



VuFind Tips and Tricks

MARK NOBLE

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Browsing

- ▶ Clicking on the title of a category (under the list) shows everything in the category as search results.
- ▶ Browse categories can be customized often to keep the catalog fresh for patrons
 - ▶ Highlight current events
 - ▶ Read a-likes
 - ▶ Popular subjects
- ▶ Library Administrators can see how many people are viewing your categories and clicking on titles within the catalog to gauge effectiveness. If a category isn't being used, consider removing it or moving it to a more prominent location.

Sidebar Links

- ▶ Links in the sidebar can be customized by library to highlight:
 - ▶ special collections
 - ▶ local events
 - ▶ databases you purchase but don't catalog
 - ▶ support your library options
 - ▶ Help options
 - ▶ Etc

Searching

- ▶ Searching for nothing returns everything.
- ▶ Quoting search terms prevents stemming and ensures that words are in the order entered.
- ▶ AND/OR/NOT searches can be done from standard search box if the Boolean operator is capitalized.
 - ▶ Cats NOT dogs
 - ▶ Cats AND dogs (equivalent to cats dogs)
 - ▶ CATS OR dogs

More Searching

- ▶ Searching is tuned for full matches and matches at the start of titles/authors so **The Help** will give different results than just searching **Help**.
- ▶ When you search for 3 or more words, VuFind will try dropping individual words to account for misspellings, and incorrect cataloging. You can bypass this by quoting the term.

Even More Searching

- ▶ Prefixing a search with field names allows you to do searches of specific fields within the catalog. A full list of fields that can be searched can be found in Staff View for grouped works. When looking for specific information, quote the text after the field name. In some cases
 - ▶ `callnumber-subject:"TX - Home Economics"`
 - ▶ `ltype:"Adult book"`
- ▶ You can also use predefined query types:
 - ▶ Title, Author, Subject, AllFields, LccBrowse, LocalCallNumber as prefixes for searches

Facets

- ▶ When selecting Format or Format Category facets, the Formats that are available within the search results are limited to only relevant facets
- ▶ Showing available titles only also limits the facets displayed

- ▶ *Note: Selecting both availability and format facets don't currently show only formats that are available.*

Getting status

- ▶ Currently, anything that is available to the patron will show as On Shelf. Anything not available will show as Checked Out.
- ▶ Expanding Checked Out soon to split out Coming Soon and Currently Unavailable statuses.

Viewing Copies

- ▶ Copy information available from search results
- ▶ Available at your library? Shows shelf location and call numbers (up to 5) directly in results
- ▶ Not available or available elsewhere? Click View copies to see Location and Call #

Holdings for Formats in a Grouped Work

- ▶ Placing a hold on a format defaults to the first edition (bib) in the list of editions
- ▶ Editions are sorted based on
 1. Language - English first
 2. Edition (1st, 2nd, 2013, 2014, etc) – latest edition first
 3. Bibs with local holdings on them
 4. Bibs that are available
 5. Bibs with the best hold ratio

Share titles with friends or send to a phone

- ▶ Text or e-mail titles to yourself
- ▶ E-mail titles to friends
- ▶ Share on facebook, twitter, or pinterest

Bad Cover or description?

- ▶ Check the ISBNs & UPCs
- ▶ Try reloading the cover from staff view
- ▶ If ISBNs and UPCs look good, report to Syndetics at syndeticscorrections@bowker.com
- ▶ Make sure to include the ISBN(s) that have problems as well as the title of the book.

Recommendations

- ▶ Personalized recommendations based on what you have rated
- ▶ Not based on reading history, or titles you have looked at since we don't know if you like them
- ▶ Only 3 star and above
- ▶ A combination of Novelist and Catalog Metadata
- ▶ Looks at up to 10 titles for Novelist
- ▶ Won't suggest titles you've rated or said you aren't

Bypassing Automatic Logout

- ▶ Configuration within *My Account*
- ▶ Applies to all machines you login to. Make sure you logout when on public computers!

SMS Messaging

- ▶ Can now sign up to receive notices by SMS message in addition to normal notice (Phone, Print, e-mail)
- ▶ Instant notices as soon as the item is checked in for the hold shelf
- ▶ Some limitations to messaging
 - ▶ One account only
 - ▶ If opting in through VuFind will want to opt out through VuFind

Other Tips?

- ▶ Have a tip of your own? Share it now.