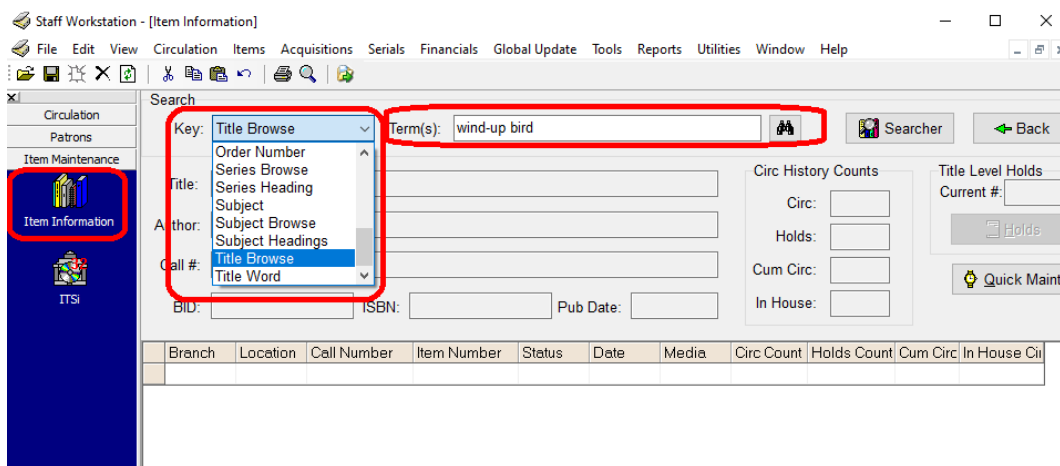


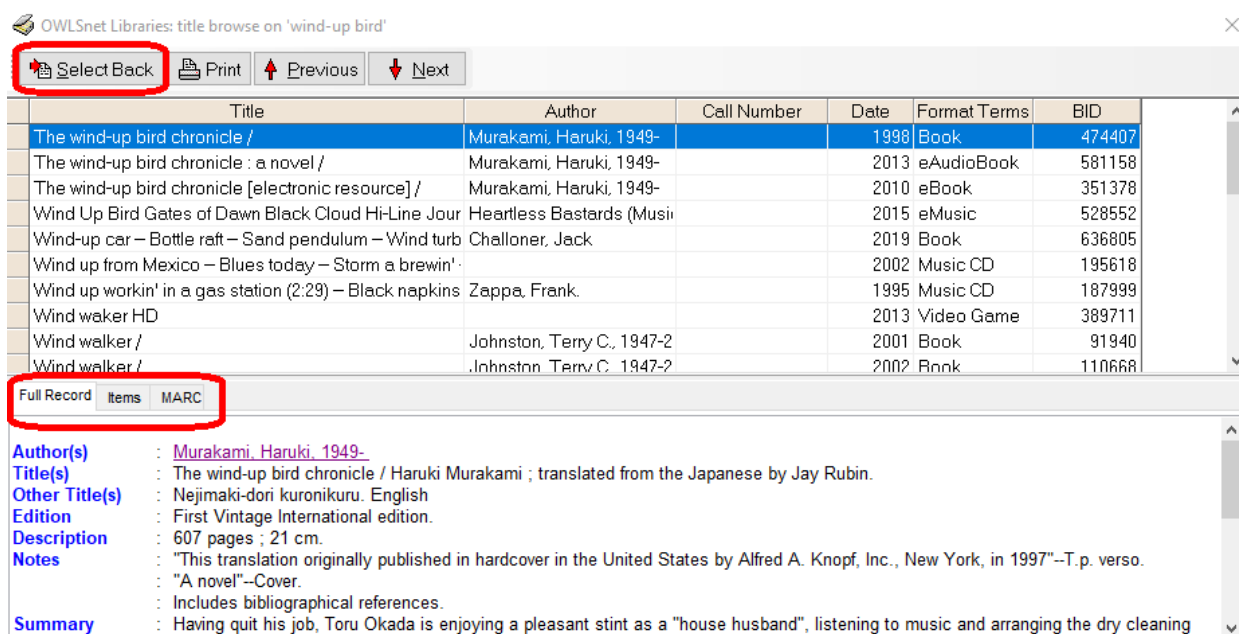
Searching In CARL-X

Searching for Bibs

1. Start in Item Maintenance > Item Information (F6)
2. Choose the preferred Search Key from the drop-down menu
 - For all numbers, including book ISBNs and video UPCs, use “Matcher File” instead of ISBN
 - When using “Title Browse,” omit the leading articles “a,” “an,” and “the”
3. Enter terms and click the binoculars of press <Enter>



