



Traverse des Sioux Library System

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Mankato, MN 56001-5488
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Searches in Symphony/IBistro

Keyword/General - searches the entire bibliographic record.

Great for author/title search, for example, you know word in the title and the author. The search Roberts and Fall retrieves Nora Robert's *Angels Fall*.

Keyword/Title - searches every word in the 130, 240, 245, 246, 505 |t, 700 |t, 730 and 740 lines in the bibliographic record.

For short stories and music we will enhance the record to reflect the |t, in order to allow title searching.

Browse/Title - basically means title starts with ...

Exact/Title - this is the exact title, as it appears in 245, 246, or 740 lines

Keyword/Author - searches the 100, 110, 505 |r, 700 (includes actors in movies and readers/narrators of talking books), 710 (corporations) lines in the bibliographic record.

Browse/Author - also means starts with Remember to enter author last name first.

Example: Nora, Roberts

Exact/Author - use only if you know the exact author's name.

Subject searches - TdS uses the Library of Congress subject headings, subject headings tell the user what the item is about. You can certainly search on subject headings, the browse/starts with function is especially useful for this. Subjects can be anything from topical terms, geographic names, personal names, and genre terms. Subjects are most useful in IBistro, once you find an item that looks like the user would like and you want to find more about the topic. Click on;

- Details
- Catalog Record
- Click on the hyperlinked subject term. (the term must be an exact match for proper linking)

Periodical Title - ONLY works on magazine, newspaper titles and some travel guides. This searches the 222 line in the bibliographic record.

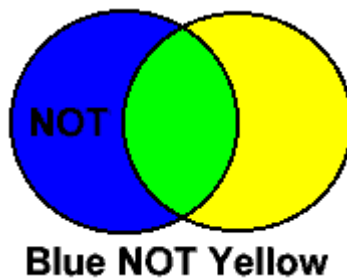
Call number - you can only search one library at a time and it basically browses the shelf. This works great if you are wondering if TdS assigned a correct call number.

Title control # - this is the OCLC number that catalogers write down on the workslip. When adding items returned from cataloging use the number, you will be sure that you use exactly the record that TdS picked/made for the item.

Type a lower case letter o (not zero) followed by the number (no spaces). Make sure that library is set to ALL.

Boolean Operators

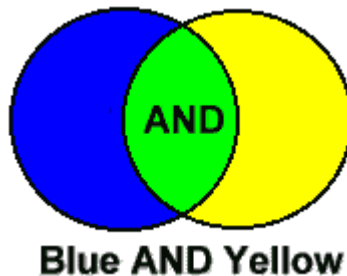
NOT - meaning everything else but NOT this word. (Not equals the darkest shade)
(Flowers not Roses)



OR - means this or that (Roses or Orchids)



And - both terms have to appear in the bib. record (Roses and Orchids)



To work around Boolean operators, especially in title searches, put the Boolean operator in quotations marks. For example: *"Not" in the flesh*

*Traverse des Sioux Library System serves all public libraries in these counties:
Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan*

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