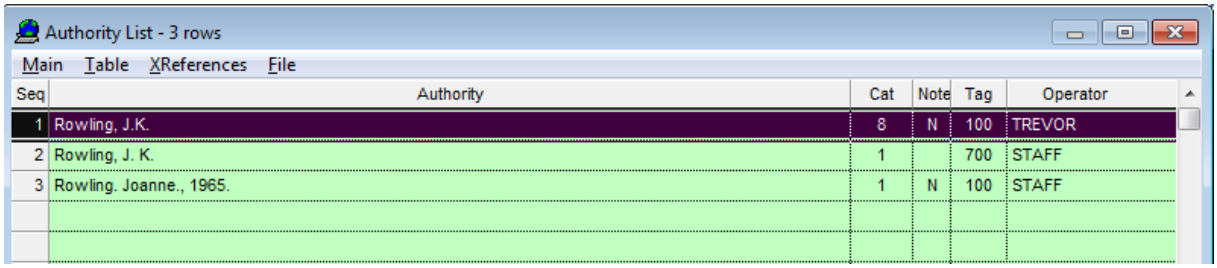
1. Launch the *Amlib* client

2. Go to **Main** > **Authorities** > **Authorities** – the Authorities screen will display

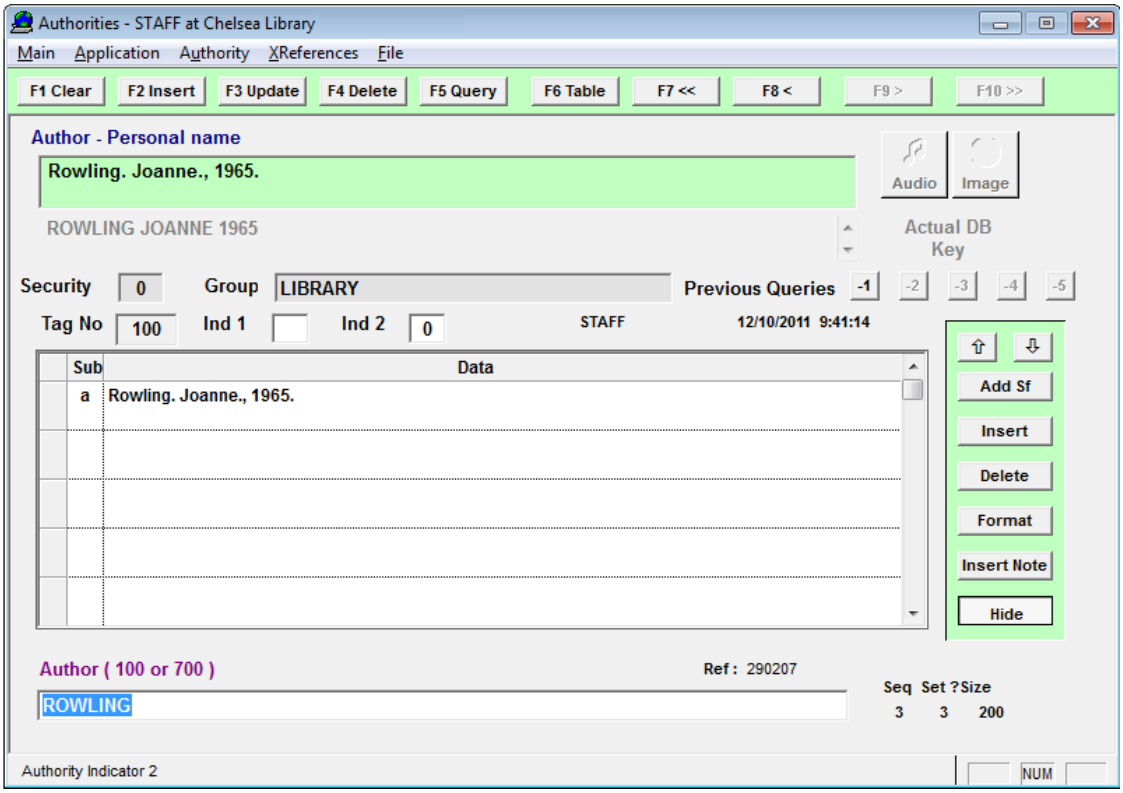
3. Find the CORRECT term that is to be used as the *replacement* by typing some or all of the term and clicking the **F5 Query** button



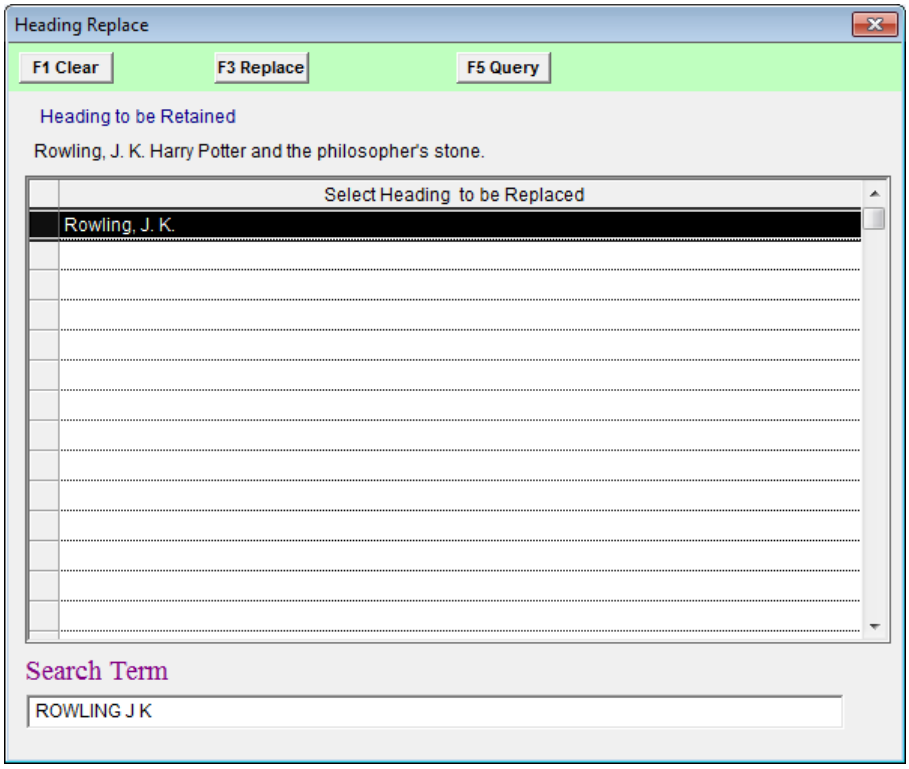
4. The results will display in the Authority List screen:



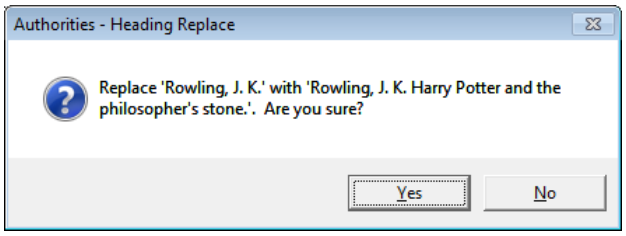
5. Double-click the CORRECT tag to select it – the CORRECT tag will display in the Authorities screen – in this example: **Rowling, Joanne K., 1965-**



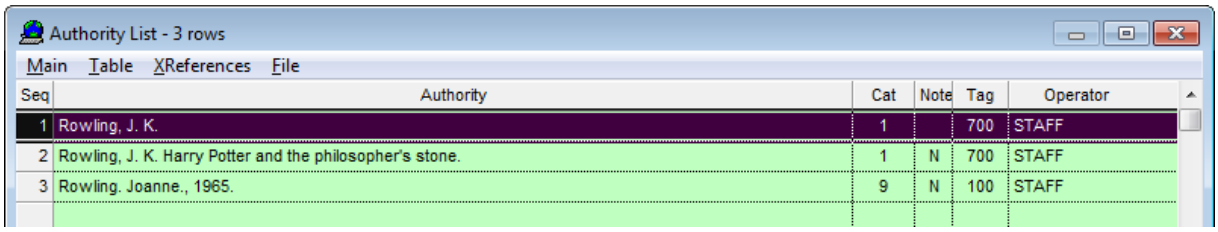
6. From the Authorities menu, select **Authority** > **AuthorityReplace** – the Heading Replace screen will display:



7. Find the INCORRECT term to alter to the correct term (for example: **Rowling, J. K.**) using the **F5 Query**
8. Highlight the heading to be replaced and click the **F3 Replace** button
9. A prompt will display with the following message: **Replace 'INCORRECT' with 'CORRECT'. Are you sure?**



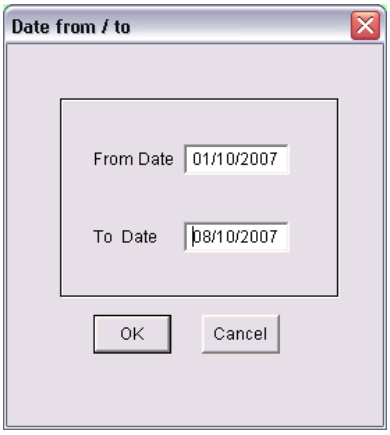
10. Clicking the **Yes** button will alter all instances of '**Rowling, J. K.**' to be replaced with '**Rowling, Joanne K., 1965 -**' (the term that is replaced will be deleted)



