Search

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Search
The Search module allows users to search the database for items and people. (In other library management systems, it is often called the OPAC.) Search also includes a New Items list, News and Resource Lists.

Search can be opened either from the Main Menu, from Circulation or from the Search desktop icon.

Many other library systems call Search "Online Public Access Catalogue" or OPAC. Online refers to being on a computer, not necessarily on the Internet. Public Access means that people other than library staff have access to the catalogue.

Note: Older versions of Bookmark called Search, Public Access or PAW. Bookmark 10’s Search module is very similar to PAW-2 but has a few changes and some new features.
The Search Process

1. Choose type of search – e.g Keyword, Title, Series, Subject, Author.
2. Type search term(s).
3. Optionally select either Words Anywhere or Begins With search strategies.
4. Optionally limit search based on Item Type, Location and/or, Lexile.
5. Start search.
6. If Series, Subject or Author, select series, subject or author from list displayed. Titles are then listed.
7. View titles.
8. Select individual title to view details if required.

Other activities can include:-

- Save titles found by a search into a Bookbag
- Transfer contents of the Bookbag into a Resource List
- Print list of titles found
- Read reviews about an item
- Write a review of an item
- Reserve a title
- If the entry is a website or ebook or an electronic resource, open it
- Perform a Power Search if a basic search is not accurate enough
- Look up your details – items on loan, in your history, reserved, your lists
- Read library news
- Look at Resource Lists
Search Screens

There are two different presentations for the Search menu screen available, either of which you can set as the default. (Users are unable to change this.)

Large Buttons Menu Style

Icons Menu Style

The exact steps to perform a search vary slightly with each Style. The Icons Menu Style requires fewer "screen layers" and is more "Google like" in the way it works.

As well, there are two search entry screens used for the Large button menu screen. These screens are not applicable to the Icons menu screen.

The second style presents "steps" users follow to perform a search. Experienced users may not require this. Again, users are not able to select the style. This is done by the librarian in Search Controls.
Results Screen Options

The *results screen* can be presented either in columns OR rows.

The default is predetermined in the controls, but can be changed on the results screen itself.

**Titles listed in Row format**

![Row format example](image1)

Row format can display book covers and more information but Column format displays more titles and can be scrolled easily.

**Users can switch between the formats.**
Item Details Screen

The *Item details screen* shows some cataloguing information on a single item along with a list of all copies. From this screen Reviews can be read or written and the item reserved if that is allowed.

"More" reveals more cataloguing details.
Installation and Setup

The Search module is designed to be used on its own as well as from the Main Menu and Circulation.

It is installed with Bookmark.

If you are only using one computer, then just click on Search on the Main Menu or Circulation.

Search can be set up with its own icon on as many workstations as your network allows. This is done by making an icon which links back to the "Bookmark host" computer (a server or the librarian's computer).

Details of this can be found in the Networking Guide.
Screen Options

Four screen layers are involved:
- the *Menu screen*
- the *Search Entry screens*
- the *Results screen*
- and the *Details screen*.

All but the last layer offers two choices of layouts.

The *Menu screen* can have either large buttons (followed by a search screen), **OR** an icons type screen which melds both the Menu and search entry into one screen.

Menu screen with Large Buttons.

Menu screen combined with Search entry.
The Results screen can be either Columns OR Rows. The default is predetermined in the controls, but can be changed on the results screen itself.
The details screen gives the cataloguing information on a single item.

The Menu Screen/s

When first started, Search shows the standard Large Buttons Menu. This screen can be displayed either in Window mode or Full-screen mode.

The Titlebar

The Titlebar is the blue stripe across the top of the window. Most windows have a titlebar. In Search, this can be either visible or hidden.

On the right hand side of the titlebar are minimize, full screen and exit controls, shown as little boxes.

The minimize and exit boxes work, but the full screen box is inactive. The full screen mode is decided by the Search Controls.

The Small Buttons

The smaller buttons displayed at the bottom can be individually shown or hidden.

New Items lists the latest additions to the collection.

Power Search is intended for more complex searches using Boolean searching, and is for the teacher or the librarian.

Your Details gives information about the borrower.
News can be used for any general messages, to display an image or promote a book.

Bookbag is a temporary holding bay for lists of books. These lists can be turned into resource lists if required.

Resource Lists lists are lists of items made available as a special group.

Help offers information on searching.

Exit will leave the program as will the white X in the red box in the top right hand corner of the title bar. If Exit button and the titlebar are hidden, then pressing the ALT and the F4 keys at the same time will exit the program.

The Search Entry screen follows the large buttons menu. It is not applicable to the icons menu, which integrates both screens into one.

There are two types of search entry screens: a straightforward data entry screen or a labelled step-by-step data entry screen.

The Advance Search Limiters on the screen help refine the search.

Type of search offers two search strategies: Words anywhere or Begins with.

Limit by item type restricts a search to the selected item type.

Limit by Location restrictions a search to one location

Menu goes back to the search screen menus.
The Results Screen in Row Format:

Left of each row may appear a book cover graphic, if available.

Left of the title is an icon indicating the Item Type. Click on the icon or on Details to view the item's details.

The centre gives title, call number, author, and publishing details. If there are any reservations, holds or reviews, these may appear also.

