Workflow-Based Reference Guide



Online Public Access Catalog

OPAC Workflow-Based Reference Guide *Updated to 16.1

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WORKFLOW-BASED REFERENCE GUIDE OPAC

2017

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Innovative Interfaces, Inc. 1701 Kraft Drive Blacksburg, Virginia 24060 U.S.A. Phone: 800.858.8857 / 540.557.1214 E-mail: info@iii.com

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Introduction to OPAC

The purpose of this workflow-based reference guide is to provide information on the Online Public Access Catalog subsystem of the Virtua ILS – Integrated Library System highlighting the diverse searching methods supported in the module and providing instructions for locating records.

The Virtua client OPAC provides various types of searches, such as Browse, Heading and Keyword for library staff. In addition, staff may choose to search by common indexes, such as title, subject and author, while also allowing for staff restricted searches not allowed in the OPAC available to the patrons.

The client OPAC may be used as the starting point for many of the tasks that you will perform in Virtua, including circulation control and cataloging.

Please contact VTLS Customer Support for more information or if you would like to see an OPAC training video.

Understanding Menu & Toolbars

OPAC Menu Options

🦁 V	/irtua -	Bellefonte	- Phoenix						_ 0	X
File	Search	Circulation	Acquisitions	Cataloging	Options	Tools	Window	Help		
				?{] 🌖	o 🔁		<u> </u>	Image: Contract of the second seco	8 0	
Defau	ult connec	tion: Phoenix	c - staff	Curren	t connecti	on: Pho	enix - stafi	i		_//

OPAC Menu & Toolbar

Menu Bar	Icon	Function Keys	Function
<u>S</u> earch	? {]		Opens Search window
Searc <u>h</u> by State			Search by record state
<u>A</u> uthor			Author Search
<u>T</u> itle		F9	Title Search
<u>S</u> ubject			Subject Search
<u>C</u> all Number			Call Number Search
<u>P</u> atron Name		F8	Patron Name search (last name first)
<u>K</u> eyword		F12	Keyword Search
<u>I</u> SSN			Opens record in View Record window
<u>L</u> CCN Patr <u>o</u> n Barcode		F2	LC Control Number Search Patron Barcode Number Search
Ite <u>m</u> Barcode		F3	Item/Barcode number search
ISSN S <u>e</u> rials		F10	Opens Serial Checkin window
Serial Abbreviation			
I <u>n</u> structor			Reserve search by instructor name
Cou <u>r</u> se ID			Reserve search by course number
<u>O</u> ptions			
<u>C</u> hange Location	0		Change Login Location
OPAC <u>D</u> isplay	ia 5		Displays or hides Blind References, Authority Source, and Heading Type Displays a list of connections for the client Refreshes the connection

Note: When used with the Alt key, underlined letters denote keyboard shortcuts For example: Alt + s + a performs an author search.

OPAC Options

Language and Directionality options can be set from the Options pulldown menu.

Language

Select a language from the menu list; click on the **Options** menu, select the **Language** option, and choose the appropriate language.

Any translated strings for that language will appear in the Client interface. There are currently twelve complete translations for Virtua.

😵 Virtua - Bellefonte - Phoenix						
File Search Circulation Acquisitions	Cataloging	Options	Tools	Window	Help	_
]] ?{] 🜍	OPAC	Display		•	11 🎭 🖻
Default connection: Phoenix - staff	Curren	Font	age link Opti	ions	•	Arabic Azeri Catalan
			onality e Locati	ion	•	Chinese Chinese Trad Danish
			ation Op atron Ad	tions ccount by	► Location	Dutch English
		Label E Load C	Editor Options.			Finnish French (Belgium) French (France) French (Switzerland)
		Toolba	ars		•	German Greek
						Hebrew Hindi Icelandic Indonesian Inuktitut Irish

Directionality

Select directionality from the menu list; click on the **Options** menu, select the **Directionality** option, and choose the appropriate directionality.

🤍 Virtua - Bellefonte - Phoenix				
File Search Circulation Acquisitions	Cataloging	Options Tools Window	Help	
Default connection: Phoenix - staff	Curren	Font	•	
		Hyperlink Options Directionality	•	 Left To Right
		Change Location		Left To Right Soft Right To Left
		Circulation Options Sort Patron Account by Cataloging Options Label Editor Load Options Available Languages	► Location	
		Toolbars	•	

Directionality	Meaning
Left to Right	All text, regardless of directionality, will left justify.
Left to Right Soft	Text that is left-justified text will display left justified and right-justified text will display to the right.
Right to Left	All text, regardless of directionality, will right justify.

Documentation and Help

Virtua Users Guides are available in searchable .pdf format from the Tools menu; click on the Tools menu, then select Documentation Search Engine.

V	/irtua -	Bellefonte	- Phoenix					_		X
File	Search	Circulation	Acquisitions	Cataloging	Options	Tools	Window Help			
] ?{] 🌖	ତ 🗟	OCI	LC Connexion	[0	
Defau	ult connec	tion: Phoenix	< - staff	Current connection		Notepad WordPad				-//
						On	Screen Keyboard			
						Doc	cumentation Search Engine	e		

Note: While the Documentation Search Engine appears on your Tools menu by default, it is functional *only if* the Virtua documentation has been installed via the Documentation Installer. For details on the Documentation Search Engine, see the section *Viewing and Searching the Virtua Documentation* in the *Virtua Client Getting Started Primer*.