Authority Date Greater Less

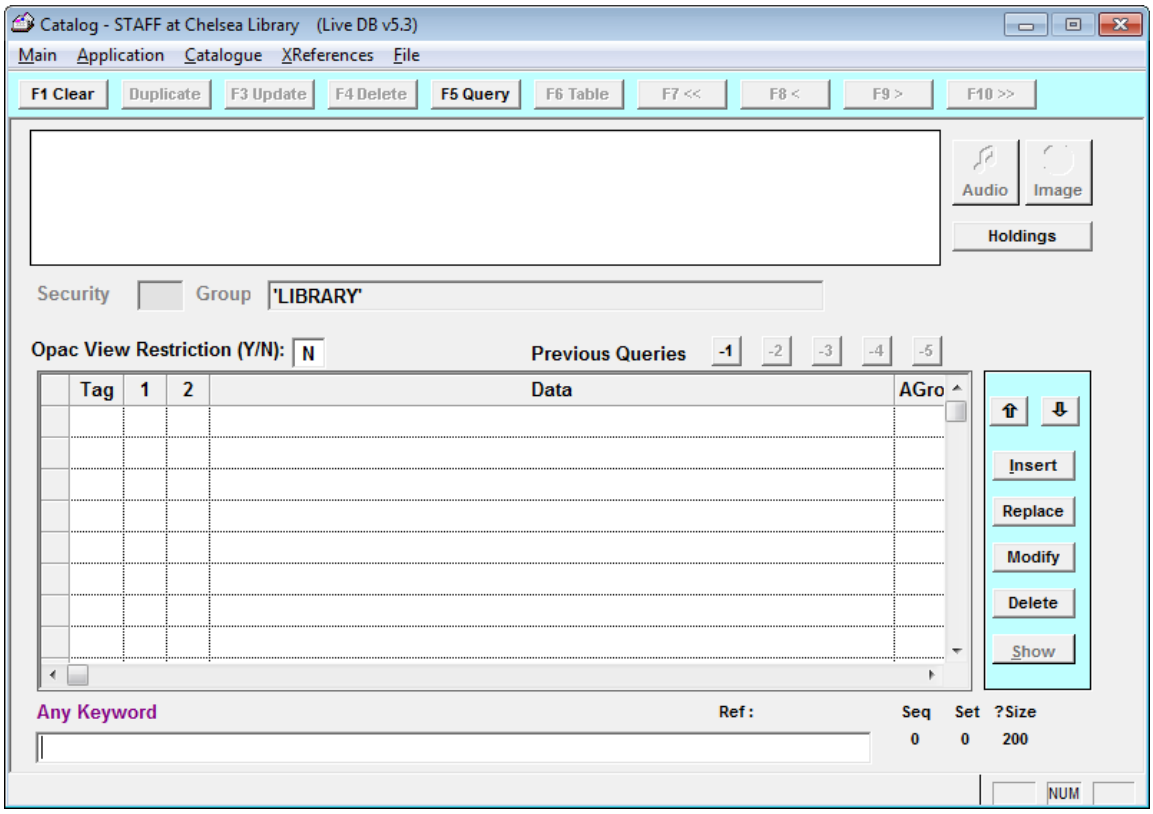
From the **Authority** Menu, it is possible to set a Date search, using a From Date and a To Date. To see Authorities that have been changed,:

1. Select **Authority** > **Authority Date Greater Less**.
2. A Date from/to window will appear.
3. Change the dates or leave the dates which are set to show the last 7 days.
4. Click **OK**
5. A table of authorities will be displayed



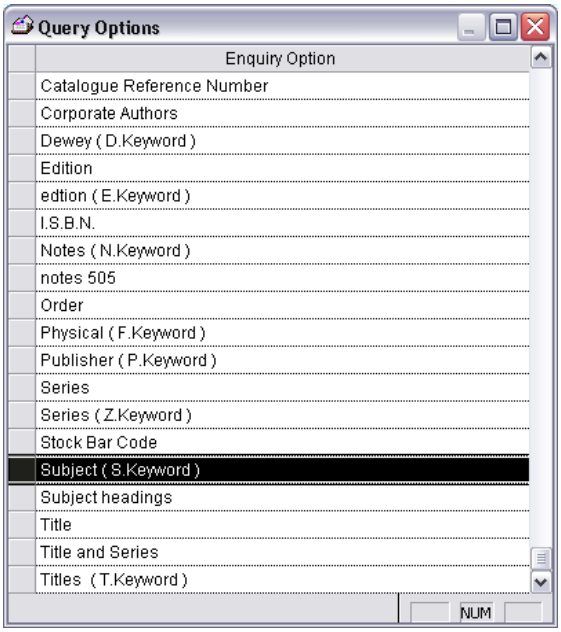
SEARCHING FOR CATALOGUE ITEMS

Catalogues may be searched in a number of ways depending upon how parameters have been defined at your installation. You may also find Catalogue records via the **Authority** and **StockItem** module.



1. Type all or some of the Catalogue entry for example: Part of a Title, and select **F5Query**
2. Catalogue records can be searched via Browse (alphabetical) or Keywords.
3. If an Enquiry option has previously not been chosen, a listing of options will display

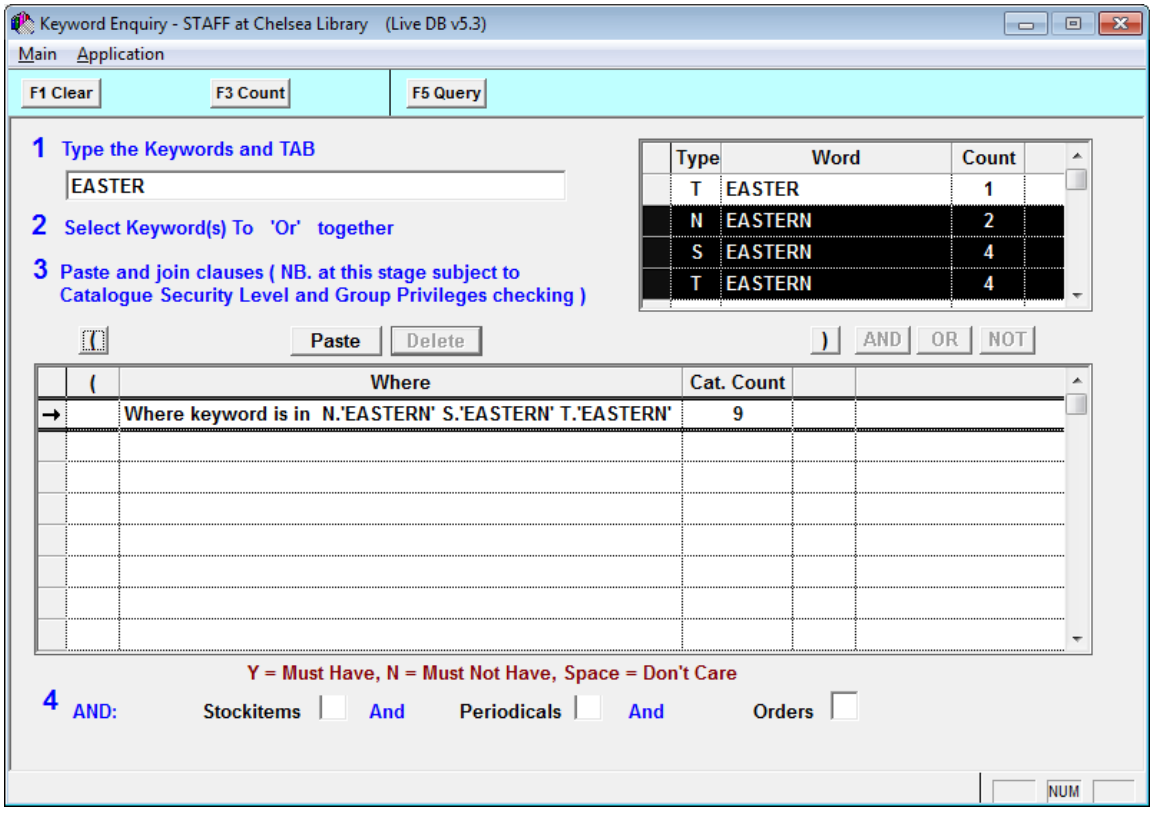
Note: *It is possible to create your own Browse search options through Catalogue*



Keyword Searches in Catalogue

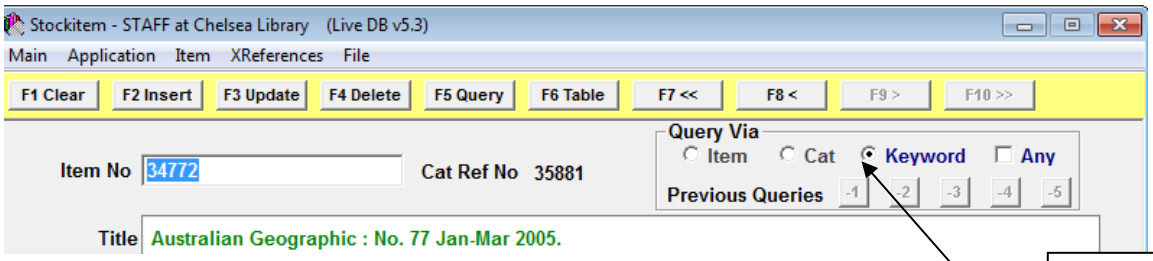
Keyword search is available in **Catalogue**, **Application**, **CatKeyWord**. This search gives an indication of the number of results (Type) found in Subject (S), Title (T), Notes (N) for example.