On the right hand side, the item type, location status and item number are listed.

Items can be added to the Bookbag by pressing Add to bookbag. Once pressed this changes the item type icon.

Buttons along the bottom:

Print prints a list of all items found by the search.

Columns allows the look of the screen to be changed into column format, which shows more titles per page but not book covers.

Sort allows the order to be changed.

Bookbag button shows how many items are in the bookbag and allows access to it.

The oval arrow keys will page previous and page next, and go to the first or last page.
Search and closing the screen returns to the previous page. (large button menu option only).

Menu returns to the main menu screen.

The Results Screen in Column Format

![Key word search results](image)

Columns format shows the item type icon, the barcode number, the title, the call number, the item type or location, and the status.

Clicking on the top column labels will change the sort order.

Details will show the item details screen of the highlighted entry. Double clicking a title does this, too.

Print will print the list.

Rows will change the look of the screen.

Bookbag shows how many items in it, and pressing it opens the bookbag.

Search returns to the previous page. (large button menu option only)

Menu returns to the main menu screen.
The Details Screen

This gives some cataloguing information about the item and a blurb or summary description. Full cataloguing details can be viewed by clicking on More.

The grid at the bottom lists all linked items. The borrower name can be optionally hidden by default and only viewed via a password.

Reserve on the bottom will allow reservations. This can be hidden, too.

Print can be used to print the item's details.

Add to bookbag puts the item into the bookbag and changes the item type icon on the results screen.

The current or previous borrower is only visible if allowed. If not, a button labelled Borrower will appear. It requires a password to view borrower details.

Close returns to the previous screen.
Search Controls

A large number of configuration options are available for Search. These are provided in a Search Controls section.

Open Bookmark. Click on Controls and enter the requested password.

Click on Search Controls.

All changes are automatically saved when the window is closed.
Search Setups

Like Circulation, Search can have up to 4 different configurations. This allows customized screens for different types of users.

The lower left corner of the Controls window shows the current Search Setup. Setups are numbered from 0 to 3. Setup 0 is the default and applies wherever it is used. Setups 1, 2 or can be used to create unique configurations. Each setup saves settings into a different file.

To create a different Setup

Click on the down arrow key to the right of Default setup. Select the number of the setup. Adjust settings and save. This creates a "setup file". The next step is to tell Search to use it.

By default, Search always uses the Default setup (0).

To use a Setup other than the default, the desktop icon used to launch Search needs to be modified. This is done via the icon's properties window.

First, on the required workstation, create the desktop icon as detailed in the Networking Guide.

Next, right click on the icon then left click on Properties.

At the top of the Search Properties window, left click on the Shortcut tab at the top.

On Target line, after the filename BMSEARCH.EXE, add a blank space and then the number of the Setup to use: 1, 2 or 3. This tells the icon which Setup this particular instance of Search is to use. If another number or no number is present the default setup is used.

Click on Apply then OK.
Screen Display

Window and Full-screen modes
Search can be displayed either in "window mode" or "full-screen mode".

In addition, two menu styles are available: Large buttons and Icons.

**Window mode**

- Display Titlebar on top of window.

The window is optimized for display at a resolution of 1024 x 768 pixels or greater. (The example uses 1280 x 1024.) The size of the window cannot be changed other than to full-screen. While in Window mode, it can be temporarily resized but it will return to its normal size later.

**Full-screen mode**

- Display Titlebar on top of window.

In Full-screen mode, with this checkbox ticked, Search displays a titlebar across the top of the first menu. Having a titlebar permits Search to be minimized and moved around the screen. Removing the tick removes the titlebar, thus fixing Search in place so users cannot minimize it or close it using the Windows Close Control (red box with white X).
Search can still be closed by clicking on the Exit button. If the Exit button is also hidden the only way to close Search is by pressing ALT and F4 together.

**Menu style**
Either Large Buttons menu or Icons menu is the choice for a main menu screens.

*Large button menu style*

With this style, clicking on any of the large buttons opens another screen on which to enter a search. These buttons determine which field is to be searched.
Icons menu style

This screen integrates both the menu and entering a search, thus reducing one layer.

The search is typed in then the field to be searched is selected by clicking on a button beneath. If Enter is pressed, a Keyword search is performed.
Screen colour

This determines the background colour for all screens in Search. Press the Screen colour button for colour options. Reset turns all Search screens to their default colour, usually grey. The default colour is based on Windows "button colour" and may be different between different versions of Windows, themes, etc.

Click on the selected colour, then click OK.

Advanced offers the standard Windows colour selection dialog.
Visible Buttons

Placing ticks into these boxes determines which smaller buttons will appear lower on the menu screen.

Each of these buttons is explained later. In brief:

*Your Details* gives borrower information such as items on loan, in history, reserved and in resource lists. This can be password protected for privacy. Removing the tick hides this button so borrower searches cannot be made.

*New items* displays a list of items deemed "new" to the collection based on a criteria.

*Bookbag* allows selected items to be collected by multiple searches. The list can be printed or saved or used to create or add to a resource list.

*Resource lists* presents users with pre-defined public lists of items established by teachers or library staff.

*Power Search* allows searching several fields at one time. It can be used when basic searching is insufficient.

*Wizard Search* opens a window in which entries are displayed as users type. Only title, series, author and subjects can be searched here.

