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Catalog

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Overview




Spectrum CIRC/CAT's catalog features help you search your library's catalog for materials that meet your needs. You can also reserve items, create and print bibliographies, search other libraries and copy their MARC records, as well as view patron circulation information. For help performing Catalog tasks, see "Catalog overview" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.



About the Catalog window

Whether you're using Spectrum CIRC/CAT or Spectrum Patrons' Catalog, the catalog functions in a similar manner. When you access the catalog, the program opens the Catalog window. The search tab that the program initially displays, Easy Search, Expanded Search, or Visual Search, depends on which one is set as the default in Catalog Setup. For more information about setting the default search tab, see "Setting up the catalog" in the *Setup* chapter of the *Spectrum CIRC/CAT User Manual*.

Catalog window buttons

The Catalog window provides buttons you can click to perform various catalog functions.

Command	Button	Description
Help		Accesses Spectrum CIRC/CAT's Help system for information and assistance on operating the catalog.
Clear		Removes all information from the Catalog window and clear the current search settings (such as collections you've chosen to search, the type of search you've selected, and so on).
See Also		Lets you access the catalog's cross-referencing abilities. This button may be unavailable—depending on whether you've installed the Spectrum Cross-Reference Words Database (sold separately) and on how you set up your catalog.

Command	Button	Description
Browse		Accesses the catalog's browsing abilities allowing you to browse and select valid search terms from a list.
Search		Begins searching for materials using the information you enter.

Catalog menu commands

The catalog menu may or may not have all the commands listed below, depending on how you set up your catalog.

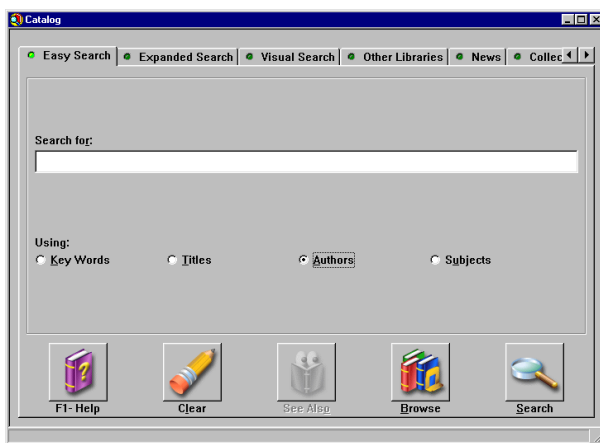
Option	Description
Material Type Limits	Opens the Set Material Type Limits window where you can limit the search to specific material types.
Reading/Interest Levels	Opens the Set Reading/Interest Levels window where you can limit a search to specific reading/interest levels.
Reserve Material	Opens the Reserve Material window where you can reserve materials.
View Circulation Status	Opens the Patron Circulation Status window where you can view information about your personal library account.

Easy and Expanded Search

Easy and Expanded Search allow you to search using search terms. After you specify one or more search terms and choose a search type, the program searches for materials that match your search terms. For help performing Easy and Expanded Searches, see "Searching with Easy Search or Expanded Search" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Easy Search tab

Easy Search lets you quickly specify a search using a single search term. You can perform key word or phrase, title, author, and subject searches.



Easy Search tab
This simple tab may be more understandable to some patrons than the Expanded Search tab.

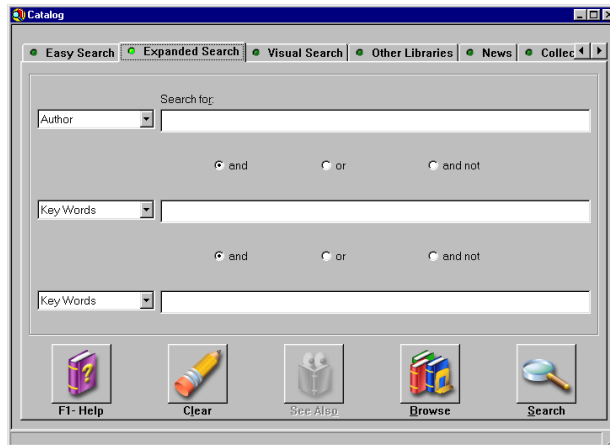
This table describes the various elements in the Easy Search tab.

Element	Description
Search for	Enter your search term in this box. When you start the search, the program searches for materials that match this search term.
Using	Select the desired search type. This tells the program what type of information in the material record should match your search term. For example, if you select Authors, the program evaluates only author information when looking for materials that match your search term.

For more information on using the Easy Search tab, see "Searching with Easy Search or Expanded Search" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Expanded Search tab

Expanded Search allows you to search by using multiple search terms and Boolean operators. For any search term, you can specify a key word, title, author, subject, series title, call number, material type, copyright date, ISBN, or LCCN search.



Expanded Search tab
This tab gives patrons comprehensive search capabilities.

This table describes the various elements in the Expanded Search tab.

Element	Description
Search for	<p>Enter your search terms in these boxes. Type only one search term per box. When you start the search, the program searches for materials that match your search terms.</p> <p>The list to the left of each Search for box allows you to choose a search type. A search type limits the search term so that it applies to only a specific type of information. For example, if you are searching for materials written by a particular author, you could choose the Author search type, so that only author information is evaluated. For more information, see "Search types" later in this chapter.</p>
"and", "or", "and not"	<p>Use the Boolean operators to specify how your search terms should be related to each other. For more detailed information about Boolean operators, see "Boolean operators" later in this chapter.</p>

For more information on using the Expanded Search tab, see "Searching with Easy Search or Expanded Search" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Search types

You use search types to limit a search term to a specific type of information. For example, if you choose the Author search type, the program searches only author information to find a record that matches your search term. Similarly, if you choose the Title search type, the program searches only title information. If you are using Expanded Search and specify more than one search term, you can specify a different search type for each term.

For help specifying a search type, see "Specifying a search type" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Key word searches

When you search by key word, the program finds materials with the search term you enter, whether that term is in the title, note field, or subject of a book. For example, if you enter *king* in the "Search for" box, you would find materials that have *king* as a subject as well as books with the word *king* in the title.

Because the program uses the key words exactly as it finds them in material records, you should be careful to enter key words exactly as they are cataloged. If you aren't sure of a word's spelling or if you want to see other search terms, you may want to browse for search terms and view a list of related search terms. Also, instead of typing just one search term in the Search for box, you can also enter a key phrase.