Multiple items can be selected from the Word box by holding down the Control key and clicking with the mouse.



1. Type the **search term** in **Box 1**
2. Press **Tab**
3. Select **keywords**
4. Press **Paste**
5. Optional select **Stockitems, Periodicals and/or Orders**

Searching for Stockitems

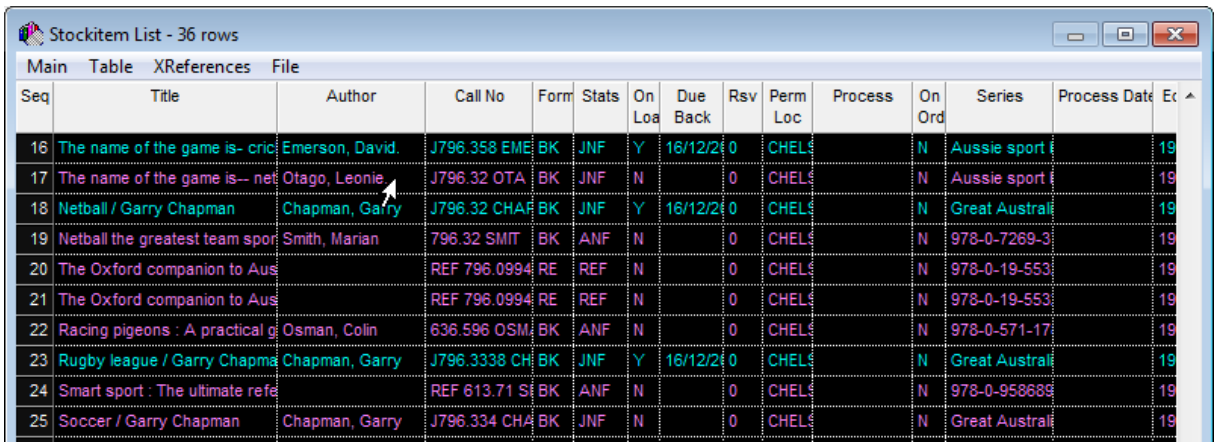


Query via Cat, item, Keyword or Any Keyword

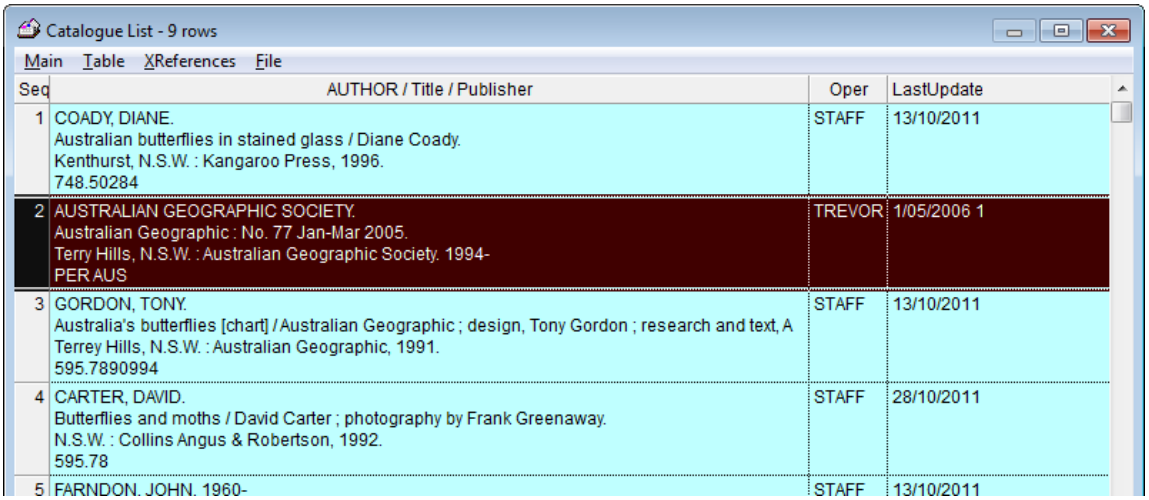
Query via:

1. Item - Browse search for data displayed within the Stockitem Module
2. Cat - Browse search for data displayed within the Catalogue Module
3. Keyword – Searches any keyword using the line the Search Term was entered (the six lines available within Stockitem are usually Title, Author, Subject, Series, Publisher or Call No). Typing in the Subject line will search only Subject keywords.
4. Any - Searches for any keyword for example: Even if the Search Term was entered in the Title line, the keyword will be searched across ALL Keyword codes in Title, Author, Notes, Subject etc.
5. Previous Queries - The last 5 searches are kept in case they need to be re-performed. Use the -1 to -5 buttons to select a previous search

Once the Stockitem Table is displayed, it is possible to **XReference** to Catalogue. Highlight the Stockitems and use the **XReference** Menu to link to Catalogue.



The Table will then display in Catalogue.



To view a particular **Catalogue**, double click the line. The main catalogue window will return with the selected Catalogue record displayed. Click on the **Arrow keys** to scroll through the listing.

XReference Facilities

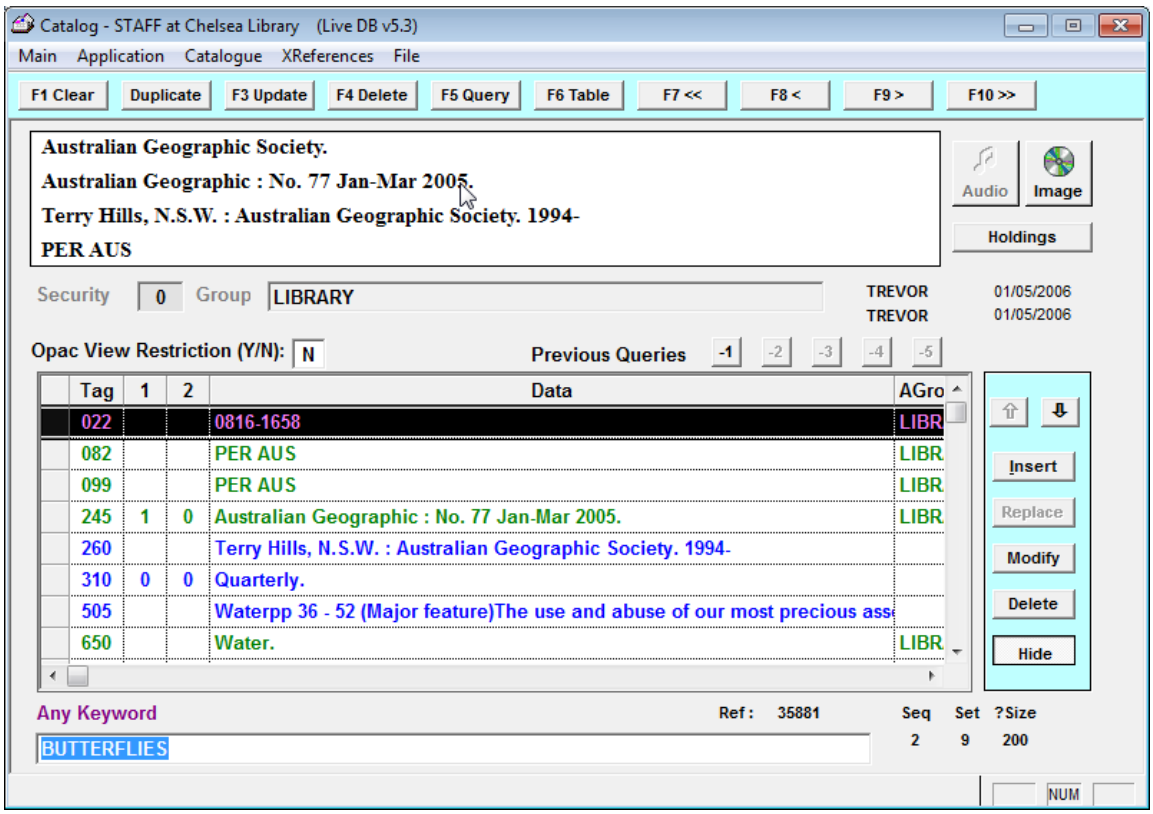
X References can be accessed from various applications to Authorities (for example, Authorities related to a certain Catalogue can be viewed from the **Xreference** menu in the Catalogue Application.

From the **Authorities** module, **Catalogues** and **Stockitems** associated with the **Authority** can be accessed from the **X Reference** menu

The **Keyword** prefixes (for example: A for Author) are defined in **Authority Application**, and may be different according to your defaults at installation. Prefixes may be typed in UPPER or lower case.

