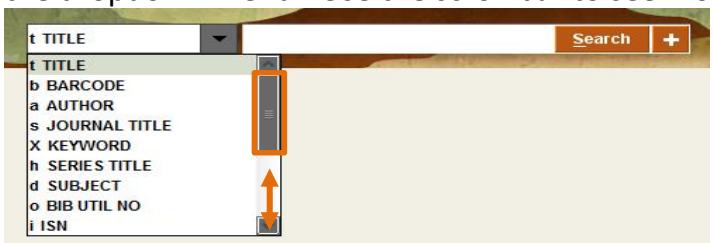
SEARCH/HOLDS – BASIC SEARCH (SIERRA)

Searching Items in Search/Holds

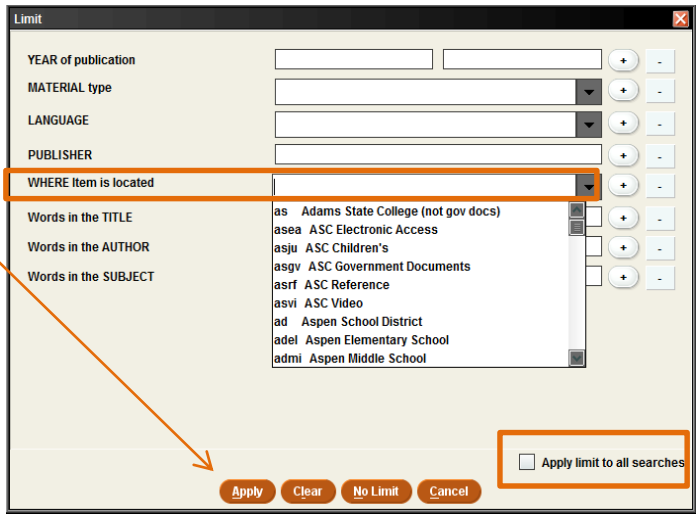
Click on **Search/Holds** in Function dropdown menu.

Select the **index** for the search; such for **t TITLE**, **b BARCODE, etc**. Any index search can be chosen from the dropdown menu. Use the scroll bar to see more options.



There are many different ways to limit a search. **Limit** by your location by **clicking** on the **plus sign** next to Search.

This will bring up the **Limit** box. Click on "**WHERE item is located"** to get a list of all the location codes of member libraries. Click on your library or a specific location code. By **clicking on** the box to "**Apply limit to all searches,"** the settings will stay until you change them or until you logout of Sierra. Remember to click on "Apply."



