

24th Annual
Innovative Users Group Conference
March 15th - 18th 2016



Sierra Search Strategies

Gem Stone-Logan
High Plains Library District



Focus

Using the **Search/Hold** function

Sierra Search Strategies Agenda

- Record Number and Phrase Searching
- Keyword Searching
 - Segments
 - Wildcards
 - Boolean operators
 - Adjacency/Phrase Searching
- Facets
- Limits
- Range Searching
- Browse Query
- Troubleshooting

Background

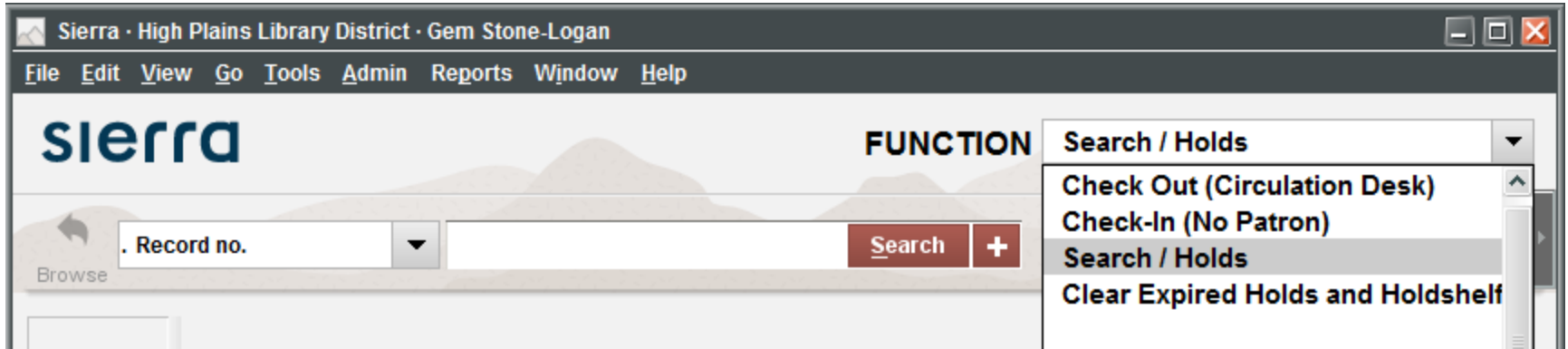
High Plains Library District

- Public library system
- Migrated to Sierra, from Horizon, in November 2014
- Current Sierra Version 1.2.3
- Around 80,000 patrons have used us within the last year
- Collection contains around 370,500 Bibs
- Approximately 13 locations that lend physical items
- We primarily use Graphical Browse

Caveats

- Testing based on Sierra 1.2.3 – search bugs differ depending on version
- In addition to testing, it's based on my interpretation of the manuals.
- Each library system is going to have unique customizations that may not be appropriate for another system.
- I like to learn new tips. Please tell me if I'm wrong or when there's a better approach.

Search/Hold



TIP: After choosing the Search/Hold function, type the index tag to quickly choose an index and move to the search box.

Record Number

- Record numbers start with a character and end with a check digit.
- The first character indicates the type of record.

Examples:

–b: bibliographic

–o: order

–i: item

–j: volume

Record Number Wildcard

- “a” is a wildcard that can replace a record number’s check digit
 - b12613514 and b1261351a will retrieve the same record

Browse . Record no. Search +

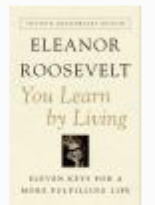
View Edit PPro Summary Print Close

Browse Save All View Edit PPro Summary Export Print Close

b12613514

Call No.	158.1 ROOSEVEL
Author	Roosevelt, Eleanor, 1884-1962
Title	You learn by living : eleven keys for a more fulfilling life / Eleanor Roosevelt.

↑
—
↓



Phrase Search

- Returns alphabetical list
 - Title
 - Author (Last Name, First Name)
 - Subject
 - Etc.
- Strips out initial articles

Phrase Search: Rotated Subject Headings

- Allows phrase searching of most subdivisions
- Excludes
 - subdivisions that start with a number
 - “common” subheadings

http://csdirect.iii.com/sierrahelp/Default.htm#sgil/sgil_search_indexes_heading.html#subject%20subdivisions%20not%20rotated

United States -- History -- Revolution, 1775-1783 -- Participation, Female

Sierra · High Plains Library District · Gem Stone-Logan · b1096941x

File Edit View Go Tools Admin Reports Window Help

sierra

FUNCTION Search / Holds



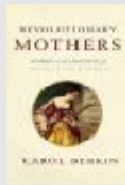
Browse d Subject tion, 1775-1783 -- Participation, Female Search +

View Edit PPro Summary Print Close

Format

- Books - Print 4
- Language
- English 4
- Locations
- Adult - Non-Fiction 1
- Carbon Valley Regional 2
- Children - Easy - Non-Fiction 1

Results [Select](#)

Format	Description	Summary	Preview
1  Books - Print	<p><i>Indexed Entry: United States History Revolution, 1775-1783 Participation, Female.</i></p> <p>Revolutionary mothers : women in the struggle for America's independence</p> <p>Berkin, Carol 1400041635 973.3082 BERKIN Adult - Non-Fiction, Carbon Valley Regional</p> 	b1096941x Available 1 Item	