When you search by key word, you usually find more materials than if you search by author, subject, or title.

Before you can search with or browse for key words in the Catalog window, your library must have built key words for its material records. You can build key words two ways:

- Before importing material records into your program's database, select Build Key Words when you set material import options. For more information, see "Importing material records" in the *Materials* chapter of the *Spectrum CIRC/CAT User Manual*.
- Use the Spectrum Rebuild program. For more information, see the *Rebuild* chapter in the *Spectrum CIRC/CAT User Manual*.

Subject searches

When you search by subject, the program searches the subject tags of MARC records for the search term you enter. For example, if you enter *agriculture* in the "Search for" box, the program finds all materials in your library's database that have the term *agriculture* in the subject tag of their MARC record.

Title searches

When you search by title, the program only searches the title tags (including main, series, and added entry) of MARC records. If you want to limit the number of materials found when searching by title, be as specific as possible when entering your search term(s), such as entering the complete title or as much of it as possible. For example, if you're searching for *The Adventures of Huckleberry Finn* and you only enter *adventure* in the "Search for" box, the amount of materials you find is greater than if you enter the full title.

The following articles are ignored when you search by title:

Language	Articles ignored during a title search
English	A, An, The, D', De, and Ye
French	D', Des, L', La, Le, Les, Une, and Un
Spanish	Un, El, La, Las, Lo, Los, and Una
German	Des, Das, Dem, Den, Der, Die, Ein, Eine, Einem, Einen, Einer, Eines, and S'

Author searches

The program searches only author tags and added entry name tags (so you can find illustrators also) of MARC records when you search by author. If you want to limit the number of materials found when searching by author, be as specific as possible when entering your search term(s), such as entering the full name of an author. For example, if you're searching for materials by *Adam Smith* and you only enter *Smith* in the "Search for" box, the amount of materials you find is greater than if you enter the full name of the author.

Copyright searches

When you specify a copyright date search, the program searches tag 260c. You can specify a range of years or a single year. For examples, see below.

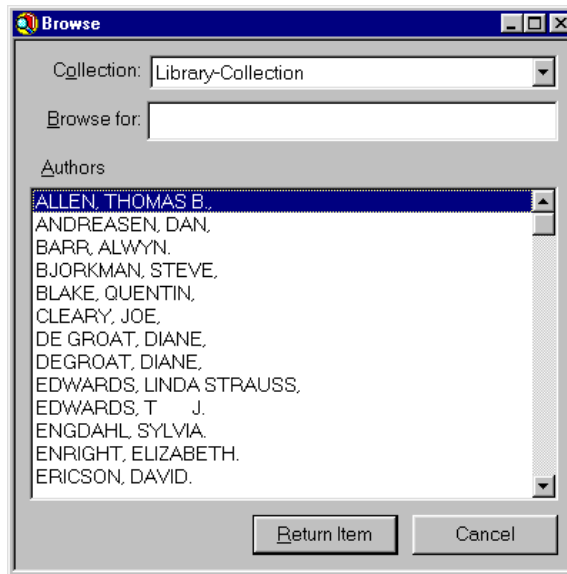
You enter	The program finds
1980	Materials with a copyright date of 1980.
-1980	Materials with a copyright date of 1980 or before.
1980-	Materials with a copyright date 1980 or after.
1980-1990	Materials with a copyright date between 1980 and 1990 (inclusive).

Series title searches

This search type is available from only Expanded Search. In a series title search, the program searches only on tag 440. Series titles in tag 490 are not searched. *Note:* This is true, even though series titles in tag 490 do appear on the Easy Search tab.

About the Browse window

The Browse window lets you browse a list of valid search terms and select the one you want to use. You can access the Browse window from either Easy Search or Expanded Search.



Browse window

In this window, you can look up a search term.

When you find the search term you want, you can place it in the Catalog window either by double-clicking it or selecting it and clicking the Return Item button.

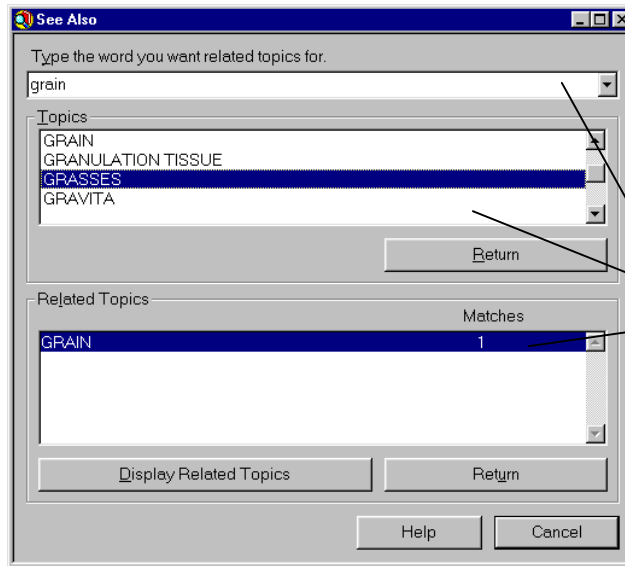
This table describes the various elements in the Browse window.

Element	Description
Collection	Lets you select the collection to browse. You can browse only one database at a time.
Browse for	Displays your browse entry—initially the item/key word displayed in the Catalog window when you activate the Browse feature. You can edit this entry at any time. When you edit the browse entry, the list of key words refreshes itself and displays searchable items starting alphanumerically with the value you enter.
List of values	Contains all the values for the selected type of search. The heading and contents of this list vary depending on the search type you're using—for example, "Key Words," "Titles," "Authors," and so on.
Matches	Tells you the number of instances the program finds the browse entry in all available collections. (This count is unavailable when you browse by specific fields like title, author, or subject.)
Return Item	Closes the Browse window and places the selected searchable item in the Catalog window.
Cancel	Closes the Browse window and returns you to the Catalog window without selecting an item.

For help using the Browse window, see "Specifying a search term" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the See Also window

You can use the See Also window to find additional search terms. You enter a term and the program lists related terms that might yield useful materials.



See Also window

In this window, you can look up words related to your search term.

The window contains three entry or selection boxes:

Search term box

Topics box

Related Topics box

Before you can use the See Also feature, you have to perform some steps such as building key words, running the Spectrum Cross-Reference Words Database program (sold separately), and activating See Also searching. For more information, refer to "Searching with the See Also feature" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

This table describes the various elements in the See Also window.