Cross Query

Once a catalogue is displayed in the Window (that is :Show its active) it is possible to highlight a tag (for example: a particular subject heading. For example Birds - Australia) and select **Cross Query**



Any items with the particular subject heading are displayed as a table. It is a method of **Cross Referencing** to other Catalogue records from the Catalogue screen.

Federated Searching

Federated Searching is the ability to search a combination of the Local Library, neighbouring Libraries, other Libraries, Databases, Encyclopedias and Websites in a single search as required.

In *Amlib,* this is possible by either ZSearch (Z39.50) or setting up E-files (for online articles and Websites)

Z39.50 is an international information retrieval standard Application Service between computer systems.

Please Note: To access Z39.50 Servers it is necessary to be able to exit through the Firewall for the Port defined for the Server. The default is usually Port 210 but some Servers do use other Ports (7990 being quite common)

Z39.50 Searching

Z39.50 is an international information retrieval standard that enables communication between computer systems, including those that operate on different hardware and use different library software (e.g. Amlib, Spydus, Sirsi, etc.). Searching of other libraries and databases is performed simultaneously in a single search (parallel searching).

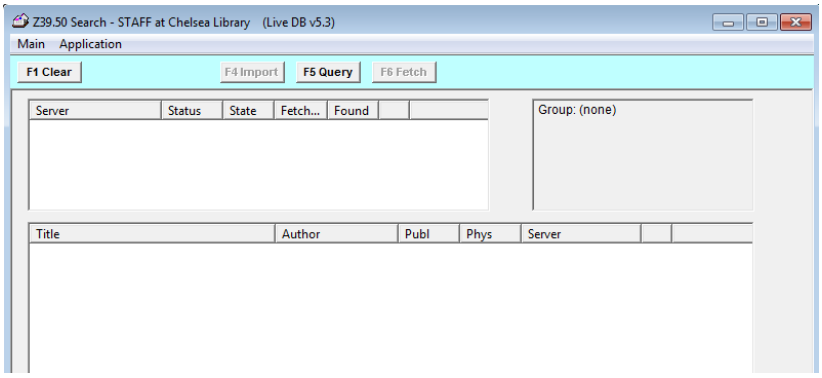
Amlib provides an integrated Z39.50 Client (also known as ZClient) within the *Amlib* Catalogue module for easily searching of other libraries and databases. The *Amlib* ZClient has an additional

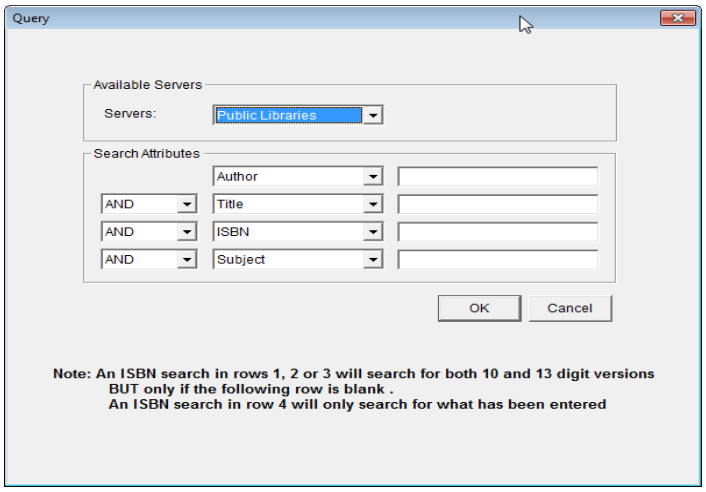
benefit of being able to select a range of records from a search result and **immediately** import into the *Amlib* Catalogue databases – an easy way for creating orders and importing marc records.

Please Note: Use of the Bibliographic records via Z39.50 is subject to the terms and conditions of the Source Library.

To use Z39.50 Searching

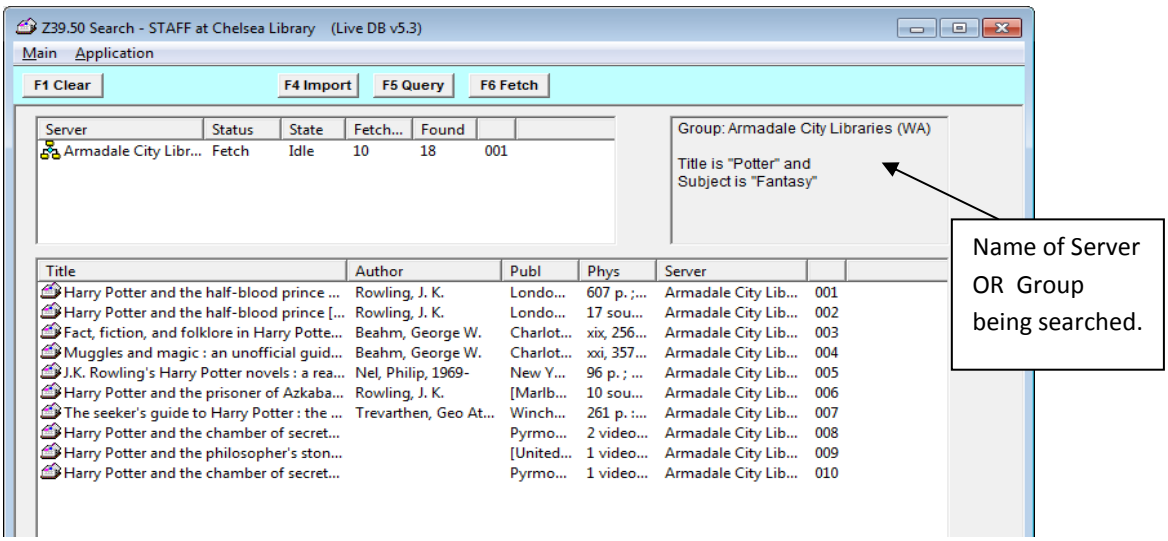
1. Launch the *Amlib* client
2. Go to **Main** > **Catalogue** > **Catalogue**
3. Select Application tab > **CatZSearch**





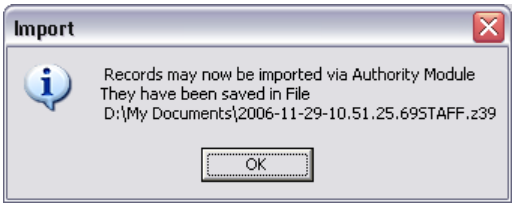
4. Click on the **down arrow** and select the **Server** or **Group** you wish to search by highlighting it.
5. Type in the search term for example: **ISBN**, **Title**, **Author**, **Subject** or combination of these. Click **OK**

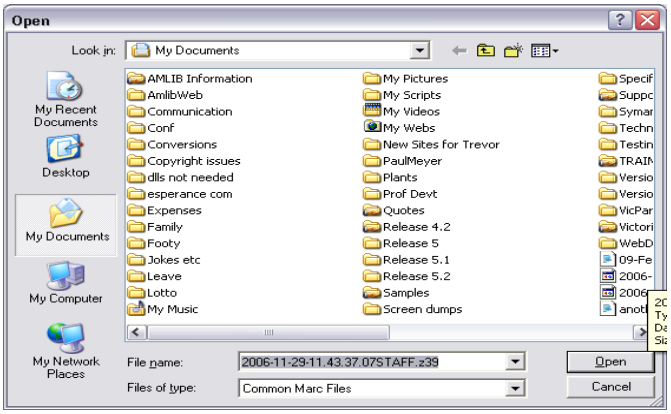
You will be returned to the Search window



You will now see the **Server**, **Default** number of items to display and **Found** this many records

To highlight records (hold the Ctrl key and click on records to highlight more than one record) and clicking **F4Import**, the highlighted records will saved to a Marc File shown in the dialogue box, to be imported into Amlib via Marc Takeup.





Marc Takeup will automatically load where the File name will display. Ensure the Folder is the correct Folder e.g. My Documents.

Schools can link to SCIS in this way. You will need to contact SCIS directly to get your IP address authorised and they will supply the details of the SCIS z39.50 details you will need to set them up as a Server to be accessed through Z39.50.

z39.50 Searching: Settings and Parameters

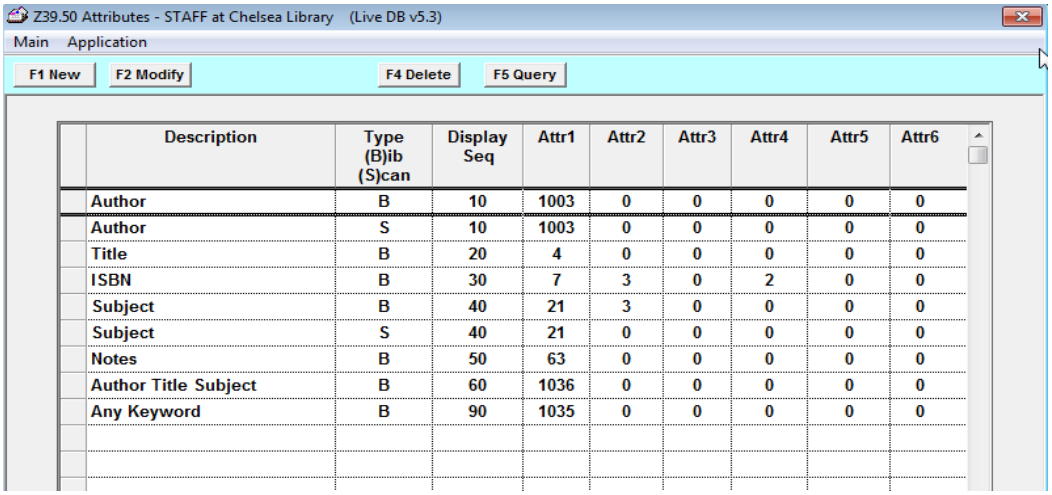
CatZAttributes

Attributes create the sequence of display of the records returned.