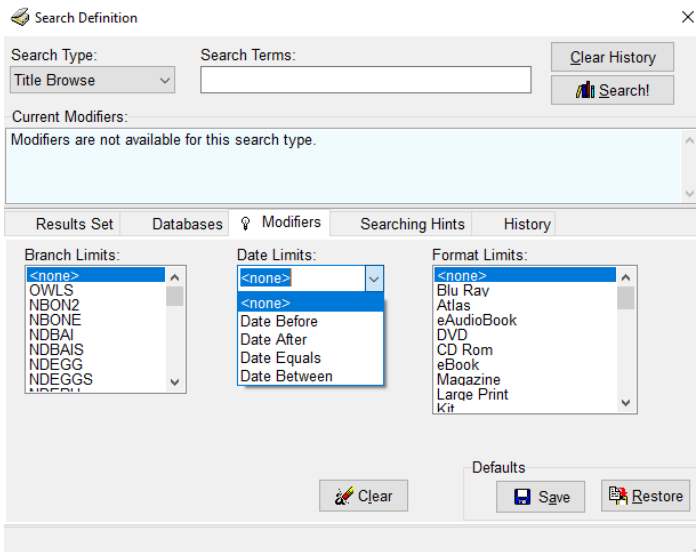
4. A results window will open if there is more than one results. Highlight your item and click “Select Back”
 - You can see more information about the highlighted item by clicking the tabs below the search results
 - Full Record is a reader-friendly view of the MARC record
 - Items will show which libraries have an item attached to this bib and select item information
 - MARC is the MARC record view



Using Searcher in CARL-X

More detailed searching can be done using Searcher.

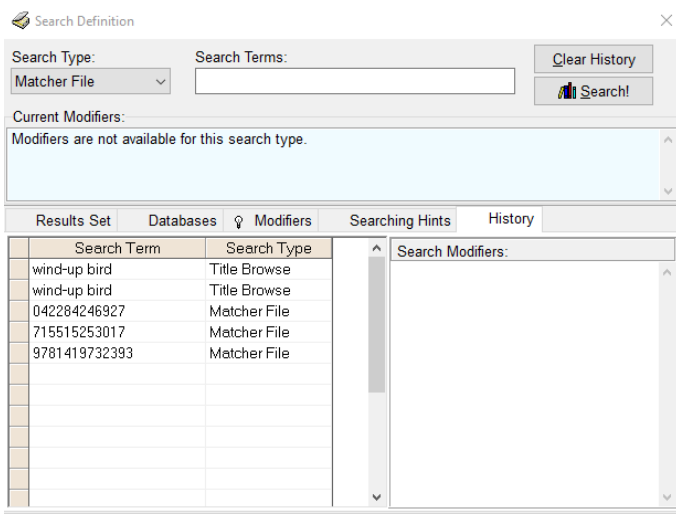
1. Start in Item Maintenance > Item Information (F6)
2. Click the "Searcher" button
3. Select preferred Search Type from the drop-down menu
4. Enter Search Terms
5. You can modify your search by clicking the Modifiers tab along the bottom of the window to limit by branch, format and date



6. Click "Search!" or press <Enter>
7. Highlight the record and click "Select Back"

Viewing Search History in CARL-X

1. Start in Item Maintenance > Item Information (F6)
2. Click the "Searcher" button
3. Go to the History tab at the bottom half of the window
4. On the left you will see your search terms and search type. Highlight and double-click an item you wish to review
5. You can click "Clear History" by the search box to remove the search history



Searching for Items in CARL-X

1. In the CARL•X Staff client, navigate to Item Maintenance > Item Information (F6)
2. To search by the item's barcode, select "Item Number" from the Key dropdown menu
3. Scan or enter the barcode number into the "Terms" box
4. Click the binoculars or press <Enter>
5. Highlight the title in the results grid and click "Select Back" to begin working on it

To search by another index, select the appropriate means in the Key drop-down and repeat steps above.