*News* is library news, the same as can be displayed in Circulation. It can be edited Controls.

*Help* presents a simple help screen.

*Exit.* Closes Search. If unticked, the button will not appear, in which case, to get out of the program, press ALT and the F4 button at almost the same time. An optional password can be required to exit.
**Item type icons**

Search displays icons next to items found. These icons denote the Item Type. They are shown next to titles in both the Rows and Columns formats.

The item type icons are set in Cataloguing / Authority Lists / Item Types. See the Cataloguing manual for details of how to set and change the icons. Note: the icons usually have to be set when first setting up Bookmark.

**Timeout**

If a user performs a search and leaves without going back to the menu, Search automatically pops back after a specified amount of time. This control sets the time delay.

Setting this to a value of 0 disables the popback feature.
Search and List Controls

These settings control the appearance of the search-entry and results screens. The Switches controls can also set some appearances as well. See later.

There are two different styles of search-entry screen. The style depends on whether the "Large button menu" or the "Icons menu" style is set.

**Large Buttons Menu Style**

**Icons Menu Style**

*Default Search type* is the default search strategy used by Title, Series, Author and Subjects searches.

Click on the droplist one to select.

The first two allow the user to also change the Search Type on the search-entry screen. The other two remove choice.

*Copies in title list* Shows either all copies or first copy (just the title) only. This changes the results display slightly as show below.

*Include all copies.* The status of each copy is displayed on the right.
Row format, *Show only one copy*. The number of copies is shown on the right and the number of copies available for borrowing is denoted in brackets.

*Show in column title list* determines whether Item Type or Location appears on the columns results screen. It does not affect the Rows format, which always shows Location on the right and an item type icon on the left.

*Search entry* determines which search entry screen is visible, either plain or steps. If the icons button is active this selection is greyed out.

*Titles listed in* Lists of titles found by searches are listed in either Column format or Row format. This choice sets the default users see first. Users can choose.

Column format lists all items found in a large scrollable list, therefore more titles appear on the screen.

Column format does not show book cover graphics but it does include item type icons.

Columns are sorted by clicking on the heading button at the top of a column.

The fourth column can be set to show either the item type or location as determined in the control *Show in column title list*. 
Click on the *Rows* button to switch to Row format.

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Call number</th>
<th>Item type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>21243</td>
<td>100 Things You Should Know About Cats &amp; Kittens</td>
<td>J636.8 Par</td>
<td>JNF Junior Non-F.</td>
<td>In stock</td>
</tr>
<tr>
<td>12754</td>
<td>The 59th kitten</td>
<td></td>
<td>FIC Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>9008</td>
<td>Aboard the Nancy Lee</td>
<td></td>
<td>BF Bridging Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>29026</td>
<td>The Adventures of Mrs Pepperpot</td>
<td></td>
<td>JF Pro</td>
<td>In stock</td>
</tr>
<tr>
<td>32857</td>
<td>Abby and the Cat</td>
<td></td>
<td>BF Dav</td>
<td>In stock</td>
</tr>
<tr>
<td>21466</td>
<td>All Cats have Asperger syndrome</td>
<td></td>
<td>NF Non-Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>1963</td>
<td>The Amazing Maurice and his Educated Rodents</td>
<td></td>
<td>F Pra</td>
<td>In stock</td>
</tr>
<tr>
<td>9828</td>
<td>The Amazing Story of Adolphus Tips</td>
<td></td>
<td>F Or</td>
<td>In stock</td>
</tr>
<tr>
<td>527</td>
<td>Angus And The Cat</td>
<td></td>
<td>F Gra</td>
<td>In stock</td>
</tr>
<tr>
<td>7150</td>
<td>Aristotle</td>
<td></td>
<td>F Gra</td>
<td>In stock</td>
</tr>
<tr>
<td>11456</td>
<td>Attack of the Bandit Cats</td>
<td></td>
<td>BF FLA</td>
<td>In stock</td>
</tr>
<tr>
<td>33125</td>
<td>Atticus Claw Belts the Law : Book 1 - Atticus Claw</td>
<td></td>
<td>BF Kin</td>
<td>In stock</td>
</tr>
<tr>
<td>33007</td>
<td>Atticus Claw Settles the Score : Book 2 - Atticus Claw</td>
<td></td>
<td>F Gra</td>
<td>In stock</td>
</tr>
<tr>
<td>23306</td>
<td>Ballet Knit</td>
<td></td>
<td>F Gra</td>
<td>In stock</td>
</tr>
<tr>
<td>14245</td>
<td>Big Cat Dreaming</td>
<td></td>
<td>PF For</td>
<td>In stock</td>
</tr>
<tr>
<td>33255</td>
<td>Big Cat, Little Cat</td>
<td></td>
<td>F Gra</td>
<td>In stock</td>
</tr>
<tr>
<td>22526</td>
<td>Big Cats</td>
<td></td>
<td>J699.75 Hug</td>
<td>In stock</td>
</tr>
<tr>
<td>25616</td>
<td>Big Cats</td>
<td></td>
<td>J699.75 Ham</td>
<td>In stock</td>
</tr>
<tr>
<td>36513</td>
<td>Big Cats</td>
<td></td>
<td>J699.75 Ham</td>
<td>In stock</td>
</tr>
<tr>
<td>25991</td>
<td>Billy Tobble's Moves Out!</td>
<td></td>
<td>JF Fea</td>
<td>In stock</td>
</tr>
<tr>
<td>34059</td>
<td>Bone Collector : Animals</td>
<td></td>
<td>JF DeP</td>
<td>In stock</td>
</tr>
<tr>
<td>7255</td>
<td>Bournon, Mr. Satie</td>
<td></td>
<td>JF DeP</td>
<td>In stock</td>
</tr>
</tbody>
</table>