1. Launch the *Amlib* client

2. Go to **Main** > **Catalogue** > **Catalogue**

3. Select **Application** tab **> CatZAttributes**

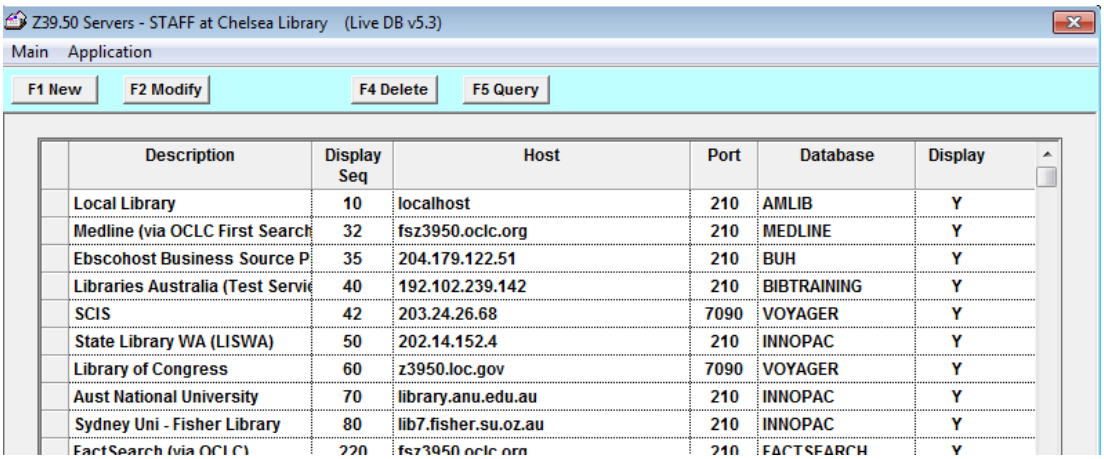


Description	Type (B)ib (S)can	Display Seq	Attr1	Attr2	Attr3	Attr4	Attr5	Attr6
Author	B	10	1003	0	0	0	0	0
Author	S	10	1003	0	0	0	0	0
Title	B	20	4	0	0	0	0	0
ISBN	B	30	7	3	0	2	0	0
Subject	B	40	21	3	0	0	0	0
Subject	S	40	21	0	0	0	0	0
Notes	B	50	63	0	0	0	0	0
Author Title Subject	B	60	1036	0	0	0	0	0
Any Keyword	B	90	1035	0	0	0	0	0

a. Bib searches return **Marc records**
b. Scan searches return **Authorities**
c. Scan searches are not currently supported in *Amlib.*
d. Attr1 concerns the **Use attributes** and should be set up as displayed here.

CatZServers

Servers are the Libraries or databases you wish to search. **F1New** enables you to enter new databases to search. A list of accessible Z39.50 target databases in Australia can be found at the following link from the National Library http://www.nla.gov.au/libraries/z3950/z3950list.html



Description	Display Seq	Host	Port	Database	Display
Local Library	10	localhost	210	AMLIB	Y
Medline (via OCLC First Search	32	fsz3950.oclc.org	210	MEDLINE	Y
Ebscohost Business Source P	35	204.179.122.51	210	BUH	Y
Libraries Australia (Test Servi	40	192.102.239.142	210	BIBTRAINING	Y
SCIS	42	203.24.26.68	7090	VOYAGER	Y
State Library WA (LISWA)	50	202.14.152.4	210	INNOPAC	Y
Library of Congress	60	z3950.loc.gov	7090	VOYAGER	Y
Aust National University	70	library.anu.edu.au	210	INNOPAC	Y
Sydney Uni - Fisher Library	80	lib7.fisher.su.oz.au	210	INNOPAC	Y
FactSearch (via OCLC)	220	fsz3950.oclc.org	210	FACTSEARCH	Y

Description = the description you will see in Amlib of the Library or database

Display Seq = the order in which you wish the list to display eg 1, 2, 3 etc. The number here needs to be unique

Host = the Internet Address of the Library or database. If this is not correct, you cannot be connected to perform a search

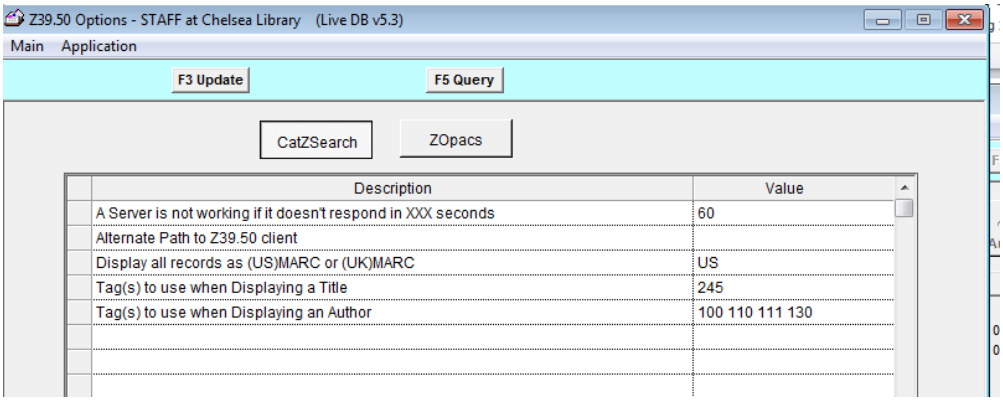
Port = TCP/IP port. The most common port number for Z39.50 is 210.

Server Type is generally **Other** unless it is an *Amlib* site

Database is the name of the database. This will also need to be supplied by the Library or database being searched

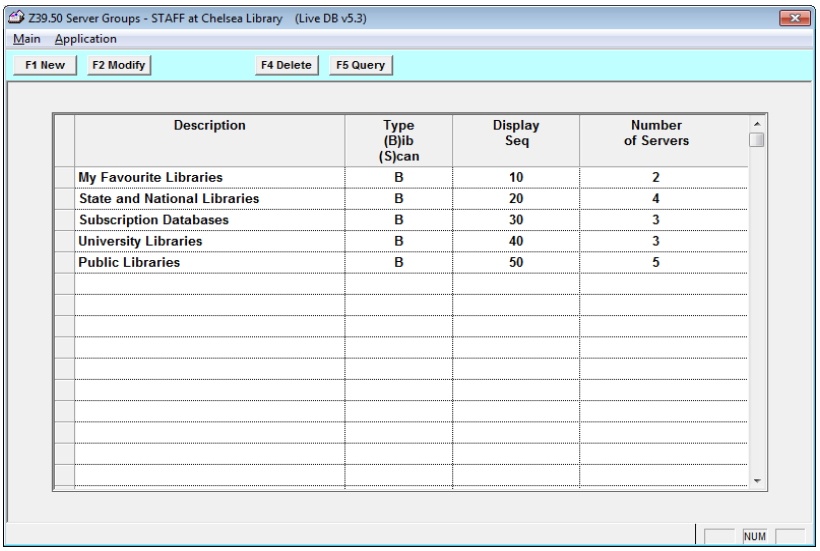
1. CatZOptions

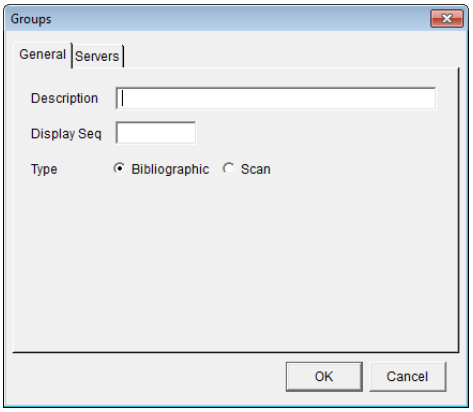
There are four options that are currently in use.