Item	Description
Search term	<p>Contains the word you want to find related words for. The search term you entered in the Catalog window initially appears here. You can enter a new word in this box or enter a term from the Related Topics box (by clicking Display Related Topics).</p> <p>You can also pull down this box to view previously entered words. The previous words remain if you close the See Also window, but are erased when you click the Catalog window's Clear or Search buttons.</p>
Topics	<p>Displays See Also terms. Only terms that occur in your database are listed.</p> <p>The program initially selects the closest match to the word in the Search term box. You can scroll through the list and select other words you want to see related words for. The Related Topics box displays the related words.</p> <p>You can click the Return button directly below this box to return the selected word to the Catalog window.</p>
Related Topics	<p>Lists all terms related to the word currently selected in the Topics box. You can select a term from this list and:</p> <ul style="list-style-type: none">• Click Display Related Topics to move it to the Search term box.• Click Return to place the word in the Catalog window.
Matches	<p>Lists the number of materials in the database that match this term.</p>
Return	<p>Closes the See Also window and places the selected searchable item in the Search for box of the Catalog window.</p>
Display Related Topics	<p>Takes the item currently selected in the Related Topics box and places it in the Search term box, refreshing both the Topics and Related Topics boxes.</p>

For help using the See Also window, see "Searching with the See Also feature" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Boolean operators

Whenever you specify more than one search term in an Expanded Search, you must provide the program with information about how you want the search terms applied. For example, if you use two search terms, do you want the program to find only those materials that match both search terms, or do you want the program to find materials that match either of the search terms?

You use the Boolean operators *and*, *or*, and *and not* to provide the program with this type of information.

Item	Definition
and	Specifies that the program should find only materials containing both search terms.
or	Specifies that the program find any materials that contain either or both of the search terms.
and not	Specifies that the program should find only those materials that contain the first search term but don't contain the second term.

Note: If you use three search terms in a search, the program evaluates the first pair of search terms before evaluating the third. For example, if you specify this search: canoe *or* kayak *and* Canada. The program interprets it as (canoe *or* kayak) *and* Canada.

For help specifying Boolean operators in a search, see "Searching with Boolean operators" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Boolean operator examples

Here are some examples to demonstrate the use of Boolean operators.

Everyday examples

Say you're shopping for groceries. Before you buy a loaf of bread, you check to make sure it's a) whole wheat *and* b) thin-sliced. It has to be both whole wheat and thin-sliced or else you don't want it. This is an example of the *and* Boolean operator.

Say you buy a cereal brand only if it's a) on sale *or* b) you have a coupon for it. In this case, you will purchase the cereal as long as one or the other of these conditions apply. This is an example of the *or* Boolean operator.

Before you buy bananas they must be a) cheap enough *and not* b) overly ripe. In this example the first condition must apply and the second must not apply. This is an example of the *and not* Boolean operator.

A catalog example

Say you're looking for materials on dog racing and horse racing. Which Boolean operators should you use? If you tell the program you want materials about a) dog racing *and* b) horse racing, the program gives you only materials that include both topics. But you might also want materials dealing with only dog racing, only horse racing, as well as materials that deal with both. In this case you should use the Boolean operator *or*. Your search would read a) dog racing *or* b) horse racing.

Catalog search limits

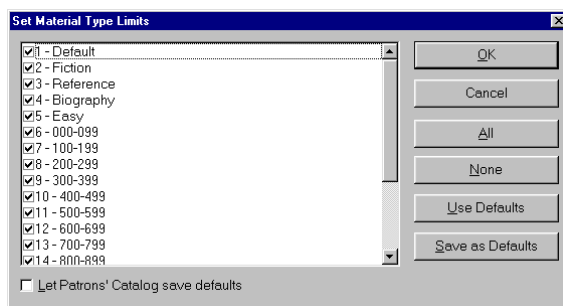
Search limits are conditions that you specify to further limit a search. Even if a material matches your search term requirements, it must also meet these search limits before the program lists it in the Materials Found window.

You can limit a search so that it yields materials with a specific material type. You do this in the Set Material Type Limits window. Similarly, you can limit a search by Reading/Interest level requirements. You do this in the Set Reading/Interest Levels window.

About the Set Material Type Limits window

The Set Material Type Limits window lets you limit a search to specific material types. You access the Set Material Type Limits window from the Catalog menu and select the material types that you want included in your search.

Note: Before this window is available, the "Set Material Type Limits" option must be selected in Catalog Setup. For more information, see "Setting up the catalog" in the *Setup* chapter of the *Spectrum CIRC/CAT User Manual*.



Set Material Type Limits window

In this window, you specify which material types should be included in the search. Only materials with the specified material types will appear in the Found Materials window.

This table describes the various elements in the Set Material Type Limits window.

Element	Description
All	Includes all material types so they are found in a catalog search (by selecting all types in the list).
None	Excludes all material types from being found in a catalog search (by deselecting all types in the list).
Use Defaults	Returns the window to the settings last saved as the default.
Save as Defaults	Saves the current settings as the default.
Let Patrons' Catalog save defaults	Lets users save their limits as the default for that catalog computer in Patrons' Catalog.

For help using the Set Material Type Limits window, see "Limiting a search by material type" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Set Reading/Interest Levels window

The Set Reading/Interest Levels window lets you limit a search to specific reading/interest levels. Materials not meeting your level of criteria are not found in the search. You access the Set Reading/Interest Levels window from the Catalog menu.

Note: For this window to be available, the "Set Reading/Interest Levels" option must be selected in Catalog Setup. For more information, see "Setting up the catalog" in the *Setup* chapter of the *Spectrum CIRC/CAT User Manual*.

Set Reading/Interest Levels

Limit materials found in the catalog by the following:

Reading grade level

from: 00.0 to: 13.0 Display level Limit search

Interest age level

from: 00.0 to: 99.9 Display level Limit search

Interest grade level

from: 00.0 to: 13.0 Display level Limit search

Let Patrons' Catalog save defaults

OK Cancel Use Defaults Save as Defaults

Set Reading/Interest Levels window

In this window, you specify reading/interest levels. The program limits searches to include materials with the specified levels.

This table describes the various elements in the Set Reading/Interest Levels window.