Participation, Female

Sierra · High Plains Library District · Gem Stone-Logan · b11077979



File Edit View Go Tools Admin Reports Window Help

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FUNCTION

Search / Holds

d Subject

Participation, Female

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format



Books - Print

44

Video Recordings-DVDs

4

Large Print

4

Audio eBooks

1

eBooks

1

Language



English

54

Locations



Results

Select

Format

Description

Summary

Preview

The Community, Carbon Valley Regional

26



Books - Print

Indexed Entry: Participation Female United States History Revolution 1775 1783

Revolutionary mothers : women in the struggle for America's independence

Berkin, Carol

1400041635

973.3082 BERKIN

Adult - Non-Fiction, Carbon Valley Regional

b1096941x
Available
1 item



Phrase Search: Rotated Subject Headings

Search for “History”

History, Local Pennsylvania Sources	1
History, Local Pennsylvania Sources Bibliography	1
Phillips County (Colo.) History, Local.	1
History, Local Pitkin County (Colo)	1
History, Local Prairies Colorado	1
History, Local Ranch life Colorado Boulder County	1
History, Local Rocky Mountain National Park (Colo)	1
Rocky Mountains History, Local.	2
History, Local Rocky Mountains Pictorial works	1
History, Local San Juan Mountains (Colo and NM)	2
San Luis Valley (Colo. and N.M.) History, Local.	1
History, Local Sangre de Cristo Mountains (Colo and NM)	1
History, Local Severance (Colo)	1
History, Local Sheyenne River Region (ND)	1
Siberia (Russia) History, Local.	1
Silk Road History, Local.	1
History, Local South America Juvenile literature	1
History, Local South Carolina	1
Southern States History, Local.	2
Southern States History, Local Juvenile literature.	1
Southwest, New History, Local.	4
Southwestern States History, Local.	1
Spain History, Local.	1
Superior, Lake History, Local.	1
History, Local Teller County (Colo)	1
Tuscany (Italy) History, Local.	1

Keyword Search: Basic

- Words can be entered in any order
- No spell check
- Don't use the following as search terms, even if included in the title
 - ?
 - NOT



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W Keyword

N.K. Jemisin

Search



View



Edit



PPro



Summary



Print



Close

Format



Books - Print

10

eBooks

2

Language



English

12

Publish Date



Results

Select

Format

Description

Summary

Preview

1



Books - Print

The broken kingdoms

Jemisin, N. K.

9780316043960 · 0316043966

JEMISIN

Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional

b12408554
Available
4 Items

Keyword Search: Advanced Word Search Index Segments

- a: author – does not retrieve authors in notes field
- t: title – includes short story titles
- d: subject – includes subjects and genres
- n: note – include note fields

General Keyword search for Jemisin

Sierra · High Plains Library District · Gem Stone-Logan · b12408554



File Edit View Go Tools Admin Reports Window Help

sierra FUNCTION Search / Holds

W Keyword Jemisin Search +

View Edit PPro Summary Print Close

Format Results [Select](#)

Format	Description	Summary	Preview
1  Books - Print	The broken kingdoms Jemisin, N. K. 9780316043960 · 0316043966 JEMISIN Adult - Fiction, Carbon Valley Regional, District Support S ervices, Erie Community, Farr Regional	b12408554 Available 4 Items	

Keyword search for Jemisin restricted to Author segment.

Sierra · High Plains Library District · Gem Stone-Logan · b12408554



File Edit View Go Tools Admin Reports Window Help

sierra FUNCTION Search / Holds

W Keyword a:Jemisin Search +

Browse View Edit PPro Summary Print Close

Results [Select](#)

Format	Description	Summary	Preview
1  Books - Print	The broken kingdoms Jemisin, N. K. 9780316043960 · 0316043966 JEMISIN Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional	b12408554 Available 4 Items	

Title search for Jemisin, includes short stories.

Sierra · High Plains Library District · Gem Stone-Logan · b12977470

File Edit View Go Tools Admin Reports Window Help

sierra FUNCTION Search / Holds

W Keyword t:Jemisin Search +

View Edit PPro Summary Print Close

Format Results Select

Format	Description	Summary	Preview
1 Books - Print	After : nineteen stories of apocalypse and dystopia Datlow, Ellen 9781423146193 (hbk.) · 1423146190 (hbk.) AFTER Adult - Fiction, Fort Lupton Public and School, Hudson Public, Teen - Fiction	b12977470 Available 2 Items	

Format

- Books - Print 4
- Language
- English 4
- Publish Date
- 2014 1
- 2012 3

Keyword Search: Multiple Words

When using segments, multiple words should be enclosed in parenthesis or quotes



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Browse



View



Edit



PPro



Summary



Print



Close

Format



Books - Print 56
Video Recordings-DVDs 3
eBooks 3
Paperbacks 1
Kits 1



Language



English 64

Results

Select

Format	Description	Summary	Preview
1  Books - Print	The Amish cook's baking book Eicher, Lovina 9780740785474 · 0740785478 641.566 EICHER Adult - Non-Fiction, Farr Regional, Glenn A. Jones, M.D. Memorial, Northern Plains Public	b12157107 Available 3 Items	





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FUNCTION Search / Holds



W Keyword



d:cooking baking

Search



View



Edit



PPro



Summary



Print



Close

Format



Books - Print

105

Video Recordings-DVDs

6

eBooks

3

Paperbacks

1

Kits

1

Audiobooks, CD

1

Language



Results

Select

Format

Description

Summary

Preview



Audiobooks, CD

Agatha Raisin and the quiche of death [sound recording] : & The vicious vet

Beaton, M. C.