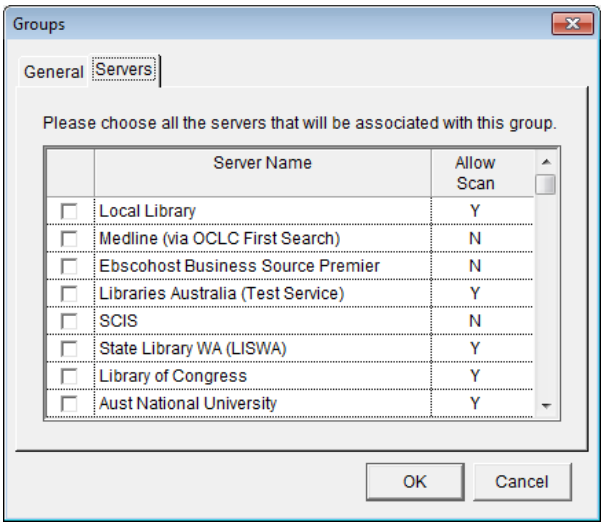


2. CatZGroups

The **Servers** being searched can be grouped together so that parallel searches are performed across multiple databases







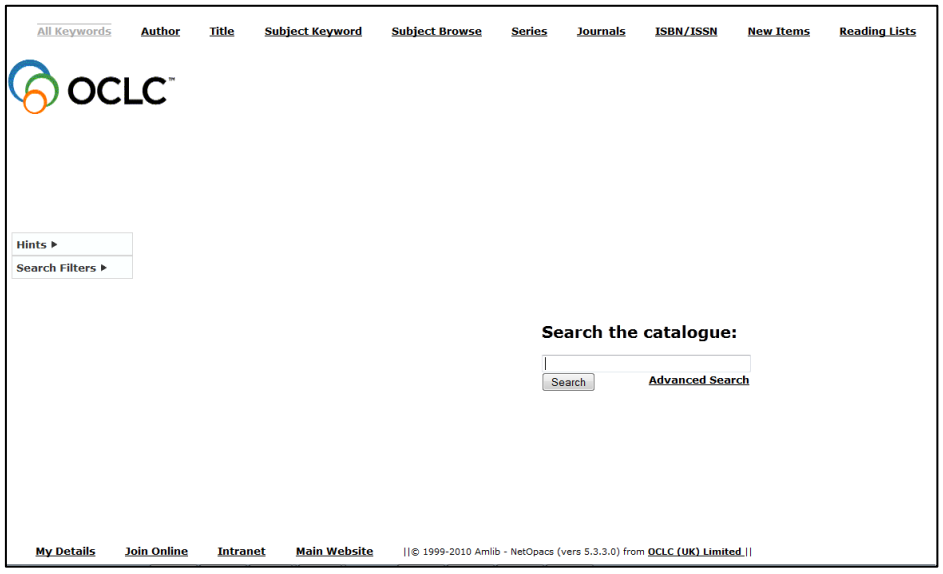
When you have entered the Description and sequence, you need to click on the **Servers tab** and tick the **Servers** you wish to be in this Group

NETOPACS

Please Note: The path for the *NetOpacs* is http://servername/Amlibweb/webquery.dll?

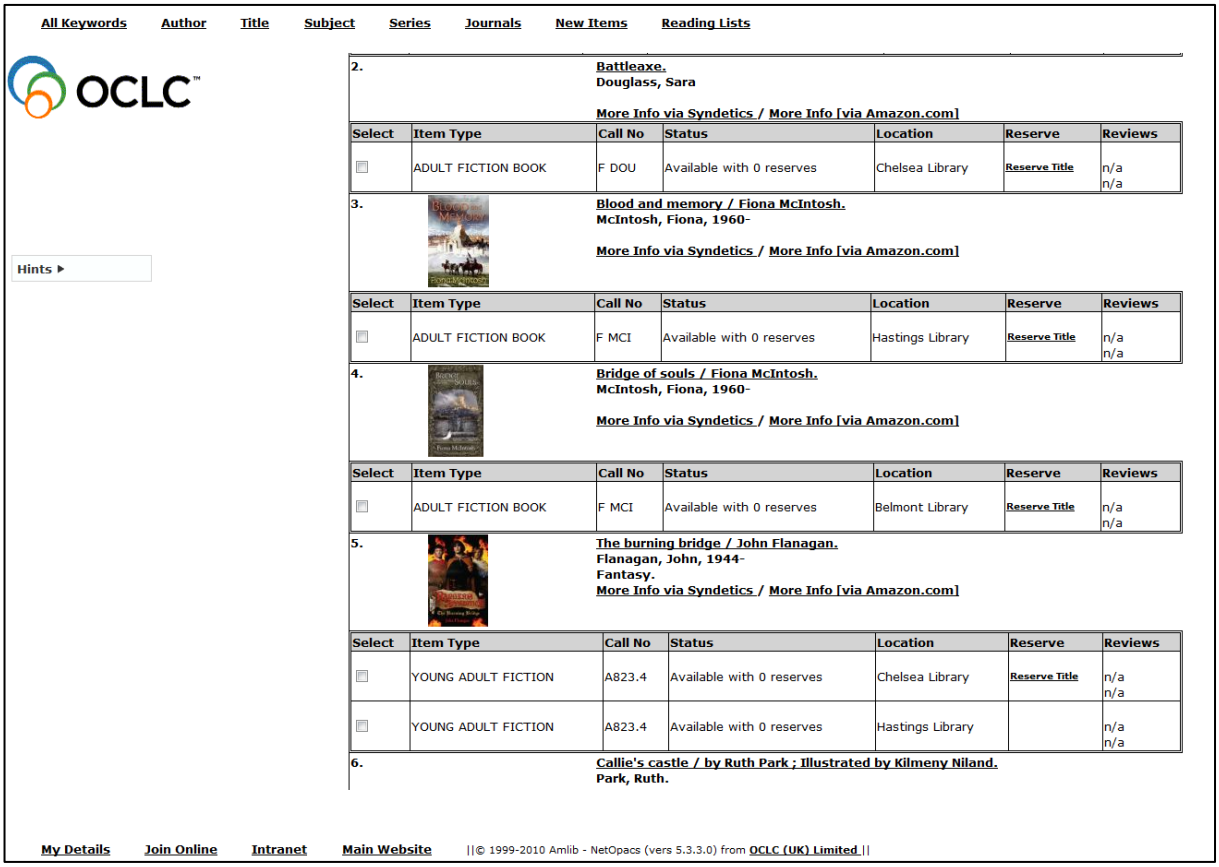
The Server name will depend on how your Server was set up. This can be found in Control Panel, Network on your Server. For example if the Server name was Libserver the path would be http://Libserver/Amlibweb/webquery.dll?

1. The searches are performed within a **Net Browser** e.g. Internet Explorer or Firefox.
2. The path can be set up as a Favourite so that the Library Search screen can easily be found or as the Default Home Page so that the Search screen automatically displays as soon as the Net Browser is activated.
3. Just like browsing an Internet site, the *NetOpacs* uses Hyperlinks extensively. A hyperlink is a **"hot spot"** that allows you to jump to another location.
4. The field includes display text, which is often blue and underlined, that the user clicks to jump to the specified location or extra information.
5. The **Main Menu** will vary depending on the Search options for example: Periodicals
6. Click on **search option** required. Enter the text to be searched and press Enter or click the Search button. Not all the text has to entered. For example **Dino** will display all items beginning with Dino, for example: Dinosaurs, Dinotopia etc.

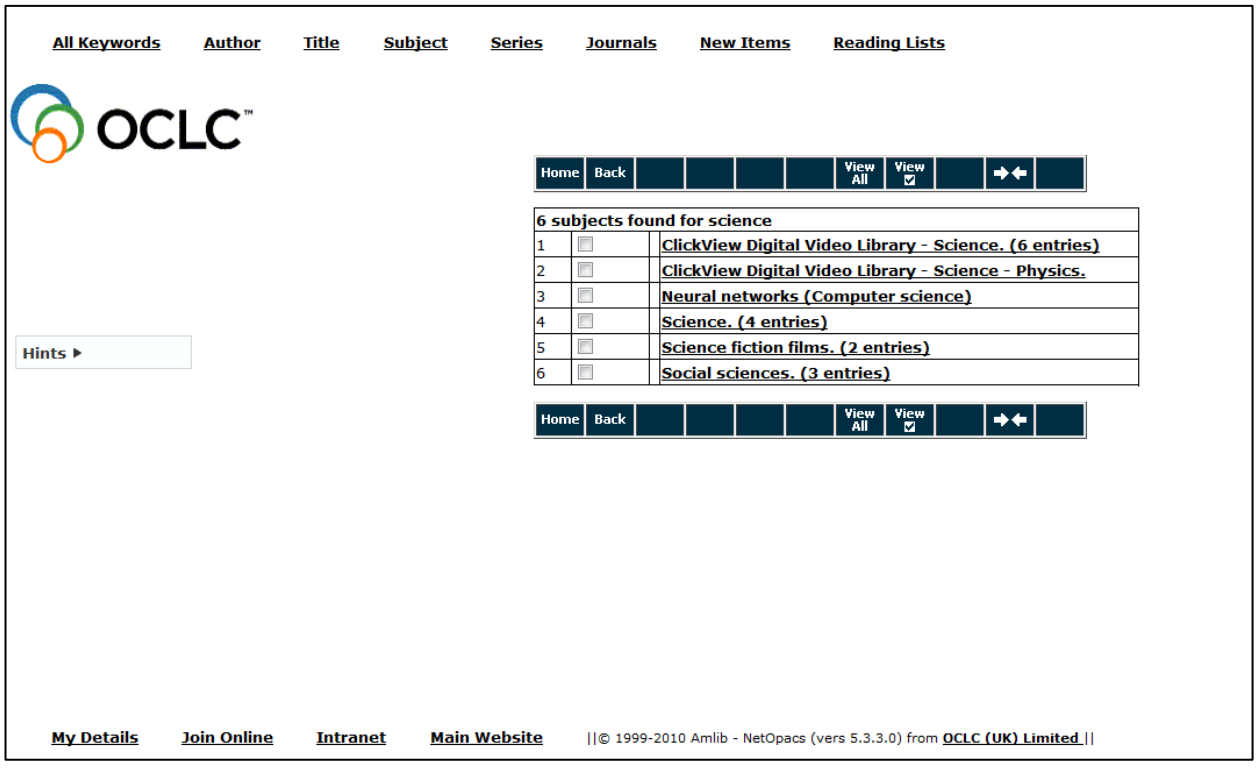


.