Fewer titles appear per page but the covers are immediately visible along with additional information. This is the default presentation style. Items can be sorted by clicking the *Sort* button. The number of titles appearing depends on the screen size – e.g. window or full-screen.
The oval arrow keys changes pages or goes back to the beginning or the end of the list.

The Large Buttons menu allows two different presentations for entering searches. These are set using the Search Entry droplist. The Icons menu style does not permit this as it integrates search entry with the menu.

Style 1 is the standard presentation.

Style 2 provides a "steps" presentation.

Users cannot select these.
Switches

The Switches checkboxes determine which actions can take place as well as some further presentation features.

A switch is OFF when there is no tick in the checkbox and ON when the tick is present. The tick can be toggled by clicking on the checkbox.

Unrestricted printouts. If ticked, anyone can print. If off, trying to print requests the Printing password.

Read Book Reviews. If this is is On, users can read any reviews written against items.

Write Book Reviews. Tick this On to allow users to write reviews. Note: if users only have “read only” access to Search, then even if this is on it will be ignored. The network administrator sets these permissions; they are related to user logon. Permission within the Bookmark program for various types of borrowers to write reviews is set in Reviews Controls in Controls. See the Controls documentation for more information.

Display last borrower in item details. If Off, the most recent borrower’s name will not appear on the Item Details screen. It can be shown by clicking on a button and entering a password. This is part of Bookmark’s borrower information privacy settings.
Borrower privacy code required in Your Details. If this is ticked, a privacy code (set against each borrower) or the main password or the borrower privacy password (set in Circulation Controls) must be entered before the information is available. If you want to leave the button off the screen completely, uncheck the button in Visible buttons in Controls.

Borrower privacy code required in Your Details. A privacy code is requested along with the borrower's barcode in Your Details. Users without codes do not need to enter the requested password. This function restricts who is allowed to look at a borrower's details to those who know the borrower's own privacy code or the library staff's borrower info password (see below).

Barcode only in Your Details (no name search) Unticked, a person can enter either their barcode or borrower number or any part of their name in Your Details to locate a borrower. If this is ticked, finding the borrower by name is disabled and only barcodes can be used. This further restricts who is allowed to view borrower information.

Can make reservations. Ticked causes the Reserve button to appear at the bottom of the Item Details screen. If not ticked, this button is hidden and users cannot make reservations.

This button is also hidden if the user's computer logon only gives them permission to read Bookmark and not write to it. See also Reservation limiting.

Privacy code required to make a reservation If ticked, the user must enter their privacy code or correct password in order to make a reservation.
Allow reservations against items with a status of 1  If ticked this allows reservations of items that are available for loan. Unticked means a reservation can only be placed if all copies are on loan.

Can remove reservations in Your Details  If On, users can remove any reservations or holds they have in Your Details.

Allow Bookbag import/export  If data collected into a bookbag can be saved and lists of barcodes can be imported.

Allow Resource list import/export  If items have been put into a resource list, ticking this allows users to both export (save) the list and import a list of barcodes or item numbers to add to the list.

Borrower photos visible  If ticked and borrower photos are in the Photos folder (info in Circulation) they will be displayed in Your Details borrower searches.

Hide ...  Ticking any of the four ‘Hide’ functinos hides the user's ability to limit a search based on that criteria. By default, item type and location are not hidden but lexile and level are.

Directly ...  If these are ticked then titles are listed immediately from a Series, Subject or Author search without showing the intermediate list.

Include Sublocation as well as Location in titles list  If ticked, the sublocation/site data is included in the Row format along with Location.

Display Collection (Genres) instead of Location in titles. An item's location is normally shown in the list of titles found but ticking this switch causes the Collection field to be displayed instead. This is useful if Genres are used.

Show Cost in Item Details. Displays the cost of items on the Item Details display. If not ticked, the cost is not shown.

Show Loans History button in item details. Adds a History button to Item Details so all previous borrowers can be listed.

Hide borrower numbers in Your Details. If ticked, hides the borrower numbers in Your Details.

Can reserve by borrower name. Ticking this allows users to type in a name or part of a name when making a reservation, in addition to entering a barcode, in the same manner as Your Details.

Only show borrower name if item is on loan. If this is ticked, borrower names only appear in item details if an item is on loan. If not on loan, the previous borrower is not displayed.

Include subjects xrefs in key word search. Ticking this box tells the key word search to include subject see-also references.
Use helper wizard (title, subjects, authors, series only). The helper found in the Wizard search can be activated for use with Title, Subjects, Authors and Series searches. It does not function for key word searches. When the third letter is entered, a dropdown list displays closest matches. The match depends on the search type – e.g. words anywhere or begins with.