9780792756132 · 0792756134 · BBCD 255 BBC Audiobooks America

BEATON

Adult - Fiction, Platteville Public

b11966658
Available
1 item

Keyword Search: Wildcards

* Multi-character wildcard (matches zero or more characters)

? Single-character wildcard (matches exactly one character)



FUNCTION Search / Holds

Browse

Results Select

Format	Description	Summary	Preview
1	Your search (d:chemist) was not found		


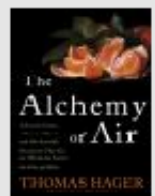


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FUNCTION

- Format ▲
- Books - Print 36
- Video Recordings-DVDs 4
- Audiobooks, CD 2
- Paperbacks 1
- Graphic Novels 1
- Large Print 1
- eBooks 1
- Audio eBooks 1

Results

Format	Description	Summary	Preview
1  Books - Print	The alchemy of air : a Jewish genius, a doomed tycoon, and the scientific d Hager, Thomas 9780307351784 · 0307351785 540.92244 HAGER Adult - Non-Fiction, Carbon Valley Regional, Farr R	b11861654 Available 2 Items	



sierra

FUNCTION Search / Holds

Browse W Keyword d:chemist* Search +



View



Edit



PPro



Summary



Print




Close

Format

Books - Print	163
Video Recordings-DVDs	15
eBooks	8
Audiobooks, CD	2
Online databases	1
Paperbacks	1
Graphic Novels	1
Large Print	1
Audio eBooks	1

Results

Select

Format	Description	Summary	Preview
1  Books - Print	100 cosas que debes saber sobre la ciencia Parker, Steve, 1952- 9789685938488 · 9685938482 600 parker Carbon Valley Regional, Children - Juvenile - Non-F iction	b11778295 Available 1 Item	



Use with caution

Sierra · High Plains Library District · Gem Stone-Logan · b14012182


File Edit View Go Tools Admin Reports Window Help

sierra FUNCTION Search / Holds

W Keyword *

Format

Results

Format	Description	Summary	Preview
1  Books - Print	0 ILL - THE STORY OF CHRISTIANITY VOL .1 ILL MATERIAL Interlibrary Loan Department	b14012182 Suppressed Not Available No Items	<input type="button" value="▲"/> <input type="button" value="☰"/>

Keyword Search: Boolean Operators

- AND (default)
- OR
- NOT
- Former Horizon libraries, no XOR option 😊
- Using Parentheses

Keyword Search: Boolean Operators: AND

Equivalent:

t:(trophy wife) a:(Diana Diamond)

or

t:(trophy wife) AND a:(Diana Diamond)



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FUNCTION

Search / Holds



Browse

W Keyword

t:(trophy wife) a:(Diana Diamond)

Search



View



Edit



PPro



Summary



Print



Close

Format



Books - Print

1

Large Print

1

Language



English

2

Publish Date



Results

Select

Format

Description

Summary

Preview

1



Books - Print

The trophy wife : a novel

Diamond, Diana

0312206003

DIAMOND

Adult - Fiction, Northern Plains Public



b10354426

Available

1 Item





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Search / Holds



W Keyword



t:(trophy wife) OR a:(Diana Diamond)

Search



View



Edit



PPro



Summary



Print



Close

Format



Books - Print

12

Large Print

6

Paperbacks

3

Video Recordings-DVDs

1

Language



English

21

French

4

Results

Select

Format

Description

Summary

Preview

1



Large Print

The babysitter

Diamond, Diana

078623637X (lg. print : U.S. hc : alk. paper)

DIAMOND

Adult - Fiction, Farr Regional, Lincoln Park



b10462806

Available

2 Items



sierra

FUNCTION

Search / Holds



Browse

W Keyword



t:(trophy wife) NOT a:(Diana Diamond)

Search



View



Edit



PPro



Summary



Print



Close

Format



Books - Print

6

Video Recordings-DVDs

1

Paperbacks

1

Language



English

7

French

1

Results

Select

Format

Description

Summary

Preview

1



Books - Print

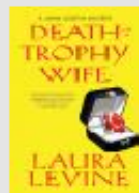
Death of a trophy wife

Levine, Laura, 1943-

9780758238450 (hbk.) · 0758238452 (hbk.)

LEVINE

Adult - Fiction, Carbon Valley Regional, Centennial Park, Northern Plains Public, Platteville Public

b12286266
Available
5 Items

Keyword Search: Boolean Operators: Caveats

The Sierra manual claims **&**, **|**, and **!** can be used instead of AND, OR, and NOT. However, testing shows inconsistent results when using the symbols so I recommend sticking to the words.

Sierra's Boolean operators are case insensitive but Encore's are not. Stick to all uppercase for consistency.

Keyword Search: Boolean Operators: Caveats

Searching for *Size 12 is Not Fat* by Meg Cabot

- Size 12 Is Not Fat (Excludes titles with the word fat)
- “Size 12 Is Not Fat” (Excludes titles with the word fat)
- Size 12 Is “Not” Fat (Works)
- Size 12 Is Fat (Works)

Keyword Search: Adjacency/Phrase Searching

- By default, word order does not matter for which records are retrieved but it may change the sort order
- Force order to matter by enclosing search terms in quotation marks “”



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Search / Holds



Browse

W Keyword

science fiction

Search



View



Edit



PPro



Summary



Print



Close

Format

Books - Print	4851
Video Recordings-DV...	1012
Graphic Novels	996
Paperbacks	887
eBooks	672
Audiobooks, CD	555
Audio eBooks	433
Video Recordings-Blu...	182
Large Print	112

Results

Select

Format

Description

Summary

Preview



Books - Print

The Best Japanese science fiction stories

Apostolou, John L.