All Fields and **Title** searches will display the Stockitems found as a result of a search.

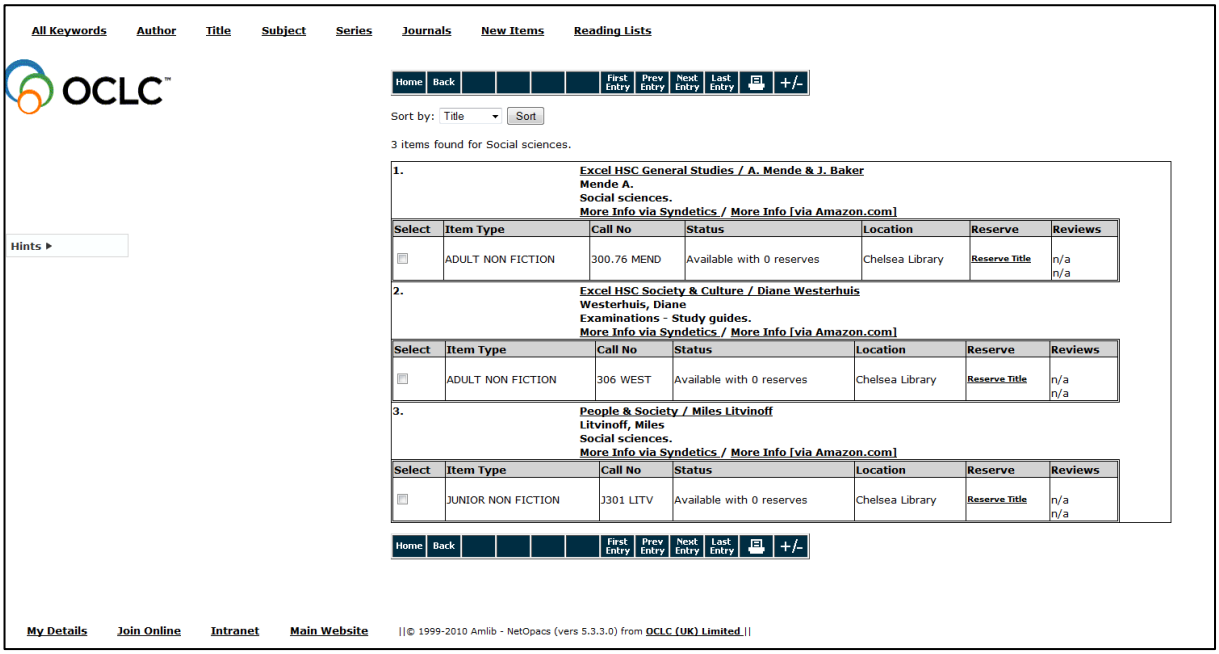


7. **Author** and **Subject** generally display an Interim Search Result where the Headings found will display first, and then the Stockitem display will follow.

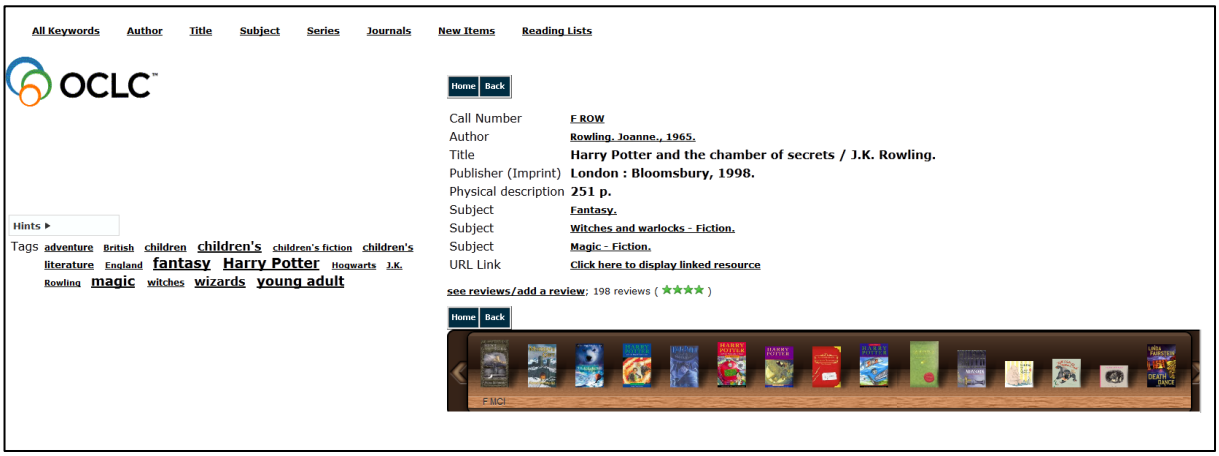


8. The Heading required can then be chosen by clicking on the hyperlink to open the items with that particular heading, choosing several headings or **View All**. The number of items the search has found is displayed in the top left hand corner.

9. The items found display with details of Title, Author, Call Number, Item Type, Status, Location and Floor Location.



The see the bibliographic details of each item, click on the **Title** hyperlink.

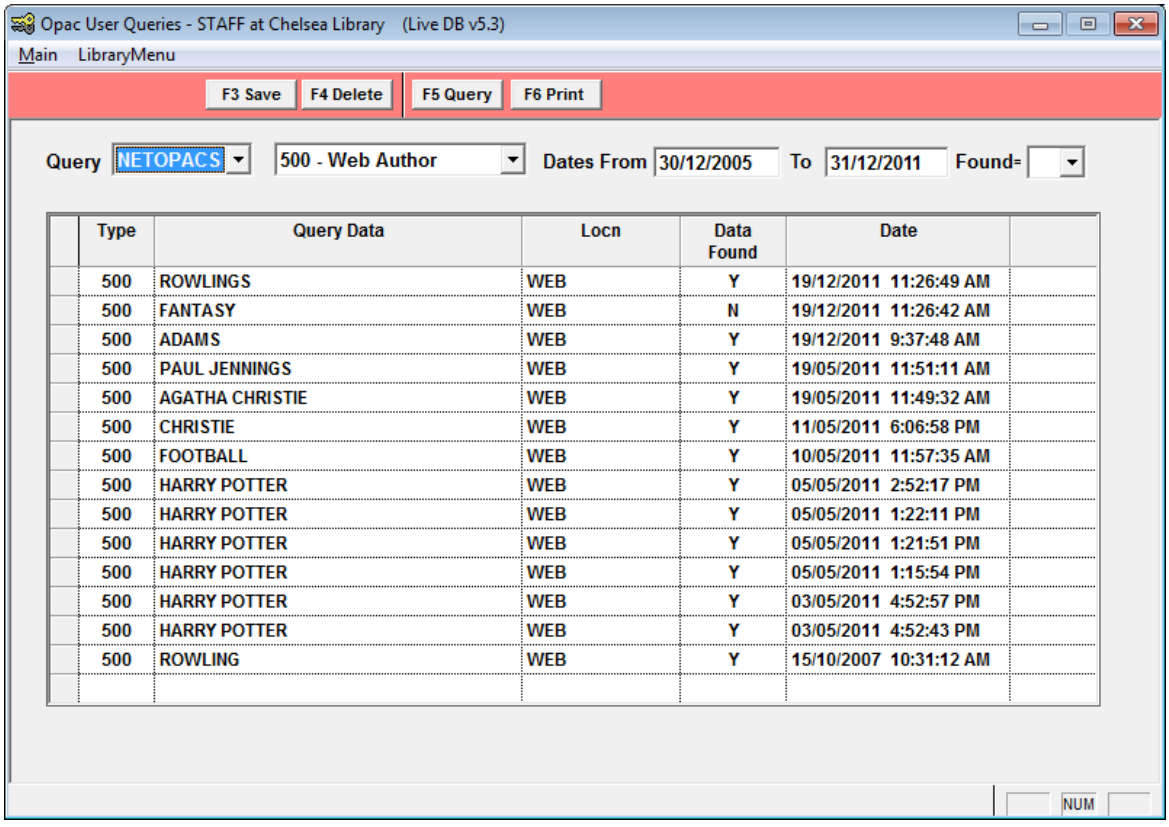


The hyperlinks displayed can be clicked to open up alternative searches. For example, Magpies can be clicked to narrow the search to only items with Magpies as a Subject Heading.