The Word Anywhere helper can be slower to respond than the begins style and can be affected by network performance.

Show barcode on title list (row display only)
By default an item's number or barcode is displayed on the title list windows. This control allows the number or barcode to be hidden. It only affects the "row" style display. Column format always shows item numbers.
Search Limiting

Click the Search limiting button to define the available areas for including in the search.

Search limiting automatically hides certain items from search results. There are two ways to do this:

1. Every item has a "Visible in Search" checkbox which is seen in Cataloguing, Add/Edit Items. If it is not ticked, that particular item will not appear in Search results. This can be set in Add/Edit Items or via a Cataloguing Global change.

2. Ticking boxes on the Search Limiting dialog. Items which do not match the ticked Status types, Locations and Item Types are shown. Any ticked are not displayed. Leave blank any areas that can be visible. Clearing an entire list unrestricts that area.
Font

The font controls set the size of font used in some places, such as the Column list of titles.

The *Custom* button allows choosing any font and size.

The *Printer* button controls the size of font on printouts.
Passwords

These passwords are used within Search only.

*Exit program* can be used to restrict who can close Search. If blank, anyone can close it otherwise the password is requested.

*Borrower info* is an alternate password which can be given out on a need-to-know basis for certain staff. It can be used instead of a borrower's Privacy Code or the Main Password. It only works if the Borrower Privacy in Your Details switch is ticked.

*Reserve password* is also an alternate password. It is used in conjunction with the *Privacy code required to make reservations* switch and works similarly to the Borrower info password but for making reservations.

The *Printing password* is requested if printouts are restricted.

Main Menu Headings

The first Search screen can have a special heading at the top (see below).

The *Heading* line is the text which appears at the top. It is normally blank but anything can be put there. *Font* can be used to change the font style and size. *Colour* can be used to change the colour. Red is default.
Second line is the text which appears beneath the heading. By default it is *Search Library Database*.

**Reservation Limiting**

![Reservation limiting](image)

This control is used to restrict the items on which reservations can be placed. It is based on Borrower Type. In the example below, type 5 "Ex LVS Students", are not allowed to reserve.

![Reserve / Overdue Switches](image)

**Recording Searches**

![Search records](image)

Bookmark can keep track of the number of searches performed every month. In addition, it a log of every search entered can be kept. Each log entry contains the date and time, the field being searched, the search query entered, the number of items found and the name of computer which was being used. The Search Records checkboxes tell Bookmark whether or not to store this information. By default, the monthly total is recorded but the actual searches entered are not. Reports on this data are found in the Search Reports section in Reports.

Note: a search performed on a workstation set to "read-only" cannot record this information.
Searching

Search allows searching based on Title, Subjects, Authors and Series.

The Key word search checks all these fields at the same time plus Notes, Contents, Lexile and PRC.

How to enter a search

The exact steps to follow depends on the Menu Style.

The Large Buttons menu:

With the Large Buttons style menu, users click on the type (field) of search first – e.g. Key word, Title, etc. The next window is used to enter the search itself.
The *Icons style menu*:

The *Icons style menu* combines the first two screens from the Large Buttons menu into one screen. Search words are entered into the white box. Clicking on an icon beneath determine which area is searched. If Enter is pressed, a Key Word search is performed.

The same options are available using either style.

Several options can be hidden using Search Controls, allowing the menus to be customized for different situations.
Large Button Menu Presentation Options

The search entry windows opened from the Large Button main Menu can be configured using the Controls program to offer two different Search entry styles.

Search Entry Style 1 displays the inputbox for entering the search query and beneath are options for Type of search, search limiting restrictions and, for Key word only, optional limits involving Lexile, PRC and/or Level.

![Search Entry Style 1](image)

Search Entry Style 2 uses a “Step by Step” presentation.

![Search Entry Style 2](image)
Key Word Searches

Key word searches are the simplest type of search and they are powerful.

Items are found if the words appear anywhere within the Title, Series, Author, Subjects, Call number, Volume, Notes, Contents, Synopsis, Lexile, Level or PRC fields.

Just type in the word or words to search for then press <Enter> or click on the Search button.

A list of titles found by the search is then displayed immediately.

Nearest Word Searching – "Fuzzy logic"

Bookmark automatically adjusts words behind-the-scenes so variations are included. Searching for Otters also finds Otter, Reading includes Read. It does not cover Mouse and Mice, however. To avoid confusion, Author names are not adjusted but searched for 'as is'.

Example: Searching for Cats returns the same results as Cat because "Cat" is the stem word for the plural "Cats". Bookmark uses the Potter Stemming algorithm to reduce plural words to their root.
Advanced Key Word Searching: Boolean Searching – And, Or

Search recognizes AND and OR as special commands rather than searchable words. If these appear between the other words, they alter how the words are treated by the search.

AND means that both words (on either side of AND) must both be present for an item to be found. The words do not have to be next to each other and they can even be in different fields – they just have to be present somewhere in the data of that record. AND is also the default if it is omitted between words. It narrows search results. ENERGY AND SOLAR, SOLAR ENERGY both give the same results.

OR means either or. If either word is in an item's data, it is found by the search even if the other word is not present. Example: FOOTBALL OR CRICKET finds everything with either the word Football or the word Cricket present, even if only one of the words is there but not the other.