0942637062 : \$16.95 · 9780942637069

895.63087608 BEST JAP

Adult - Non-Fiction, Fort Lupton Public and School



9843 Keywords, 9843 ENTRIES



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Search / Holds

W Keyword

fiction science

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format

Results

Select

Books - Print	4851
Video Recordings-DV...	1012
Graphic Novels	996
Paperbacks	887
eBooks	672
Audiobooks, CD	555
Audio eBooks	433
Video Recordings-Blu...	182
Large Print	112

Format

Description

Summary

Preview

1



Books - Print

The Emmaus readers : listening for God in contemporary fiction

Felch, Susan M., 1951-

9781557255433 · 1557255431

823.914080382 EMMAUS R

Adult - Non-Fiction, Carbon Valley Regional

b1179902x
Suppressed
 Not Available
 No Items



9843 Keywords, 9843 ENTRIES



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FUNCTION

Search / Holds

W Keyword

t:(trophy wife)

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format

Books - Print

7

Video Recordings-DVDs

1

Paperbacks

1

Large Print

1

Language

English

9

French

1

Results

Select

Format

Description

Summary

Preview

1



Books - Print

You're a good mom (and your kids a ren't so bad either) : 14 secrets to findi

Singer, Jen, 1967-

9781402211140 (trade pbk.) · 1402211147 (trade pbk.)

306.87430973 SINGER

Adult Non-Fiction Center Valley Regional Center

b11870308
Available
2 Items

10 Keywords, 10 ENTRIES



sierra

FUNCTION

Search / Holds

W Keyword

t:"trophy wife"

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format

Books - Print

6

Video Recordings-DVDs

1

Paperbacks

1

Large Print

1

Language

English

8

French

1

Results

Select

Format

Description

Summary

Preview

1



Books - Print

You're a good mom (and your kids aren't so bad either) : 14 secrets to finding

Singer, Jen, 1967-

9781402211140 (trade pbk.) · 1402211147 (trade pbk.)

306.87430973 SINGER

Adult Non-Fiction Center Valley Regional Center

b11870308
Available
2 Items

9 Keywords, 9 ENTRIES

Keyword Search: Proximity Searching

- Use a ~ to indicate the maximum allowable number of words between the two specified search terms.
- Order matters
- t:"love harp"~2 OR t:"harp love"~2

•t:"love harp"~2 OR t:"harp love"~2



FUNCTION Search / Holds

W Keyword

t:"love harp"~2 OR t:"harp love"~2

Search



View

Edit

PPro

Summary

Format	▲
Books - Print	1
Language	▲
English	1
Publish Date	▲
2010	1

Results Select

Format	Description	Summary	Preview
1 Books - Print	Something is out there : stories Bausch, Richard, 1945- 9780307266279 · 0307266273 BAUSCH Adult - Fiction, Erie Community, Farr Regional	b12229957 Available 2 Items	

Keyword Search: Proximity Searching

Something is out there: stories, by Richard Bausch

Notes: The harp department in love -- Byron the Lyron -- Reverend Thornhill's wife -- Son and heir -- Trophy -- Something is out there -- Blood -- Overcast -- One hour in the history of love -- Immigration -- Sixty-five million years.

Phrase and Keyword Facets

- Facets different depending on the search index
- The Phrase Facet is the only one not available for keyword results
- Compact browse does not have a phrase facet

Phrase and Keyword Facets

	Phrase	Keyword
Format	Yes	Yes
Language	Yes	Yes
Publish Date	No	Yes
Collections	No	Yes
Locations	Yes	Yes
Found In	No	Yes
Available at Library	Yes	Yes
Place	No	Yes
Phrase	Yes (except compact browse)	No

Facets: Format

- Available with both Phrase and Keyword Indexes
- Title: Hunger Games; Facet: Video Recordings - DVDs



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FUNCTION Search / Holds



t Title



hunger games

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format

Books - Print

Music CDs

Video Recordings-DVDs

Video Recordings-Blu-rays

eBooks

Audiobooks, CD

Large Print

Audio eBooks

Book Club Bags

Audiobooks, Playaway

17

12

12

6

5

4

3

3

3

2

Results

Select

Format	Description	Summary	Preview
1	Indexed Entry: <i>Hunger Games</i> Book club bag. Hunger games [kit]. Collins, Suzanne. Hunger Games COLLINS Adult - Fiction, Fort Lupton Public and School, Glenn A. Jones, M.D. Memorial, Teen - Fiction	b1251231x Available 2 Items	
Book Club Bags			
2	Indexed Entry: <i>Hunger games</i>	b1253089x	

34 Titles, 67 ENTRIES

Facets: Language

- Available with both Phrase and Keyword Indexes
- At HPLD doesn't include subtitles
- Keyword: *; Facet: Chinese



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FUNCTION Search / Holds



W Keyword

*

Search

+



View



Edit



PPro



Summary



Print




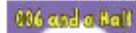


Close

English	355865
Spanish	20505
French	6165
Japanese	675
German	590
Portuguese	589
Italian	308
Chinese	245
Thai	148
Russian	129
Arabic	110
Korean	100
Hebrew	93

Results

Select

Format	Description	Summary	Preview
1  Books - Print	0 ILL - THE STORY OF CHRISTIANITY VOL. 1 ILL MATERIAL Interlibrary Loan Department	b14012182 Suppressed Not Available No Items	
2 	006 and a half	b11537693 Available	

373283 Keywords, 373283 ENTRIES

Facets: Publish Date

- Available only in the Keyword Index
- Keyword: a:(Bujold, Lois) Facet:2012



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FUNCTION Search / Holds



W Keyword

a:(bujold, lois)

