Key Words Appendix B

Key words

Managing your key words correctly is vital to having a catalog that can locate the materials your patrons want.

Key word information is stored in two configuration files.

CFG file	Information held
defktags.cfg	Sources of key words
kywrdoff.cfg	Disabled key words

If you must edit key word information, you can do so with a text editor. You can also change a key word's status from on to off in the Key Word Management part of the program under Maintenance (choose Winnebago > Maintenance > Key Word Management).

If you change the status of key words, then you must update key words in the Rebuild program. If you change the tags that key words are built from (the defktags.cfg file), then you must remake materials in the Rebuild program. However, the changes you make in Key Word Management are lost if you must remake your material files (including the m_keyword file).

Sources of key words

When you perform a material search using key words, the program looks in the following locations for the key words. When the program finds a key word in one of the following tags or subfields, it includes the material record in the list of materials found.

This data is stored in the configuration file defktags.cfg.

Tag*	Subfield	Description
100-111	a, q	Author
130	a	Main Entry—Uniform Title

Tag*	Subfield	Description
240-249	a, b	Title and Title Related Fields
245	a, b	Title Statement
400-410	a	Series Statement/Added Entry Author
440	a	Series Statement/Added Entry Title
500-589	all	Notes
590-599	all	Local Notes
600-699	all	Subjects
700-710	a	Added Entry—Author
730-740	a	Added Entry—Variant Title
800-810	a, q	Series Added Entry—Author
830	a	Series Added Entry—Uniform Title

* All tags in a range will be searched.

Disabled key words

Spectrum CIRC/CAT turns off the key words listed below by default. During a catalog search, the program doesn't look for these key words in your material records. Most of the words listed are general, making them less helpful than specific key words. For example, the program turns off key words like *the* and *nevertheless*. This data is stored in the configuration file kywrdoff.cfg.

A	aboard	about	above	accordance
	according	accordingly	account	across
	after	afterward	afterwards	again
	against	all	almost	along
	also	although	always	amid
	amidst	among	amongst	and
	another	any	anybody	anyone
	anything	are	around	asked
	away			
B	back	because	been	before
	began	behind	being	below
	beneath	beside	besides	between
	beyond	both	but	
C	called	came	can	come
	concerning	consequently	considering	could
D	did	different	does	don
	down	during		
E	each	either	enough	even
	eventually	ever	every	everybody
	everyone	everything	evidently	except
	excepting			
F	far	few	fiction	finally
	first	following	for	form
	four	from		
G	get	give	going	good
	got			
H	had	has	have	hence
	her	here	hers	herself
	him	himself	his	how
	however			
I	important	inside	instead	into

	its	itself	

J	just		

K	keep	kind	know

L	large	last	left	let
	like	line	long	look
	looked			

M	made	make	man	many
	may	meanwhile	men	mid
	midst	might	mine	more
	moreover	most	much	must
	myself			

N	name	near	need	neither
	never	nevertheless	new	next
	nobody	none	nor	not
	nothing	notwithstanding	now	

O	off	often	old	once
	one	ones	only	other
	others	otherwise	our	ours
	ourself	ourselves	out	outside
	over	own		

P	part	parts	past	pending
	per	perhaps	place	possibly
	provided	put		

R	regarding	respecting	right	

S	said	same	saw	say
	second	set	several	shall
	she	should	show	side
	since	some	somebody	something
	sometimes	soon	still	such

T	take	tell	than	that
	the	thee	their	theirs
	them	themselves	then	there
	therefore	these	they	thine
	things	think	this	those
	thou	though	thought	three
	through	throughout	thus	thy
	thyself	til	time	times
	together	too	took	touching

	toward	towards	two	
U	under	underneath	unless	until
	upon	use	used	
V	very	via		
W	want	was	way	well
	went	were	what	when
	where	whereas	whereat	whereby
	wherefore	wherein	whereof	whereupon
	wherever	whether	which	while
	who	whoever	whom	whose
	whosoever	why	will	with
	within	without	word	words
	work	would		
Y	year	years	yet	you
	your	yours	yourself	yourselves