Advanced Key Word Searching: Truncated Word Searches

The special * (asterisk) character allows "truncated word searching". Words starting with the letters before the asterisk are found. STR* will find all entries having words starting with the letters STR.

Advanced Word Searching: Brackets

Brackets can be used to group words in searches. They are most useful with And or Or are mixed in the same search sentence.

Examples: dogs and (cats or rats)

Advanced Word Searching: Phrases

"Double quote marks" can be put around groups of words to identify a phrase. All cats without the quotes returns many items but "All cats" returns only items with those two words together in that order.
Search Limiting

Sometimes it is necessary to search for certain types of resources - e.g. videos or items in a particular location such as an office.

Searches may be limited by Item Type and/or Location and/or Sublocation or Site.

In addition, Key Word searches can also be limited by Lexile range, Level and/or PRC.

By default, searches automatically include everything from all item types and locations. However, searches can be automatically restricted to exclude certain types, locations and statuses. See the Search Limiting section in Controls / Search Controls.

Users may also have the option of limiting searches to certain item types or locations. The ability to do this can be turned on or off in Controls / Search Controls / Switches. By default user search limiting is available User selected search limiting overrides the default restriction. If "teacher resources" is restriction (not normally searched) and it is selected from the Location droplist, then results will include items from that location.

A hidden command can also be used to search for everything regardless of automatic restrictions. Type a + symbol at the start of the search. +Space Travel will include all item types and locations even if they are automatically restricted. This hidden command can be offered to users on a need-to-know basis.
Lexile and Level Limiting

Key word searching can also be restricted by Lexile values and/or Levels. These are optional and can be hidden in Search Controls.

<table>
<thead>
<tr>
<th>Lexile range:</th>
<th>From</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level range:</td>
<td>From</td>
<td>to</td>
</tr>
</tbody>
</table>
Title Searches

Searching based on titles only is similar to Key word but with one extra option: *Type of Search.*

The *Type of Search* option list allows searching by

- Words anywhere in the title
- Title begins with

*Type of Search* offers users two strategies.

The Words anywhere type search is identical to Key word in all aspects, including Boolean terms and stop words, but is restricted to examining the Title field only.

A *Begins with* search returns items that have terms in which the field *starts with what is entered.* Entering SPA returns items in which titles begin with the letters SPA. The asterisk or ? wild card symbols are not used for Begins searches (they are ignored), only word for style.

If the search terms are not found, entries starting with the *nearest matching three beginning letters* are displayed. Begins searches are therefore more tolerant of misspelling than Word style searches. SPAX, for example, returns everything starting with SPA.

A dropdown list in Search Controls is used to set which Type of Search is the default. It is usually Words anywhere.

Lexiles are special. Entering one or a range of lexile values limits the results to that range. To see all titles that have a particular lexile value, enter the value or range and put a * for the title search. All titles in that range are listed. Using a range like 1 to 5000 will list all items with lexiles.
Subject, Author and Series Searches

Searches made for subject, series and author all operate identically. The same rules and strategies used for Title searches apply as well, however these searches are restricted to just the subjects, or authors or series fields.

The main difference is that these searches first return a list of subject, author or series entries before showing titles.
One or more of those is then selected to view the items.

Clicking on one entry highlights it. *List Titles* will then list that entry's items.

To view items which have more than one entry, tick boxes.

**Cross References: SEE and SEE ALSO**

Authority-based searches also offer cross-references, if these are present in the authority list. These are shown above in red and green and contain the words SEE or SEE ALSO.

SEE references direct users to more correct terms. *(Green)*

SEE ALSO references direct users to related entries. *(Red)*

In both cases, if selected, the heading which appears after SEE or SEE ALSO is used instead of the heading on the left side.

"Space flight SEE ALSO Astronomy" redirects to Astronomy and lists titles with that heading.

"Space flight to the Moon SEE Space flight" redirects users to the correct term Space Flight.
**Titles Found by Searches**

Items found by the search are listed on the “Search Summary” screen.

There are two different presentations available: Columns or Rows. Either can be set as the default in Search Controls and users can switch between.