Search



View



Edit



PPro



Summary



Print



Close

Format



Results

Select

Language



Publish Date



2016

2

2012

3

2010

2

2009

2

2008

2

2007

5

2006

2

Format

Description

Summary

Preview

1



Books - Print

A civil campaign : a comedy of biology and manners

Bujold, Lois McMaster

0671578278 (hc)

BUJOLD

Adult - Fiction, Centennial Park

b1032396x
Available
1 Item

2

Gentleman .ole and the Red Queen : a new

b14091835

35 Keywords, 35 ENTRIES

Facets: Collections

- Available only in the Keyword Index
- HPLD – Physical Library Locations
- Keyword: a:Jemisin Facet: Erie Community

sierra

FUNCTION Search / Holds

 Browse


View



Edit



PPro



Summary



Print



Close

Format



Language



Publish Date



Collections



Centennial Park

3

Erie Community

6

Farr Regional

4

Carbon Valley Regional

3

Fort Lupton Public and School

1

Results

Select

Format

Description

Summary

Preview

1



Books - Print

The broken kingdoms

Jemisin, N. K.

9780316043960 · 0316043966

JEMISIN

Adult - Fiction, Carbon Valley Regional, District Support Services, Erie Community, Farr Regional

b12408554
Available
4 Items

2

The fifth season

b13823838



8 Keywords, 8 ENTRIES

Facets: Locations

- Available with both Phrase and Keyword Indexes
- HPLD Customized

Facets: HPLD Specific Locations

- Adult-Fiction
- Adult-Non-Fiction
- Children-Easy-Fiction
- Children-Easy-Non-Fiction
- Children-Easy Readers
- Children-Juvenile-Fiction
- Children-Juvenile-Non-Fiction
- Literacy
- New
- Parenting
- Teen-Fiction
- Teen-Non-Fiction

Keyword: * Facet: Parenting

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File Edit View Go Tools Admin Reports Window Help

sierra FUNCTION Search / Holds

W Keyword * Search +

View Edit PPro Summary Print Close

New	18735
Northern Plains Public	46319
Outreach Services	12450
Parenting	1399
Platteville Public	32092
Poudre Learning Center	724
Riverside	26524
Teen - Fiction	15369
Teen - Non-Fiction	8539
Vending Machine 1	162
none	89

Found in

Results

Select

Format	Description	Summary	Preview
1 Books - Print	0 ILL - THE STORY OF CHRISTIANITY VOL. 1 ILL MATERIAL Interlibrary Loan Department	b14012182 Suppressed Not Available No Items	
2	006 and a half	b11537693 Available	006 and a half

373283 Keywords, 373283 ENTRIES

Facets: Found In

- Available only in the Keyword Index
- Narrow your search without having to remember keyword segment tags.
- Works for Title, Author, and Subject
- Keyword: *inheritance*; Facet: Title



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FUNCTION Search / Holds

W Keyword

inheritance

Search



View



Edit



PPro



Summary



Print



Close

Browse

Collections

Locations

Found in

Subject

895

Title

221

Available at Library

true

1079

Results

Select

Format

Description

Summary

Preview

1



Large Print

The Boleyn inheritance

Thorndike Press large print core series

Gregory, Philippa

0786292288 (lg. print : alk. paper) · 9780786292288 (lg. print : alk. paper)

GREGORY

Adult - Fiction, Carbon Valley Regional, Eaton Public, Farr Regional



1287 Keywords, 1287 ENTRIES

b11346486
Available
4 Items

Facets: Available at the Library

- Available with both Phrase and Keyword Indexes
- An item is available if it:
 - Is not suppressed
 - Is not checked out
 - Does not have a hold
 - Additional library qualifiers setup by III
- Can't limit to titles available at a specific location
- Title: `Mechanica`; Facet: `true`; Facet: `Erie Community`



sierra

FUNCTION Search / Holds

Browse t Title Search +

View



Edit



PPro



Summary



Print



Close

Format

Language

Locations

 Erie Community 7

Available at Library

 true 7

Phrase

Results

Select

Format

Description

Summary

Preview

1



Books - Print

Indexed Entry: *Mechanica***Mechanica**

Cornwell, Betsy.

9780547927718 hardback · 0547927711 hardback

CORNWELL

Erie Community, Farr Regional, Fort Lupton Public and School I, High Plains Library District, New

b13803177
Available
4 Items
1 Order

2

7 Titles, 7 ENTRIES

Facets: Place

- Available only in the Keyword Index
- Keyword: tea china; Facet: Great Britain

sierra

FUNCTION Search / Holds

 Browse


View



Edit



PPro



Summary



Print



Close

Available at Library

Topic Place

United States	1
Yunnan Sheng	1
Colchester	1
Macau	1
Tibet Autonomous Region	1
England	1
Himalaya Mountains	2
China	12
Great Britain	2

Results

Select

Format	Description	Summary	Preview
1	For all the tea in China : how England stole t he world's favorite drink and changed history Rose, Sarah 9780670021529 · 0670021520 382.413720941 ROSE Adult - Non-Fiction, Carbon Valley Regional, Farr Regional	b12262602 Available 2 Items	
Books - Print			
2	For all the tea in China [sound recording] · b	b12349616	