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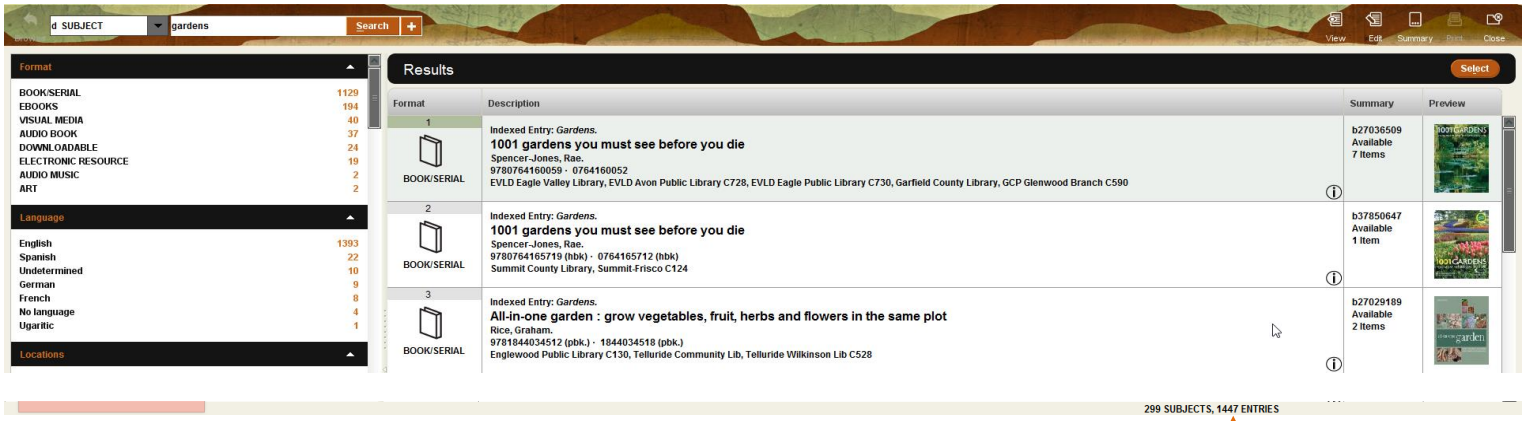
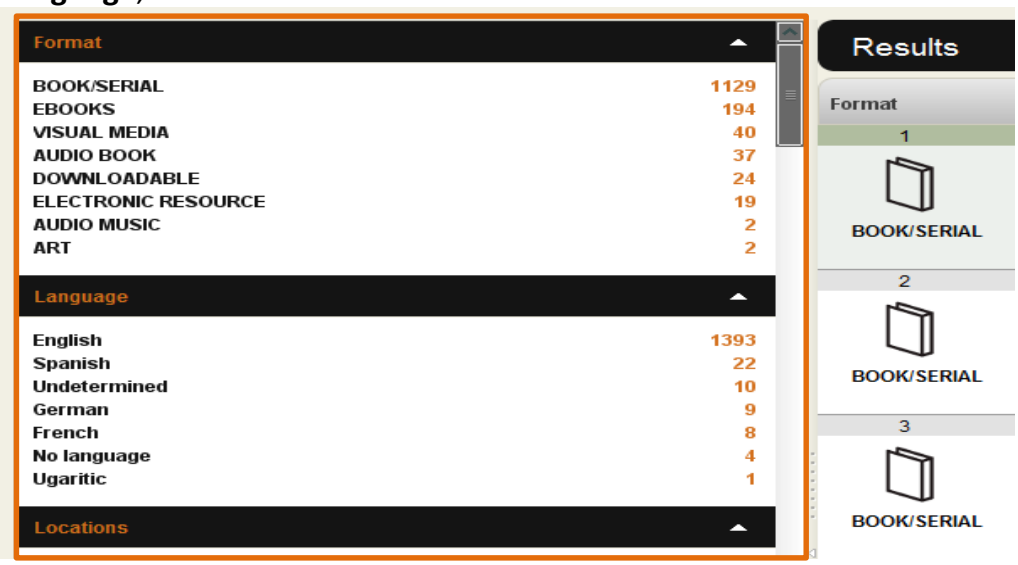
Depending on the index that was chosen, type in a search term or title, barcode, etc. In this example, we are using the **index d Subject** and the search term **"gardens."** At the bottom of the page is a list of subjects and entries.



The search resulted in 299 subjects and 1447 entries. This will be explained more with limiting. 299 SUBJECTS, 1447 ENTRIES

Limiting – Format, Language, Locations and Phrase

On the side bar of the results page will be more ways to limit a search. Limiting can be done by **Format**, **Language**, **Locations** and **Phrase**.



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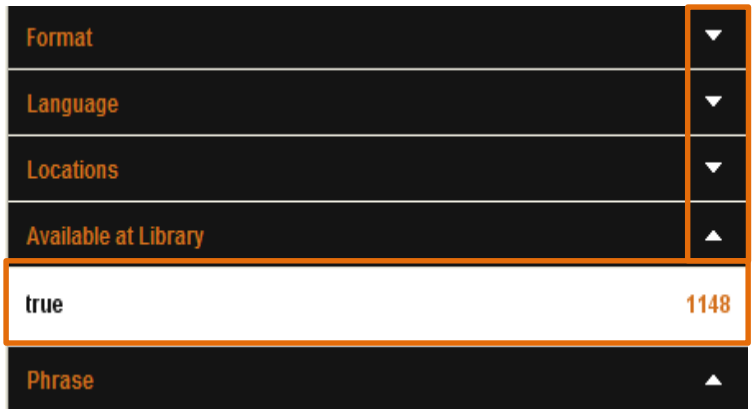
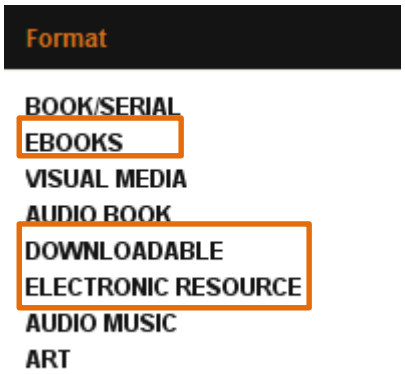
Click on the **white arrows** to **expand** or **shrink** each criteria. We mentioned the 299 Subjects and **1447 Entries** earlier. Looking at the **Available at Library criteria,** there are only **1148 entries**. The difference in numbers is usually caused by items that are not physically at the library such as **EBOOKS, DOWNLOADABLE materials and ELECTRONIC RESOURCES.**





When an item is not available for check out or a hold it will have the words **"Not Available."**

Mousing over the ⓘ will show information about the item.