### Column Style Presentation

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Call number</th>
<th>Item type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15465</td>
<td>Attack of the Bandit Cats</td>
<td>F Ger</td>
<td>FIC Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>15558</td>
<td>Cat and Mouse in a Haunted House</td>
<td>F Ger</td>
<td>FIC Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>12505</td>
<td>The Cat That Walked a Week</td>
<td>CLF DeJ</td>
<td>CLF Classic Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>28283</td>
<td>The Collector</td>
<td>CS BF Haw 7/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>28284</td>
<td>The Collector</td>
<td>CS BF Haw 6/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>28285</td>
<td>The Collector</td>
<td>CS BF Haw 5/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>28286</td>
<td>The Collector</td>
<td>CS BF Haw 4/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>28287</td>
<td>The Collector</td>
<td>CS BF Haw 3/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>28288</td>
<td>The Collector</td>
<td>CS BF Haw 2/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>28289</td>
<td>The Collector</td>
<td>CS BF Haw 1/7</td>
<td>CS Class Sets</td>
<td>In stock</td>
</tr>
<tr>
<td>6584</td>
<td>John Brown, Rose and the Midnight Cat</td>
<td>BAGKIT 823.3 Wag</td>
<td>BAGKIT Kit in sm.</td>
<td>In stock</td>
</tr>
<tr>
<td>9106</td>
<td>John Brown, Rose and the Midnight Cat</td>
<td>KIT 823.3 Wag</td>
<td>KIT Kit/multi item</td>
<td>In stock</td>
</tr>
<tr>
<td>9107</td>
<td>John Brown, Rose and the Midnight Cat</td>
<td>KIT 823.3 Wag</td>
<td>KIT Kit/multi item</td>
<td>In stock</td>
</tr>
<tr>
<td>9108</td>
<td>John Brown, Rose and the Midnight Cat</td>
<td>KIT 823.3 Wag</td>
<td>KIT Kit/multi item</td>
<td>In stock</td>
</tr>
<tr>
<td>10743</td>
<td>The King's Cat</td>
<td>BB 428.6 Tar</td>
<td>BB Big Book</td>
<td>In stock</td>
</tr>
<tr>
<td>11879</td>
<td>The Mouse Butcher</td>
<td>F Kin</td>
<td>FIC Fiction</td>
<td>In stock</td>
</tr>
<tr>
<td>10215</td>
<td>Surf's Up, Geronimo!</td>
<td>SW 823.3 Gle</td>
<td>SW Computer S.</td>
<td>In stock</td>
</tr>
<tr>
<td>24656</td>
<td>Teacher's Pet</td>
<td>CLF Fli</td>
<td>CLF Classic Fiction</td>
<td>In stock</td>
</tr>
</tbody>
</table>

The icon to the left is related to the item type. Item Type Controls is used to match icons with item types. This can be found in Controls and elsewhere.

Each row of items can be highlighted by clicking on it. A double click or highlighting and clicking on the Details button displays details about the item. (See below.)

Clicking on the heading of the column – e.g. Item, Title, Call number, Item type or Status, changes the sorted order of the list. By default the list is sorted alphabetically by title. Click again to reverse the order.

Multiple lines can be highlighted by holding down Shift or Ctrl and clicking. All highlighted items can be added to the bookbag with one click.

Click on the **Search** button at the bottom to go back to the search entry screen.

Click on the **Menu** button at the bottom to go back to the start menu.

Click on the **Rows** button to change to the Row display format.
**Row Style Presentation**

The Row style presentation shows more details about each item – including a graphic image of its cover if available – but no more than 6 or 9 items can be displayed on a screen (depending on screen size). There are also a few more action options, too.

Clicking on the title or cover image opens details about the item.

Click on the oval arrows at the bottom to go to the next page or previous page, or the start or end of the entire list.

Columns changes to the Column style presentation.

Bookbag accesses the Bookbag feature. (See below.)

The *Add to Bookbag* link adds the item to the Bookbag.

*Sort* opens a window which allows the order of the list to be changed.
Special hot key – F10.

For both the Column and Rows display, the F10 key provides a function that allows library staff to generate a list of the items found showing selected fields. This is the same list as found in Reports / Catalogue Reports / Choose Fields.

Click on left-side entries to indicate fields to be shown in the report. Each field appears as a column.

The window acts exactly like the Reports windows. Even double-clicking on a row opens an AddEdit items screen.
Item Details

Selecting an item from the list opens a popup window showing all the cataloguing and copy information about the item.

The top section shows the cataloguing details of the item selected. It changes depending on whether the item has a Synopsis or not. If it does, that is displayed along with abbreviated cataloguing details. Click on More to see all details. If there is no synopsis, then a scrollable window shows the details.
If a graphic is available, it is displayed on the right side. Click on it to open a window showing an enlargement.

A scrollable list of all copies of the title is displayed at the bottom. The current or previous borrower is not displayed if the Display the last borrower in Item Details switch in Search Controls is not ticked. If this information is hidden and needs to be viewed, click on the Borrower button at the bottom and enter the borrower info password or the main password.

Reserve allows making a reservation against the title.

Note: reservations are only allowed if PAW2 is running in a “writable state”. It automatically detects this. If it is read-only the Reserve button is not displayed.

The Reviews button opens the book reviews window. See the Book Reviews section later in this manual for more details.
Power Search can be used for more advanced searches. It allows up to four different fields to be tested at the same time.

Power Search also provides other fields to be searched.

Items are found containing the data entered in the specified fields.

A "link" must be used to connect each search. This can be and, or or but not.
Wizard Search

A Wizard Search can make some searches easier.

As each letter is typed, a list of available entries is displayed beneath. A minimum of 3 letters must be entered to see a list.

Click on an entry then Search.

Note: Wizard searches are also available for Title, Series, Author and Subject searches if the Switches checkbox "Use helper wizard" is ticked.
Websites, Weblinks and Shortcuts

Bookmark allows cataloguing electronic resources such as websites, weblinks, ebooks, documents and other resources available on the local network or Internet.

See the Cataloguing document for details on how to catalogue these resources.

Search allows users to link directly to catalogued websites and electronic resources, known as "shortcuts". Correct item types and icons help users.

If an item has a yellow W icon next to it, it is a website.

To link to the website or electronic resource, click on the title and view Details first.

To open the website or weblink, click on the Open Website button. This opens the computer's browser and links directly to the website.
If the item is a shortcut, such as an ebook, click on the Open Shortcut button.