33 Keywords, 33 ENTRIES

Facets: Phrase

- Available only in the Phrase Indexes
- Not available in Compact Browse
- Varies depending on the index
- Subject: detective; Facet: Detective and mystery stories, Chinese
- Call no.: 005; Facet: 005.1 Clean Co



sierra

FUNCTION Search / Holds



d Subject

detective

Search



View



Edit



PPro



Summary



Print



Close

Browse

- Detective and mystery stories Authorship fiction. 29
- Detective and mystery stories Authorship Handbook... 1
- Detective and mystery stories Authorship Juvenile lit... 5
- Detective and mystery stories Bibliography. 3
- Detective and mystery stories Bio-bibliography. 1
- Detective and mystery stories, Canadian 1
- Detective and mystery stories, Chinese 1
- Detective and mystery stories Drama. 2
- Detective and mystery stories Encyclopedias. 2
- Detective and mystery stories, English 97
- Detective and mystery stories, English Bio-bibliogra... 3
- Detective and mystery stories, English Handbooks,... 2
- Detective and mystery stories, English History and cr... 6

Results

Select

Format

Description

Summary

Preview

1



Graphic Novels

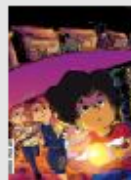
Indexed Entry: *Detective and myster
y comics.***Alabaster Shadows**

Gardner, Matt, author.

9781620102640 (pbk.) · 1620102641
(pbk.)

J ALABASTE

Children - Juvenile - Fiction, Erie Co

b13988347
Available
4 Items
1 Order

163 Subjects, 28099 ENTRIES

sierra

FUNCTION Search / Holds

 Browse
Search 

View



Edit



PPro



Summary



Print



Close

 005 NODDER 1
 005 OBE 1
 005.0681 WILKINSO 1
 005.1 CLEAN CO 1
 005.1 CONWAY 1
 005.1 GREGORY 1
 005.1 HASHIMI 1
 005.1 LOHR 1
 005.1 MARCOVIT 1
 005.1 MCCUE 1
 005.1 MCMANUS 1
 005.1 SHEUSI 1

Results

Select

Format	Description	Summary	Preview
1 Books - Print	Indexed Entry: 005 NODDER Evil by design : interaction design to lead us into temptation Nodder, Chris 9781118422144 · 1118422147 005 NODDER Adult - Non-Fiction, Farr Regional	b13355545 Available 1 Item	



407 Call numbers, 488 ENTRIES

Browse Searching with Limits

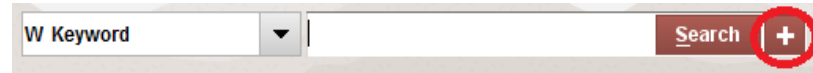
- Buggy for some Sierra versions
- Differences between phrase and keyword limits
- Limit tags

Bugs

- Keyword search by publisher limit hangs – Resolved 2.0.1
- "Apply limit to all searches" selection is not retained for entire Sierra session – Resolved 1.2.2 and 2.0.1
- Limiting does not work in Search/Holds function after switching functions - Resolved 2.0.2

Opening the Limit Window

- +
- Tools -> Limit
- ctrl+shift+l



Limiting a Search

- Choose index
- Enter search term
- Open limit window
- Select/enter limits
- Click “Apply Limit to all searches” (if switching function bug)
- Apply
- Click Search

Basic Example Type

- Title: *Hundred Thousand Kingdoms*
- Material Type Limit: z



Browse W Keyword Hundred Thousand Kingdom

Format	
eBooks	2
Language	
English	2
Publish Date	
2014	1
2010	1

Results

Format	Description	Call Number	Image
1 eBooks	The hundred thousand kingdoms [electronic resource] Jemisin, N. K. 9780316075978 (electronic bk. : Adobe Digital Editions) - 0316075973 (electronic bk. : Adobe Digital Editions) jemisin Adult - Fiction, District Support Services	b12926280 Not Available 1 Item	

Limit

Material Type z eBooks + -

Publisher Year + -

Language + -

Location Language + -

Apply limit to all searches.

Apply Clear No Limit Cancel

Clear Limits

- Open up limit box
- Click **Clear**
- Click **No Limit**

Limit ✕

<u>M</u> aterial Type	eBooks	+	-
<u>P</u> ublisher <u>Y</u> ear		+	-
<u>L</u> anguage		+	-
<u>L</u> ocation		+	-
<u>B</u> ib Level		+	-
<u>P</u> ublisher		+	-
<u>T</u> itle		+	-
<u>A</u> uthor		+	-

Apply limit to all searches.

Apply **Clear** **No Limit** **Cancel**

Same Limits for Phrase and Keyword

- Title
- Author
- Subject
- Material Type
- Example: Keyword: “science fiction”; Author Limit: Pratchett

sierra

W Keyword

"science fiction"

Browse

Format

Books - Print	6
eBooks	6
Audiobooks, CD	6
Paperbacks	3
Video Recordings-DVDs	2
Audio eBooks	2

Language

English	25
---------	----

Results

Format

Description

1



Books - Print

DiggersPratchett, Terry
0385301529 · 9780385301527
J PRATCHET

Children - Juvenile - Fiction, Northern Plains Public

2

**Diggers [electronic resource]**

Pratchett, Terry

1 item

b12816826
Not Available

Limit

Material Type

Publisher Year

Language

Location

Bib Level

Publisher

Title

Author

pratchett

 Apply limit to all searches.

Apply

Clear

No Limit

Cancel

LIMITED

25 Keywords, 25 ENTRIES

Year of Publication vs. Publisher Year

- Look the same but act differently
- Both searches inclusive when start and end dates are entered
- Both act the same when only end dates entered
- Year of Publication's start date: greater or equal
- Publisher Year: only equal
- Author: Colorado Mountain Club
- Limit to 2012

sierra

Browse

a Author

Colorado Mountain Club

Format

Books - Print

3

Language

English

3

Locations

Adult - Non-Fiction

3

Erie Community

2

Farr Regional

1

Results

Format

1



Books - Print

Description

Indexed Entry: *Colorado Mountain Club***The best Estes Park hikes**

Luthi, Ward.