Level	Description
Reading Grade	A value indicating that patrons in the specified grade range should be able to read the material. The default is 0–13.0 (range is all-inclusive).
	Display level. Selecting this instructs the program to display the reading grade level in the Materials Found window.
	Limit search. Selecting this instructs the program to limit the search according to the specified levels. If you do not select this option, the program does not apply the limit.

Level	Description
Interest Age	<p>A value indicating that patrons in the specified age range should find the material interesting. The default is 0–99.9 (range is all-inclusive).</p> <p>Display level. Selecting this instructs the program to display the interest age level in the Materials Found window.</p> <p>Limit search. Selecting this instructs the program to limit the search according to the specified levels. If you do not select this option, the program does not apply the limit.</p>
Interest Grade	<p>A value indicating that patrons in the specified grade range should find the material interesting. The default is 0–13.0 (range is all-inclusive). You set the limits at the Set Reading/Interest Levels window.</p> <p>Display level. Selecting this instructs the program to display the interest grade level in the Materials Found window.</p> <p>Limit search. Selecting this instructs the program to limit the search according to the specified levels. If you do not select this option, the program does not apply the limit.</p>
Let Patrons' Catalog save defaults	<p>Lets users save their settings as the default for that catalog computer in Patrons' Catalog.</p>
Use Defaults	<p>Returns the window to the settings last saved as the default.</p>
Save as Defaults	<p>Saves the current settings as the default.</p>

For help using the Set Reading/Interest Levels window, see "Limiting a search by audience level" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Visual Search

If your library has purchased Visual Search, the Catalog window contains a Visual Search tab. You can use this tab to perform predefined searches by clicking the appropriate Visual Search button.

About the Visual Search tab

You start by clicking the visual search button that most closely represents your area of interest. If the button you choose is linked to a search, the program displays a list of materials found. If the button you choose is linked to another group of visual search buttons the program displays the linked group. In this case, narrow your search by choosing the button that most closely represents your area of interest. Continue narrowing your search until the program displays a list of material found.



Visual Search tab

In this tab, you choose searches by clicking visual search buttons.

Start by clicking the visual search button that most closely represents your area of interest.

Continue narrowing your search until the program displays a list of materials found.

Note: The visual search buttons displayed in this tab will vary depending on how your library has configured Visual Search.

For help using the Visual Search window, see "Searching with Visual Search" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Searching other libraries

This feature may be sold separately from Spectrum CIRC/CAT. For information on obtaining this feature, contact Sagebrush's Sales Department at 1-800-533-5430.

In addition to your own collection, you can also search collections that other libraries have made available via Z39.50 servers. You do this using the Other Libraries tab of the Catalog window.

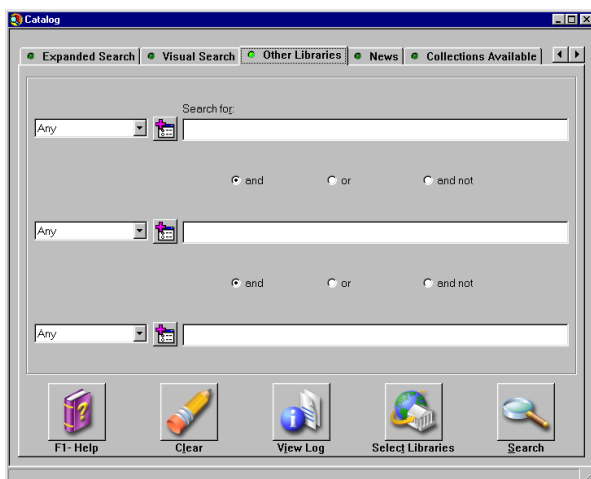
What is Z39.50?

Z39.50 is an information retrieval protocol. You can use the Other Libraries tab in the Catalog window to search and retrieve MARC records stored on servers that use this protocol. For more information about Z39.50, refer to the *ANSI/NISO Z39.50 Protocol Specification* or visit <http://lcweb.loc.gov/z3950//agency/1995doce.html>.

About the Other Libraries tab

Note: The Other Libraries tab is available only if the Other libraries option has been selected in the Search Window tab of the Catalog Setup window.

The Other Libraries tab of the Catalog window lets you search collections at other libraries. As long as the library has made its collection available on a Z39.50 server, and you have access to this server via the Internet, you can search it using the Other Libraries tab.



Other Libraries tab

Use this tab to search collections at other libraries.

This table describes the various elements in the Other Libraries tab.

Element	Description
Search for	<p>Enter your search terms in these boxes. Type only one search term or phrase per box. When you start the search, the program searches for materials that match your search terms.</p> <p>The list to the far left of each "Search for" box allows you to choose a Use attribute. These Use attributes serve the same purpose as the search types used in Expanded Search. Like Expanded Search's search types, Use attributes limit search terms to a particular field or fields in the MARC record.</p> <p>The button immediately to the left of each Search for box allows you to specify additional search attributes that specify how the search term should be used or interpreted. For more information about these attributes, see "Other Z39.50 search attributes".</p>

Element	Description
<i>and, or, and not</i>	Use these Boolean operators to specify how your search terms should relate to each other. For more detailed information about Boolean operators, see "Boolean operators" earlier in this chapter.
View Log	Click this to view the search log. This log contains a list of all messages received by the program during the most recent search.
Select Libraries	Click this to specify which libraries should be searched. Only libraries that have been added in Catalog Setup are available for searching.

For more information on using the Other Libraries tab, see "Searching other libraries" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Other Z39.50 search attributes

In addition to Use attributes, the Z39.50 standard also includes other search attributes that specify how the search term should be used or interpreted. You can also use these attributes when defining a search:

- Relation attributes. You can specify the relationship between your search term and the value in the matching record. For example, you might specify an attribute of *Equal* to look for exact matches. Similarly, in the case of numeric data, you might specify an attribute of *Less than* to look for values less than your search term.
- Position attributes. You can specify the location of the search term within the field or subfield. For example, you can specify that the search term must appear at the beginning of the field.
- Structure attributes. You can specify how you want the search term treated structurally. For example, do you want each word in the phrase to be treated as a separate search term or do you want the entire phrase treated as a single search term?

- Truncation attributes. You can specify that one or more characters can be omitted when matching the search term. For example, if a word is right truncated, it will be treated both as a complete word and as the beginning of longer words. If a word is left truncated it will be treated both as a complete word and as the ending of longer words.
- Completeness attributes. You can specify whether the search term makes up the complete field or whether additional words can appear in the field along with your search term.