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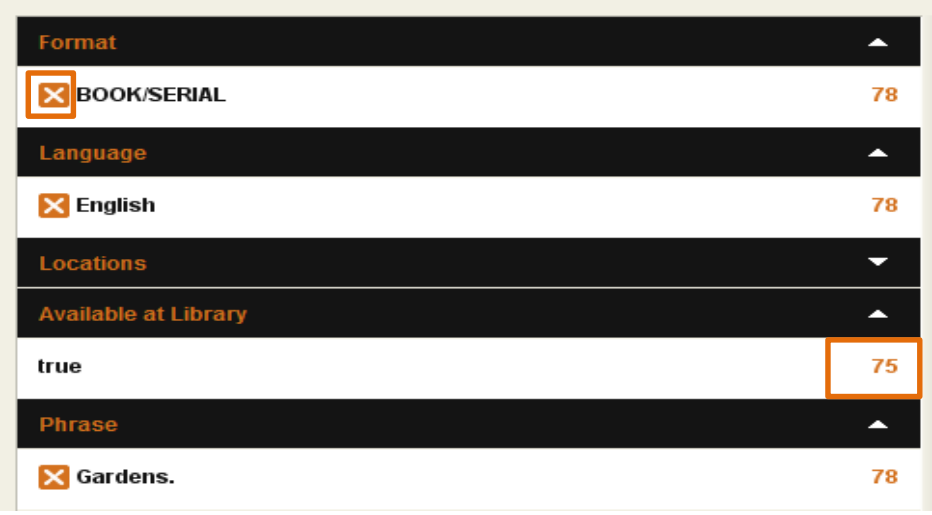
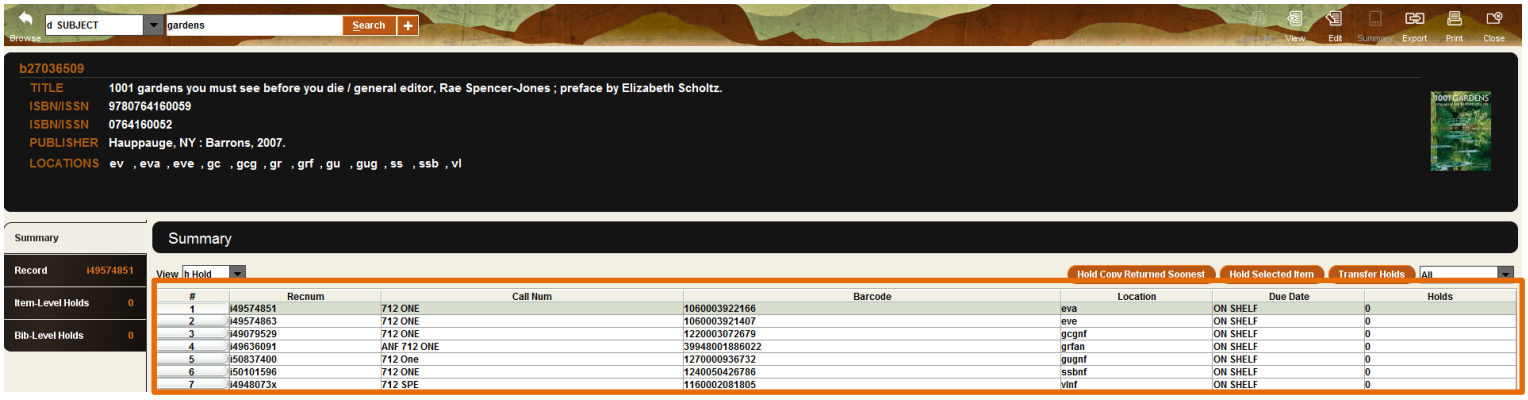
In this example, the limits have been set to **BOOK/SERIAL**, **English**, **all Locations**, **Phrase "Gardens."** We have gone from **1148 entries to 75 entries** available for check out or holds. Clearing limits can be done by clicking on the ☒.



To see more information about an item, highlight it by clicking on the item. Click "**Select**."

Once the item is on the screen each member library who owns the item will be listed. The status of the item is located under the **Due Date**.