9781937052041 (pbk.) · 1937052044 (pbk.)

796.510978869 BEST EST

Adult - Non-Fiction, Erie Community, Farr Regional, Linco
In Park

Summary

b12974328

Available

3 Items

Preview



Limit

YEAR of publication

2012

MATERIAL type

LANGUAGE

WHERE Item is located

 Apply limit to all searches.

Apply

Clear

No Limit

Cancel

LIMITED

2 Authors, 3 ENTRIES



W Keyword

Browse

Limit

Material Type + -

Publisher Year + -

Language + -

Location + -

Apply limit to all searches.

Apply Clear No Limit Cancel

Results

Format	Description	Summary	Preview
1	Your search (a:"Colorado Mountain Club") was not found		

sierra

W Keyword

a:"Colorado Mountain Club"

Browse

Format

Books - Print 3

Language

English 3

Publish Date

2013 3

Collections

Results

Format

1



Books - Print

Description

The best Rocky Mountain National Park hikes

Colorado Mountain Club. Shining Mountains Group, author.

1937052052 (paper) · 9781937052058 (paper)

917.8869 BEST ROC

Adult - Non-Fiction, Erie Community, Lincoln Park



Summary

b12973786
Available
3 Items

Preview



Limit

Material Type



Publisher Year

2013



Language



Location

 Apply limit to all searches.

Apply

Clear

No Limit

Cancel

LIMITED

3 Keywords, 3 ENTRIES

Publisher

- Broken in Keyword Index (Resolved 2.0.1)
- Author: Lee, Sharon; Publisher: Baen

sierra

a Author

lee, sharon

Browse

Format

Books - Print

17

Language

English

17

Locations

Adult - Fiction

17

Carbon Valley Regional

6

Centennial Park

12

Results

Format

Description

1



Books - Print

Indexed Entry

Carousel tides

Lee, Sharon, 1952-

9781439133958 (trade pbk.) · 1439133956 (trade pbk.)

LEE

Adult - Fiction, Carbon Valley Regional, Lincoln Park

Available

2 Items



2

Indexed Entry: Lee, Sharon, 1952-

b13809428

SHARON LEE

Limit

YEAR of publication

MATERIAL type

LANGUAGE

WHERE Item is located

PUBLISHER

baen

 Apply limit to all searches.

Apply

Clear

No Limit

Cancel

LIMITED

1 Author, 17 ENTRIES

Language

- Works differently in Phrase vs Keyword Indexes
- Subject: nutrition Facet: Spanish
- Keyword: d:poems Facet:som



d Subject nutrition

Browse

- Format
 - Books - Print 101
 - Music CDs 1
 - Magazines - eMagazines 1
 - Magazines - Print 1
- Language
 - Spanish 104
- Locations

Results

Format
1 Books - Print
2

Limit

YEAR of publication + -

MATERIAL type + -

LANGUAGE + -

WHERE Item is located + -

PUBLISHER + -

Words in the TITLE + -

Words in the AUTHOR + -

Apply limit to all searches.

- spa Spanish
- chi Chinese
- eng English
- fre French
- ger German
- ita Italian
- por Portuguese
- spa Spanish

Oropeza Mercado, Juan Alfredo author. 9786072106499 · 6072106498 613.25 oropeza Adult - Non-Fiction, Centennial Park, Lincoln Park		Not Available No Items 1 Order
Indexed Entry: <i>Nutrition</i>		b12128818



W Keyword

Format	▲
Books - Print	3
Language	▲
Somali	3
English	1
Publish Date	▲
2012	1
2007	1

Limit

Material Type + -

Publisher Year + -

Language som Somali + -

Location + -

Bib Level + -

Publisher + -

Title + -

Apply limit to all searches.

Apply Clear No Limit Cancel

- sme Northern Sami
- smo Samoan
- sna Shona
- snd Sindhi
- som Somali
- sot Sotho
- spa Spanish
- srd Sardinian
- ssw Swazi

Books - Print	9197634638 (pbk.) · 9789197634632 (pbk.) 893.541 shube Adult - Non-Fiction, Lincoln Park, Outreach Services		
	Aan oovee albaabka ii xidha	b13576379	

Limiting by Tag

- Only available in the keyword index
- Three limit options:
 - matttype:matttype
 - lang:lang
 - branch:branch
- Examples:
 - Keyword: t:ancillary matttype:matttype**z**
 - Keyword: “mouse paint” lang:lang**spa**
 - Keyword: * branch:branch**sg**



sierra

FUNCTION Search / Holds

W Keyword

ancillary mattype:mattpez

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format



eBooks

3

Language



English

3

Publish Date



2015

1

Results

Select

Format

Description

Summary

Preview

1



eBooks

Ancillary justice

Leckie, Ann

9780316327695 (electronic bk.) · 0316327697 (electronic bk.) · 9780316246620 · ...

leckie

Adult - Fiction, District Support Services

b13311414
Not Available
1 item

3 Keywords, 3 ENTRIES



sierra

FUNCTION Search / Holds

W Keyword "mouse paint" lang:langspa Search +

View Edit PPro Summary Print Close

- Format
 - Board Books 1
 - Books - Print 1
 - Kits 1
- Language
 - Spanish 3
 - English 2

Results

Select

Format	Description	Summary	Preview
1 Board Books	Mouse paint = Pintura de ratón Walsh, Ellen Stoll 9780547333328 (board pages) · 0547333323 (board pages) WALSH Carbon Valley Regional, Children - Easy - Fiction, Farr Regional	b13505385 Available 2 Items	