Relation attributes

Relation attributes let you specify the relationship between your search term and the value in the matching record. The following table lists the relation attributes.

Attribute	Description
Less than	For a match, the value in the searched field must be less than the search term.
Less than or equal	For a match, the value in the searched field must be less than or equal to the search term.
Equal	For a match, the value in the searched field must equal the search term.
Greater or equal	For a match, the value in the searched field must be greater than or equal to the search term.
Greater than	For a match, the value in the searched field must be greater than the search term.
Not equal	For a match, the value in the searched field must not equal the search term.
Phonetic	For a match, the value in the searched field must have an aural similarity to the search term. <i>Note:</i> The match algorithm depends on the Z39.50 server you are searching.

Attribute	Description
Stem	For a match, the value in the searched field must have the same lexical or linguistic stem as the search term. <i>Note:</i> The match algorithm depends on the Z39.50 server you are searching.
Relevance	For a match, the value in the searched field must be relevant to the search term. <i>Note:</i> The match algorithm depends on the Z39.50 server you are searching.
Always Matches	The search term is irrelevant. The matches depend on the Use attribute. <ul style="list-style-type: none"> • If the Use attribute is Any or Anywhere, all records will be considered matches. • If the Use attribute is something other than Any or Anywhere, all records with the specified field will be considered matches. For example, if the Use attribute is Title, all records that contain a title field are considered matches.

Position attributes

Position attributes let you specify the location of the search term within the field or subfield. The following table lists the position attributes.

Attribute	Description
First in field	For a match, the search term must be the first data in the field.
First in subfield	For a match, the search term must be the first data in the subfield.
Any position in field	The search term can appear anywhere in the field.

Structure attributes

Structure attributes let you specify how you want the search term treated structurally. The following table lists the structure attributes.

Attribute	Description
Phrase	The search term is treated as a phrase. Word order within the phrase is important.
Word	The search term is a word (in other words, does not contain spaces).
Key	A sequence of characters extracted from an indexed word. In the search term, key segments should be separated by a blank (ASCII hex 20).
Year	The search term is a year in a four-digit numeric format.
Date (normalized)	The day, month, year, and time of a particular transaction or event. The only mandatory portion of the string is the four-digit year. Otherwise, the search term structure should adhere to the format for Generalized Time in ASN.1 (ISO 8824).
Word list	One or more words separated by blanks. The search term is treated as individual words. Order is not important.
Date (un-normalized)	The day, month, and year of a transaction or event. The search term is unstructured.
Name (normalized)	A name search term structured in a particular order as specified by the target system. For example, Surname, Firstname.

Attribute	Description
Name (un-normalized)	A name search term that is unstructured.
Structure	The term has a structure. This structure may be implied by the Use attribute or defined by the target system.
Urx	The term is a document identifier.
Free form text	The term is text entered by the user.
Document text	The term is text extracted from a document.
Local number	A number significant to the target system.
String	The entire search term is treated as a string rather than as a sequence of individual words.
Numeric string	The term is a string that represents a number.

Truncation attributes

Truncation attributes let you specify that one or more characters can be omitted when matching the search term. For example, if a word is right truncated, it will be treated both as a complete word and as the beginning of longer words. If a word is left truncated it will be treated both as a complete word and as the ending of longer words.

Truncation attributes often depend on the structure attribute.

Truncation Attribute	Structure Attribute	Description
Right truncation	Word or Phrase	The last word of the search term is right truncated.
	String	The entire search term is right truncated.
	Word list	Each word in the search term is right truncated.
Left truncation	Word or Phrase	The first word of the search term is left truncated.
	String	The entire search term is left truncated.
	Word list	Each word in the search term is left truncated.
Left and right truncation	Word or Phrase	The first word of the search term is left truncated and the last word of the term is right truncated.
	String	The entire search term is left and right truncated.
	Word list	Each word in the search term is left and right truncated.
Do not truncate	Not applicable	No truncation.

Truncation Attribute	Structure Attribute	Description
Process # in search term	Not applicable	The search term contains the symbol # (ASCII hex 23) to indicate where truncation will take place.
RegExpr-1	Not applicable	The search term is a regular expression adhering to the format defined in IEEE 1003.2 volume 1, section 2.8 Regular Expression Notation.
RegExpr-2	Not applicable	The search term is a regular expression whose format is defined by the target system.

Completeness attributes

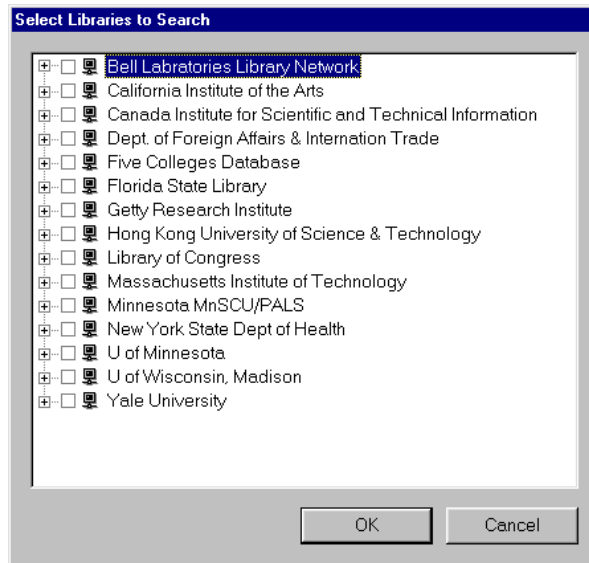
Completeness attributes let you specify whether the search term makes up the complete field or whether additional words can appear in the field along with your search term. The following table lists the completeness attributes.

Attribute	Description
Incomplete subfield	Words other than those in the search term may appear in the subfield or field where the search term is found.
Complete subfield	No words other than those in the search term should appear in the subfield where the search term is found. However, additional words may appear in other subfields within the same field.
Complete field	No words other than those in the search term should appear in the entire field in which the term is found.

About the Select Libraries to Search window

You use the Select Libraries to Search window to tell the program which libraries should be searched. Only those libraries and databases made available from Catalog Setup can be selected.

You access the Select Libraries to Search window by clicking the Select Libraries button from the Other Libraries tab.



Select Libraries to Search window

In this window you select the libraries that you want to search.