<table>
<thead>
<tr>
<th>Barcode</th>
<th>Location</th>
<th>Status</th>
<th>Current or Previous Borrower</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>719</td>
<td>2 - Novel</td>
<td>1 - Available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A shortcut can be any electronic resource available to the computer. It can be an ebook, a word document, a spreadsheet, a powerpoint presentation, a CD or DVD, an animation, any executable file.
If the item's URL contains the term "goodreds", it is assumed to be a link to a Goodreads entry for the book. The button a the bottom then says "Goodreads" instead of Website.

Further, if the author has a website and it has been entered into the Author Authority List in Cataloguing, the button "Author website" appears offering a link to that website.
Book Reviews

Two settings in Search Controls Switches allow the Book Reviews feature to be available or inactive. Note: Review Controls information can be found in the Controls document.

- Read Book Reviews
- Write Book Reviews

The first allows users to read reviews but not write any. The second allows writing of reviews as well.

Note: writing reviews also depends on the user's computer logon permissions. If the user has read-only access, then writing reviews is automatically blocked even if this switch is set. Read-write access is required to write reviews, make reservations and any other activity involving saving data.

When a search is performed, any items that already have a review are marked. In the Row presentation format, the link Review appears to the left of the title.

Click on the Review link to read.
In *Column* format, a review is identified by a * symbol next to the item number.

Open an item’s details window to access Book Reviews.

To read a review, click on the *Reviews* button.
If there are other reviews, use the oval arrows to scroll through.

Note: only reviews that are approved can be viewed. See Review Controls later.

Click on the Write button to create a new review.
Enter the borrower’s number or barcode. If the borrower is not allowed to write a review, the following appears:

If the borrower is permitted, the window changes to allow writing the review.

Note: if the user’s computer is set to *read only* mode, reviews cannot be written, only read.

Click on *OK* to save the review.
Bookbag and Resource lists

The Bookbag is a temporary list of items collected by a user from their searches.

A Resource List is a more permanent list and is created from the Bookbag.

Using the Bookbag

Items found in searches can be placed into the Bookbag. In Row format, this is done by clicking on the Add to Bookbag link next to each title. In Column format, an item's details must be displayed before Add to Bookbag can be used.

Many searches can be performed and items added to the Bookbag.

To view the collected list, click on the Bookbag icon on the Search menu or the Bookbag button on the bottom of the titles list screen.

The Bookbag is related to the computer on which it is made. Shifting to another computer will not list the same Bookbag contents. The list is volatile and will disappear after 20 minutes if there has been no activity on it. It will also disappear if the user enters the controls screen or closes Search.

The Bookbag can be hidden by making the menu button invisible in Search Controls. Controls also switches on or off Bookmark import and export.

The bookbag can be sorted by clicking on the field heading at the top of the grid.

To see an item's details, double click or highlight and click on the Details button.
Remove entry can be used to remove a highlighted entry from the list.

_Clear all_ empties the entire Bookbag.

_Print_ prints out the contents of the grid.

_Export_ saves the list as a tab-delimited text file suitable for loading into Word or Excel. The file can be saved anywhere – e.g. a USB flash drive.

_Import_ a list to the bookbag will add to anything already listed on the screen based on the item numbers or barcodes in a text file. If there is other information, it is ignored. This file can be a list of scanned barcodes or exported from another Bookbag or elsewhere in Bookmark.

**Resource lists**

Resource Lists are a more permanent type of Bookmark. Borrowers may have one or more resource list.

Items collected into a Bookmark can be transferred into a Resource List. To do this, click on _Create/Edit Resource List_ inside the Bookbag.

_Note: this option only appears if the Resource Lists buttons ticked as visible in Search Controls._

A new Resource List can be created or an existing list can be accessed.

If opening an existing list, use the dropdown list.

To create a new list, type in the list's name. This is the name that will appear in the droplist, not the name which may be displayed publically. It is also the name which appears in Manage Resource Lists in Search Controls. The name always appears as upper case.
Click on Yes to create the new list.

Next, enter the user's barcode or number and then a password which will be used to access the list in future.

If the password is ever forgotten, the librarian can use Bookmark's main password to access the list to find the password or change it to a new one in Manage Resource lists in Search Controls.

IMPORTANT! Contents of the Bookbag are not automatically transferred into the opened Booklist. Click on the Add from Bookbag button to do this.
Editing Resource Lists

Go to the Bookbag and open an existing list. The correct borrower number/barcode and password must be entered in order to access the list unless it is an Open list.

There are three types of resource lists:

_Private_
Private lists are the default type. They require a borrower number or barcode and password to be accessed. Private lists are not visible in the public Resource Lists button on the Search menu.

_Public_
A public list is available for others to view via the Resource Lists button on the Search menu.

To make a list public, give it a title then save.

A public list cannot be changed by anyone other than its owner.

_Open_
The Open Resource List is one which must be created by an authorized borrower but once created can be viewed and amended by anyone from a Bookbag containing items. Items can only be deleted by the originator of the list or the librarian in Manage resource lists in Search Controls but anyone can add to the list.

Open Lists do not require a password.

Open lists can only be added to. Removing entries must be done in Manage Resource Lists.