**Searching Items in Search/Holds**

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



Select the **index** you would like to search; such for **t TITLE**, **b BARCODE, etc**. You can pick any of the index searchs 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 Search.



This will bring up the **Limit** box. You can 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.”



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.

**Limiting – Format, Language, Locations and Phrase**

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



**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.



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.

You can clear a limit by clicking on the .



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

This will bring up the item record where you can see which member libraries have the item. You can also see the item if the item is checked out or **On SHELF**.