A plus sign (+) or a minus sign (-) indicates that the library may contain multiple databases. To open the entry and see the individual databases, click the plus sign. To close the entry so that the individual databases are not shown, click the minus sign. If a library has multiple databases, you can select specific databases rather than the entire library. Just display the library's databases by clicking the plus sign. Then select the databases you want to search.

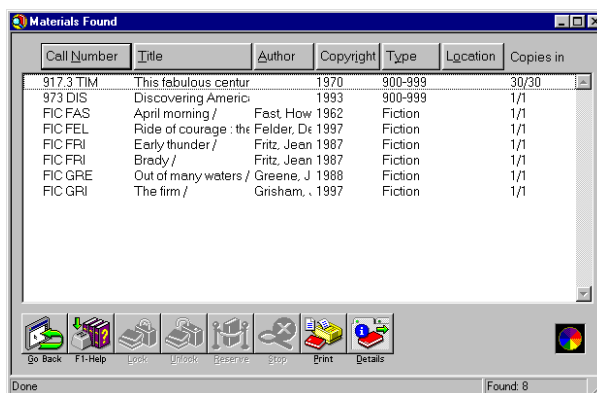
For help using the Select Libraries to Search window, see "Selecting libraries to search" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Found Materials

After you search the catalog for materials, the program lists all of the materials that match your search requirements in the Materials Found window. This window provides you with basic information about the materials and lets you access additional information. For help viewing information about found materials, see "Reviewing and managing found materials" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Materials Found window



After you perform a search, the program lists all of the materials that match your search requirements in the Materials Found window.









Materials Found window

In this window you can view a list of the materials that match the search.

This table describes the various elements in the Materials Found window.

Element	Button	Description
Call number	n/a	The program displays the call numbers of found materials.
Title	n/a	The program displays the titles of found materials.
Author	n/a	The program displays the authors of found materials.
Copyright	n/a	The program displays the copyright date of found materials. This information may or may not be present depending on the options selected in Catalog Setup.
Type	n/a	The program displays the material types for found materials. This information may or may not be present depending on the options selected in Catalog Setup.
Location	n/a	The program displays the locations of found materials. This information may or may not be present depending on the options selected in Catalog Setup.
Go Back		Returns you to the Catalog window where you can start a new search.
Help		Accesses Spectrum CIRC/CAT's online Help system.

Element	Button	Description
Lock		Locks the selected materials so that they remain in your list while you conduct another search.
Unlock		Unlocks the selected materials so that you can remove them when you conduct another search.
Reserve		Displays the Patron Access window and allows patrons to access their circulation information from the catalog, and then displays the Reserve Materials window. <i>Note:</i> Depending on how your Catalog has been set up, this button may not be available.
Stop		Stops the search.
Print		Prints the list of selected materials in bibliographic format.
Details		Displays more information about the selected record(s) in the list by opening the Details window.

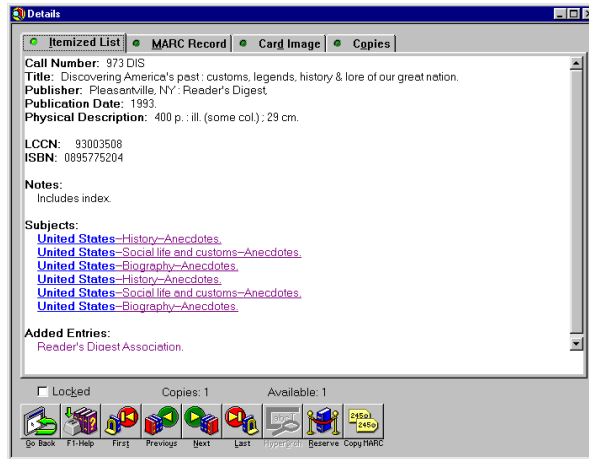


You can sort on a particular field, by clicking on its column heading.

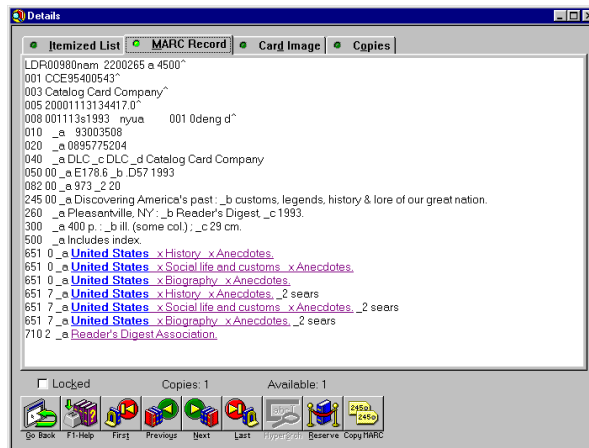
For help using the Materials Found window, see "Reviewing and managing found materials" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Details window

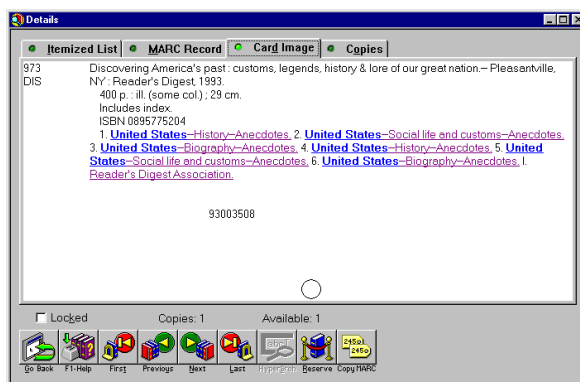
The Details window provides you with detailed information about any material listed in the Found Materials window. You can display item details in three different formats: Itemized List, MARC Record, and Card Image. You can also access copy information from this window.



**Details window—
Itemized list**
Displays a material record with its fields of data clearly labeled.











**Details window—
MARC record**
Displays all the MARC 21 information that a material record stores for the selected item, including control fields, tag fields, indicators, subfields, and data.



Details window—card image
Displays record information in card catalog layout.

This table describes the various buttons available in the Details window.

Command	Button	Description
Go Back		Returns you to the Materials Found window.
First		Displays the information for the first record selected in the Materials Found window.
Previous		Displays the information for the record immediately before the currently displayed record.
Next		Displays the information for the record immediately after the currently displayed record.
Last		Displays the information for the last record selected in the Materials Found window.

