

Example Search #3 “Keyword Search” using the “Title” Setting

For this example, I am going to conduct a Keyword search using the “title” setting. By default, this drop down menu is set for a “words or phrase” search. I will click on the arrow and select “title”.

The next thing I am going to do is select Joyner library under the drop down menu for library. Symphony allows you to search in multiple libraries at the same time.

Now I am going to type in the title “The Cat in the Hat”.

However, before I hit the “search” key, please be aware that since this is a title keyword search and not a title alphabetical search, the title that you type in may not appear first in the search results list.

In this example, six items came up in the search results list. The original book, which was published in 1957, is the last of the six items in the list. The other five items are related to “The Cat in the Hat”, but were published after 1957.

Now I am going to show you a different example search. If you type in a title that is not related to any other item, then you may not see a results list at all. For example, I will type in the title “Amazing Dinosaur Facts”.

As you can see, instead of getting a search results list, the search went straight to the catalog record. Next to the catalog record is a tab for the Item Information. To see the call number and the location code, you need to click on the Item Information tab.

Now I want to show you a third example search. This time I am going to type in “Gulliver’s Travels”. As you can see, this search pulled up 42 items. To limit this search to materials found only in the Teaching Resources Center, click on the link that says “Limit Search”.

After clicking on the Limit Search link, you will see seven drop down menus that can be used for limiting the search results. These are: library, language, record format, physical format, collection, publication year, and the last option is for sorting out the search results.

To limit the search results to the Teaching Resources Center, click on the arrow next to the collection option. Now click on Joyner Teaching Resources Collection, and then click on the search button. This will limit the search results to materials found only in the Teaching Resources Center.

As you can see, the search results decreased from 42 items that can be found in various places in Joyner library, down to 4 items that can be found only in the Teaching Resources Center.