3 Keywords, 3 ENTRIES



sierra

FUNCTION Search / Holds

W Keyword

*branch:branchsg

Search



View



Edit



PPro



Summary



Print



Close

Browse

Format

Books - Print	1336
Video Recordings-DVDs	24
Audiobooks, CD	16
Board Books	11
Video Recordings-VHS	6
Audiobooks, Cassette	3
Graphic Novels	2
Paperbacks	1

Results

Select

Format

Description

Summary

Preview

1



Books - Print

**1, 2, 3-- the toddler years : a practical guide
e for parents and caregivers**

Van der Zande, Irene
9780940953253 (pbk.) · 0940953250 (pbk.)
649.122 van der
Adult - Non-Fiction, Northern Plains Public, Parenting

b12737926
Available
1 Item



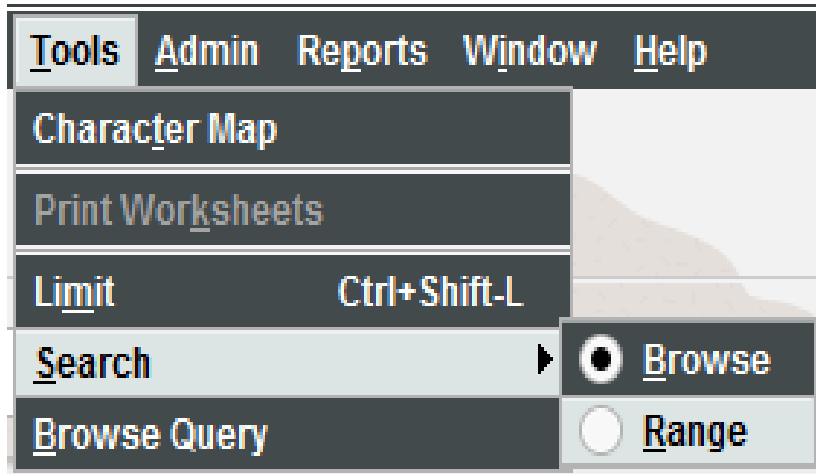
1399 Keywords, 1399 ENTRIES

Range Searching

Displays record results one-by-one

- Range
- Review
- Index
- Advanced

Range Searching



Range Searching

The screenshot shows the Sierra library system interface. At the top, the title bar reads "Sierra · High Plains Library District · Gem Stone-Logan". Below it is a menu bar with options: File, Edit, View, Go, Tools, Admin, Reports, Window, and Help. The main header area features the "sierra" logo and a background image of mountains. A search menu is open on the left, listing options: Index, Range, Review, Index, and Advanced. The "Index" option is currently selected. To the right of the menu is a search field labeled "Author (a)". Below the menu, a "Summary" section is visible, containing a "View" dropdown menu set to "h Holds/Bookings". At the bottom, a table displays search results.

#	Recnum	Call Num
1	i19557309	LECKIE

Range Searching: Index

- Enter start and stop information
- Author – do not use a comma between the last and first name
- Call No. – Works like a “starts with” search. 003 retrieves 003, 003.54, 003.857, etc
- Subject – Like Author, leave out punctuation



sierra

FUNCTION Search / Holds



View



Edit



PPro



Summary



Print

Index

Author (a)

Leckie Ann

to

Leckie Ann

Start

Summary

Summary

View h Holds/Bookings

Hold Copy Returned Soonest

Hold Selected Volume

Hold Selected Item

Transfer Holds

Book Any Available Item

Book Selected Item(s)

All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i19557309	LECKIE	33455022639162	bcaf1	Checked In	0	0

Range Searching: Advanced

- Uses the same syntax as for Keyword searches including Boolean operators and wildcards
- Example search:
(a:Leckie OR a:Jemisin) mattype:matttypez
lang:langeng



sierra

FUNCTION Search / Holds



View



Edit



PPro



Summary



Print

Advanced

(a:Leckie OR a:Jemisin) mattype:mattpez lang:langeng

Start

Summary

Summary

View h Holds/Bookings

Hold Copy Returned Soonest

Hold Selected Volume

Hold Selected Item

Transfer Holds

Book Any Available Item

Book Selected Item(s)

All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i16522515	iemisin	No Barcode	zda1	Checked In	0	0

Browse Query

- Absolutely fantastic for very specialized search queries
- May require additional permissions
- Not available in Sierra 2.1
- Ephemeral
- Similar to Create Lists but does not take up a review file spot
- Cannot export records



Sierra · High Plains Library District · Gem Stone-Logan

File Edit View Go Tools Aadmin Reports Window

sierra

Character Map

Print Worksheets

Limit

Ctrl+Shift-L

Search



Browse Query

t Title

Browse

Browse Query

Browse Query ✕

Store Record Type: Bibliographic b ▼

▼ Start Stop

Te...	Operator	Type	Field	Condition	Value A	Value B	
1		Bibliog...	Publica...	has	luna		▲

Bibliographic Publication Info. has "luna"

▲
☰
Group
Ungroup
Insert Line
Append Line
Delete
Clear All
▼

Troubleshooting

- Confirm the words in your search are spelled correctly
- Use fewer, less specific words
- Use synonyms
- Try switching to either the singular or plural form of the word or adding a wildcard
- Double check you do not have a limit enabled
- Do not use the word NOT in your search query unless you are using it as a Boolean operator
- Do not use a question mark in your search query unless you are using it as a single-character wildcard

Questions?

Contact Info:

Gem Stone-Logan
High Plains Library District
gstone-logan@highplains.us
gemstonelogan@gmail.com



Questions?

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