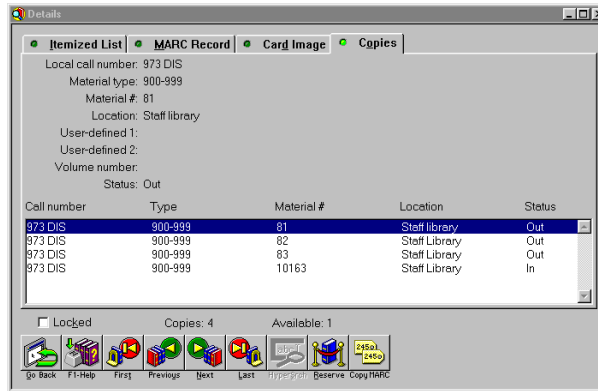
Command	Button	Description
HyperSrch		This button is available only after you select a word or phrase in the text of the record. The program performs a new search using the word or phrase that you have selected as the search term.
Reserve		Displays the Patron Access window so that you can identify yourself and reserve the current material. <i>Note:</i> Depending on how your Catalog has been set up, this button may not be available.
Copy MARC		Copies the current record to the clipboard.

The Details window also includes a Copies tab. For more information, see "About the Copies tab". Depending on how Catalog has been set up in your library, you may also see a WebConnect tab. For more information about this tab, see "About the WebConnect tab" later in this chapter.

For help using the Details window, see "Viewing a material's details" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Copies tab

The Copies tab of the Details window displays copy, or holding, information for the selected material. To see more detailed information about a particular copy, select it from this list. The program shows the information of the selected copy in the top portion of the window.



Copies tab
Displays local holding (copy) information for a selected material.

Note: If a material type is not searchable, holdings with this material type are not included in the Copies tab.

This table provides more information about the various copy fields.

Local field	Tag	Description
Local call number	852_h	The local call number for this copy of the material.
Material type	* 961_t	The material type assigned to this copy.
Material #	852_p	The material number of the copy.
Location	852_a	The location of the copy.

Local field	Tag	Description
User-defined 1 &2	* 961_u	The user-defined data of the copy.
Status	n/a	The copy's circulation status (in, out, and so on.).

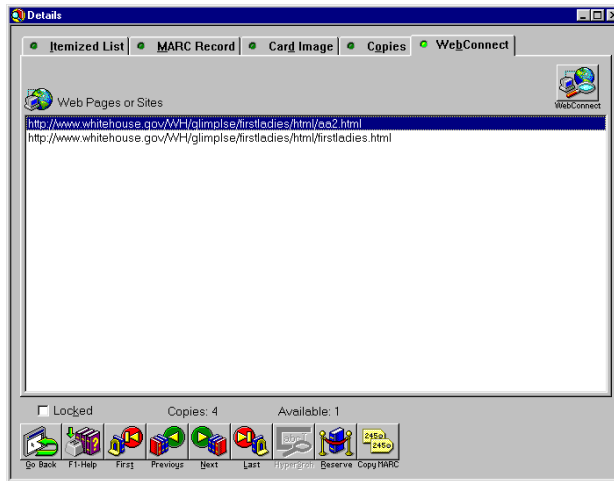
*MARC 21 defined as local information.

For a description of the various buttons available in this tab, see "About the Details window" earlier in this chapter. For help using the Copies tab, see "Viewing a material's copy information" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the WebConnect tab

The WebConnect provides you with access to web sites referenced in the 856_u tag of the record you are viewing. The tab contains a list of all web sites referenced in the record. To access a particular web site, just select it in the WebConnect tab, and then click the WebConnect button. The program opens your computer's web browser and displays the requested site.

Note: For the WebConnect feature to function correctly, the computer must have an Internet connection and a web browser. Also, to use this feature, WebConnect must be enabled when you set up the catalog.

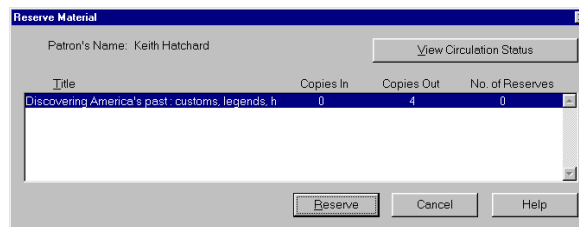


WebConnect tab
When you select a web site in the WebConnect tab and click the WebConnect button, a web browser opens and displays the selected site.

For a description of the various buttons available in this tab, see "About the Details window" earlier in this chapter. For help using the WebConnect tab, see "Viewing WebConnect information" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Reserve Material window

Use the Reserve Material window to reserve items. You can access this window by choosing Reserve from the Catalog menu or by clicking the Reserve button in the Materials Found window or in any of the tabs in the Details window.



Reserve Material window
At this window, you can reserve items.

This table describes the various elements in the Reserve Material window.

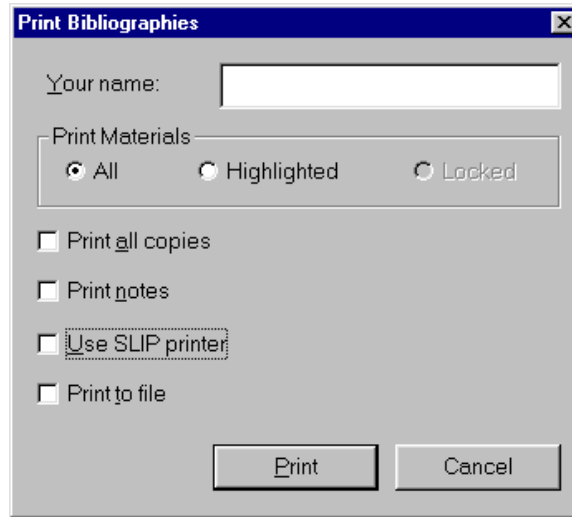
Element	Description
View Circulation Status	Displays your circulation status. <i>Note:</i> This information is not available unless the "Allow patrons to view their circulation status" option has been selected in the Reserve tab of the Catalog Setup window.
Title	This is the title of the selected material(s).
Copies In	This is the number of copies presently in the library.
Copies Out	This is the number of copies presently out of the library.
No. of Reserves	This is the number of reserves currently placed on the selected material(s).
Reserve	Reserves the selected material(s).

For help using the Reserve Material window, see "Reserving materials from the catalog" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

Note: Reserving materials from the Catalog windows is only available if the library has set up this feature from the Reserve tab of the Catalog Setup window. Furthermore, some patron types may not be able to place reserves. If the patron type was not assigned the privilege "Place reserves in Catalog", in Patron Type Setup, the reserve feature is not available.