You can then go back through your steps by using the back button at the top of the screen. Other Buttons in the *Amlib* search also navigate you through the displays.

AMLIB NETOPACS NOW RETAINS HISTORY OF SUCCESSFUL & UNSUCESSFUL SEARCHES

The *Opac* User Query screen in **Supervisor > Installation > Library Menu** > **Opacs** > **OpacQueries** can be used to see all terms used, those not found and those found



Type	Query Data	Locn	Data Found	Date
500	ROWLINGS	WEB	Y	19/12/2011 11:26:49 AM
500	FANTASY	WEB	N	19/12/2011 11:26:42 AM
500	ADAMS	WEB	Y	19/12/2011 9:37:48 AM
500	PAUL JENNINGS	WEB	Y	19/05/2011 11:51:11 AM
500	AGATHA CHRISTIE	WEB	Y	19/05/2011 11:49:32 AM
500	CHRISTIE	WEB	Y	11/05/2011 6:06:58 PM
500	FOOTBALL	WEB	Y	10/05/2011 11:57:35 AM
500	HARRY POTTER	WEB	Y	05/05/2011 2:52:17 PM
500	HARRY POTTER	WEB	Y	05/05/2011 1:22:11 PM
500	HARRY POTTER	WEB	Y	05/05/2011 1:21:51 PM
500	HARRY POTTER	WEB	Y	05/05/2011 1:15:54 PM
500	HARRY POTTER	WEB	Y	03/05/2011 4:52:57 PM
500	HARRY POTTER	WEB	Y	03/05/2011 4:52:43 PM
500	ROWLING	WEB	Y	15/10/2007 10:31:12 AM

At the Top of the Screen set the Query options and select the **[F5] Query** button.

The **Query** buttons include:

Query used

a. Netopacs
b. Opacs (traditional style)

Search

These are set by the **Stats Params** for *Netopacs* and the Button Numbers for *Opac*. For example:

a. 500 WebAuthor

b. 501 WebTitle

Dates

Enter the **Date range** (Date from and the Date to **Note:** *Amlib* will enter the / if the correct format is used e.g. 01/08/07)

Found

Arrow down to find the correct setting

a. All (Left blank)

b. Y (Only finds the successful search terms)

c. N (Only finds the unsuccessful search terms)

Please Note: Unsuccessful Searches can be used as a basis for Cross References, so that the terms typed can be directed to a preferred term, for example: **Teenagers** SEE Adolescents or **Car Repairs** SEE Motor Vehicles – Maintenance and Repairs or **Cooking** SEE Cookery

SEARCH TIPS IN AMLIB

Expanded Searching

The whole term does not have to be typed (Note though that exact searches will be done on a certain number of characters – set in Supervisor e.g. 2) Other than that, if a set of characters is typed in, the search will bring back any items with that set of characters or an expansion on that.

For example search for **Din** and if Enter is pressed the search will bring back everything that starts with Din.

DINOSAURS

DINNER

DINGHY

And if **Dino** and Enter is then pressed the search will bring back everything that starts with Dino

DINOSAURS

DINOTOPIA

Basically the more you type, the narrower the search…

Plurals/Fuzzy matches

(set up in Supervisor) allow plurals to be included in the search for example by typing in *Helicopter* will also result all the items with the term *Helicopters* to be included in the results listing

Punctuation

Is stripped from the Term for the search - Basically, **you can not** search any punctuation

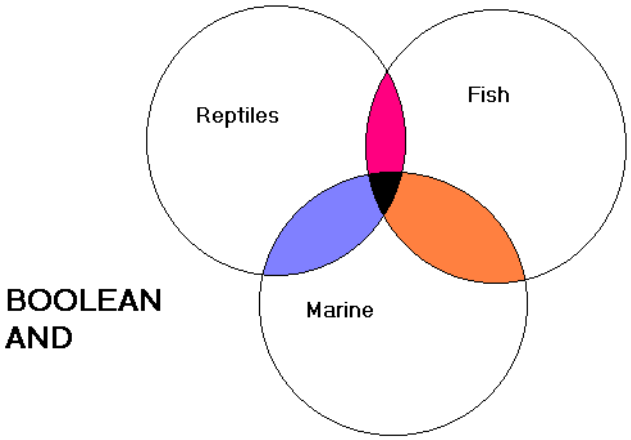
NETOPAC SEARCHING

Boolean Searching

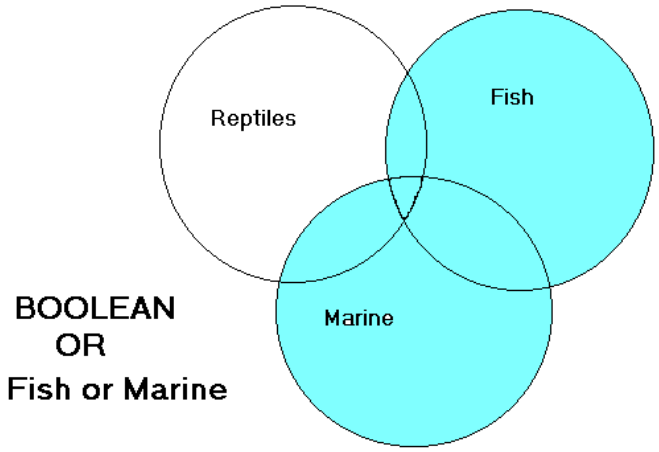
Only available on some *Netopac* screen designs

Advanced Searching

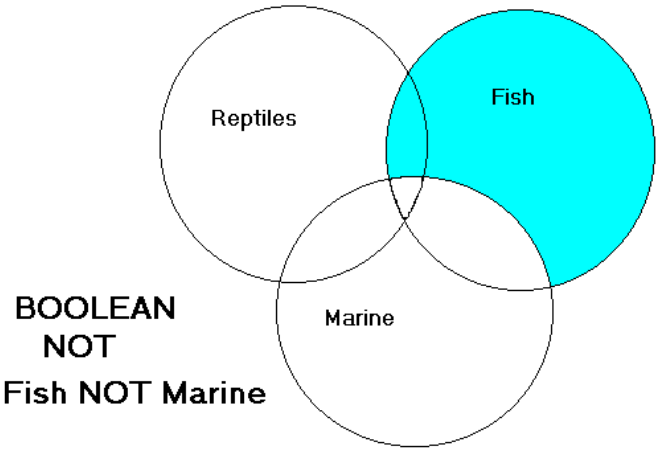
Boolean Operands can be used for example **AND, OR, NOT**



The middle section would include: Fish AND Marine AND Reptiles. Searches that are entered with more than one word e.g. GOLD MINERALS would do an automatic AND Boolean search for example: Gold AND Minerals.



OR searches look for **keywords** in either the search terms, which bring up a very broad search. Any **keyword**s with Fish OR Marine would display in this example.



Boolean **NOT** Searches restrict the search by a Term e.g. Fish NOT Marine restricts the search to items that include the term Fish but where Marine is not included as a term

a. Typing more than one term invokes an "AND" Boolean search which narrows the search. They do not have to be typed in any specific order
b. Other Boolean Searching can be done in **Keyword** searches, using OR and NOT
c. *NetOpac* **Keyword** allows NOT Boolean searches, which restrict the search e.g. *Fish* NOT *Freshwater*
d. *NetOpacs* allows for OR searching in **Keyword** searches e.g. *United Kingdom* OR *England*, *Purple* OR *Mauve*. Or searches broaden the search allowing the incidence or EITHER term.

Keyword Searching

Any term in the **Text** or **Authority** is searched. This allows for a broader search.

For example, if an **Author Keyword** search is being performed, the Author's first name or surname can be typed first, for example, Jennings Paul or Paul Jennings.

Search Terms

a. If a search term is not successful, it may be necessary to try a broader term. For example, if nothing is found for Trout, try Freshwater Fish. If nothing is found for Canaries, try Cage Birds or Aviaries etc.

b. If too many results are found, try entering a narrower term or adding a term to the Search string to limit the results. For example: you search for *Astronomy and* you get too many hits? Then analyse what terms will be of interest, for example: Stars, Planets etc. and either add this term to the original search term or search for the alternative term.

c. If you then search for *Planets* and you still get too many hits? Then analyse what will be of particular interest and try a narrower term, for example: *Mars, Venus, Pluto* (Note: with the these Planet names it could be wise to keep Astronomy in the search string to eliminate Greek Myths and chocolate bars from appearing in your search results!)

Getting More Details

Checking out the Catalogue record or Display (Item Details) give more information about the item.

Click the Hyperlink in the Title in the Catalogue being displayed with detailed Bibliographic information – clicking on hyperlinks within the Catalogue, for example: Subjects or Author allows searching on these headings. You can always go back through to the original search results by using the back buttons!!

Leading Articles and Ignoring Common Terms

Words like "An, A, The" are stripped out of searches and not searched, as are single characters and certain common words within **Keyword** searches (e.g. Book, Print etc.) These are known as **StopList** inclusions and are set through the system.

Refining searches

Special Searches can be defined using the Restricted Search facility. This enable searches on particular Form codes, Stats codes, Locations, new items etc. using the normal search features.

For example: search for Sport but only within the Video Collection.