About the Print Bibliographies window

You access the Print Bibliographies window by clicking the Print button in the Materials Found window. The Print Bibliographies window lets you create a bibliography from items in the Materials Found window. You can have your bibliography include all items or only selected items.



Print Bibliographies window

In this window you can select options for generating your bibliographic report.

This table describes the various elements in the Print Bibliographies window.

Element	Description
Your name	Text entered here prints at the top of the bibliographic list. If you leave this box empty, the "printed for" heading is omitted.
Print materials	The option selected here determines whether you will print all items in the bibliography, only highlighted items in the bibliography, or only locked items in the bibliography.
Print all copies	Instructs the program to print an entry in the bibliography for each copy, or holding, of materials included in the bibliography.

Element	Description
Print notes	Includes a summary note for each material in the bibliography (assuming this information is in the material's MARC record).
Use SLIP printer	Uses a SLIP printer (40-column Citizen printer) to print the list. This is available only if you have purchased a slip printer form Sagebrush Corporation.
Print to file	Saves the bibliographic data to a text file. Choosing this and then clicking Print opens a system window for saving the file.

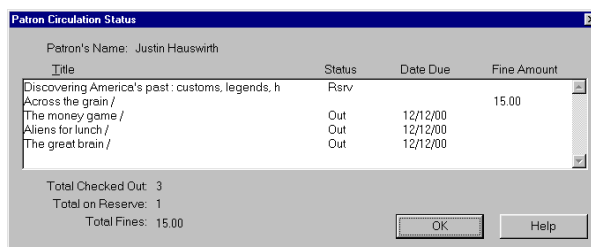
Note: When you set catalog restrictions in the General tab of the Catalog Setup window, you can limit the number of items printed in a bibliographic list. You may want to use this feature to prevent patrons from using a printer for long periods of time. For more information, see "Setting up the catalog" in the *Setup* chapter of the *Spectrum CIRC/CAT User Manual*.

For help using the Print Bibliographies window, see "Printing a bibliography" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Patron Circulation Status window

The Patron Circulation Status window provides information about your personal library account and lets you reserve materials from the catalog. Neither of these functions (Reserve or View Circulation Status) can be performed unless your library has set up these features from the Reserve tab of the Catalog Setup window.

You access the Patron Circulation Status window by choosing View Circulation Status from the Catalog menu and then identifying yourself.



Patron Circulation Status window

Here you view information on checked out materials, reserved materials, and fines.

Note: The Patron Circulation Status window doesn't open until you enter your patron information into the Patron Access window.

The Patron Circulation Status window contains the following information:

- Patron's name
- Total number of materials checked out by the patron (includes titles and due dates)
- Total number of materials on reserve by a patron (includes titles and status)
- Total amount of a patron's fines

Visual Search configuration

Configuring Visual Search involves specifying searches and linking them to visual search buttons. Once you have done this, patrons can perform these searches simply by clicking the appropriate visual search button.

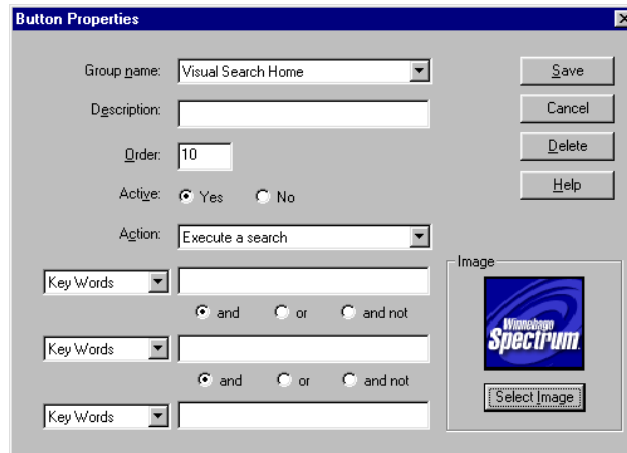
You configure visual search at the button level. In other words, you start by adding a button. Then you configure the button by specifying the button properties. Button properties specify what the button does, what the button looks like, the order in which the button appears on the screen, and so on. This is all done from the Button Properties window. For more information about this window, see "About the Button Properties window".

Note: Before you can configure or use Visual Search in your library you must have purchased Visual Search. For more information, contact the Sagebrush Sales Department at 1-800-533-5430.

About the Button Properties window

Use the Button Properties window to configure a visual search button. You can access the window from the Visual Search tab of the Catalog window by clicking the arrow immediately to the right of the visual search button whose properties you want to change.

Note: The Button Properties window is only available, if the "Allow visual search button properties to be changed" option has been selected in the Search Window tab of the Catalog Setup window.



Button Properties window
Here you set the properties for a visual search button.

This table describes the various elements in the Button Properties window.

Property	Description
Group name	This is the name of the button group to which the button belongs. The program displays only a single group of buttons at any one time.
Description	This is a word or phrase that the program displays along with the button. Most libraries use descriptions to tell patrons what the button does. Descriptions can be up to 22 characters long. However, the program warns you if you enter a description longer than 10 characters and displays only 15 characters on the Visual Search tab.
Order	This specifies the button's position in the Window. Buttons are numbered from left to right in ascending order.

Property	Description
Active	<p>This specifies whether the program displays the button when the Change Button Properties feature is not enabled.</p> <p><i>Note:</i> The Change Button Properties feature is generally not enabled when patrons are searching, so this property allows you to make buttons unavailable to patrons without actually deleting the button.</p>
Action	<p>This specifies what the button does. You can have the button perform a search or load another button group. If you choose to specify a search, you must enter at least one search term. If you choose to load a button group, you must specify the name of the group that you want to load.</p>
Image	<p>This is the picture that the program displays on the button. For best results, images should be in a 24-bit BMP format. However, the program can accept pictures in an 8-bit BMP format.</p> <p><i>Note:</i> Sagebrush supplies BMP files that you can use for visual search buttons. These files are located in the Visual Search Images folder on the Spectrum CIRC/CAT Client CD. You can also use BMP files from any other source as long as these files are in the correct format (see above).</p>

For help using the Button Properties window, see "Setting button properties" in the *Catalog* chapter of the *Spectrum CIRC/CAT User Manual*.