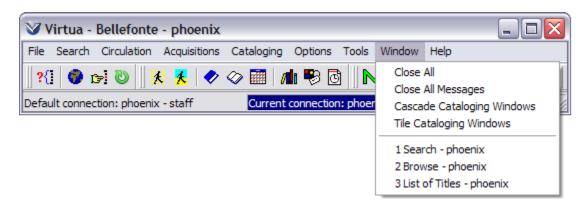
MARC 21, CATMARC, SWEMARC, and UNIMARC Format help is available from the **Help** Menu; click on the **Help** menu and select the appropriate help category.

<u>ک</u> ۷	/irtua -	Bellefonte	- Phoenix						_ 🗆 🔀
File	Search	Circulation	Acquisitions	Cataloging	Options	Tools	Window	Help	
]] ?{i 🎯	🕑 🔁	🔆	🕺		ARC21 Auth Help ARC21 Bib Help
Defau	ult connec	tion: Phoenix	: - staff	Curren	it connecti	on: Phoe	enix - staff	MA	ARC21 Holdings Help ARC21 Community Info Help tron MARC Help
									ITMARC Help ITMARC Leader 06 Help IIMARC Bib Help IIMARC Auth Help
									rmissions Help out

Context sensitive help is available; from the window for which help is needed, using the **F1** key or right mouse click will bring forward more information regarding that portion of the window.

😵 Vi	irtua -	Bellefonte	- phoenix						_ 🗆 🔀
File	Search	Circulation	Acquisitions	Cataloging) Options	Tools	Window	Help	
] ?{	/ 🤣 v	Vhat's Thi	s?						
Defau	lt (File	Edit Book	mark Option	s Help					
	Help	<u>T</u> opics	<u>B</u> ack	<u>P</u> rint	<u> </u>	≥>			
				_	-				vay to sort the f Titles window.

The **Window** menu tracks the order in which open Virtua windows were accessed.



Connect to Virtua

Recommended Workflow	Explanation
Open Virtua Setup Connection Select Database	The first step in using Virtua is configuring a connection to your library; you may also configure connections to other Z39.50 library databases. Summary Start Virtua Configure a Connection Connect to Virtua Key Terms
Login	Attribute Configuration Default Load Character Set Host Name Port Profile Name Z39.50 Database Z39.50 Protocol
	Related Topics Users Permissions Guest

Start Virtua

To open the Virtua Client; either click the Virtua Client icon \sim or select **Start** \rightarrow **Programs** \rightarrow **VTLS** \rightarrow **Virtua**. The **Connect to Server** window appears displaying the databases available for connection.

V Connect to Serv	ver	? 🗙
Available servers:		
Phoenix venus88		
Setup	Connect	Cancel

Configure a Connection

To add databases to the connection list, click on the **Setup** button to display the **Server Setup** window.

V Server Setup		? 🔀
Profile:	Profile name:	New
venus88	Description:	
	Database:	DEFAULT
	Record Characteristics Preferred Record Syntax:	
New Delete	Default Load Character Set:	UTF-8
	Connect as a generic Z39.	50 Client (requires Guest login)
Address Hostname:	Attribute Configuration	
TCP/IP Port:	Search Type Attribute	Name Delete
99999 🖵 Use SSL		
	New Attribute Search Type: Attribute	Name:
Automatic Login C Use C Use	rname only	Username:
	rname and Password	Password:
		OK Cancel Apply

Click the **New** button to create a new connection. The word ***New** will appear in the Profile box to the left.

Select ***New** from the **Profile** list, then enter the Profile Name (New will be put in by default, but you will want to change that to a more appropriate name).

Enter the following information:

Description (the name that will appear in the Connection List box), Host name or IP address of the database, and Port number of the database.

Note: The **Database** textbox should either contain the word *DEFAULT* or should be left blank to connect to Virtua databases.

rofile:	Profile name:	Phoenix
Phoenix venus88	Description:	Phoenix
	Database:	DEFAULT
	Record Characteristic Preferred Record Syn	
New	Delete Default Load Charact	er Set: UTF-8
	Connect as a gener	ric Z39.50 Client (requires Guest login)
Address Hostname:	Attribute Configuration	on ibute Name Delete
phoenix.vtls.com		
TCP/IP Port: 99999 🔽 Use SSI		
Color	New Attribute Search Type: A	Attribute: Name:
• • • • •		Add
Automatic Login		
	C Username only	Username:
Disabled		

Optional Settings

You may select a color for the section of the menu bar in Virtua that displays the database connection information.

٧V	/irtua -	Bellefonte	- Phoenix							. 🗆	X
File	Search	Circulation	Acquisitions	Cataloging	Options	Tools	Window	Help			
				?{] 🌖	c= 🖏		🕺 🛷	🗇 🥅	<i>i</i> di 💐	3 🖸	
Defau	ult connec	tion: Phoenix	- staff	Curren	t connecti	on: Phoe	enix - staff	-			//

If a server returns records in a syntax other than MARC 21, Virtua uses the syntax specified here. Currently, the Virtua client accepts records from a server in MARC 21, CATMARC, and UNIMARC formats. In the Preferred Record Syntax text box, type the Object Identifier (OID) for your preferred record syntax.

This setting specifies the character set the server to which you are connecting. If MARC21 is selected, records will be converted to UTF8 when you download records from that server to your Virtua server.

In order for Virtua to search non-standard Z39.50 databases, you will need to specify search types and use attributes in the **Attribute Configuration** area. Configure a use attribute in the **New Attribute** boxes and click the **Add** button. The attribute will appear in the Attribute Configuration area.

Click **OK** to return to the **Connect to Server** window.

Note: If you click **Apply**, you will then need to click the **Cancel** button to exit the **Setup** window. You should not lose the connection information if you follow this workflow.

Select a Database

From the **Connect to Server** window click on the desired database (there may only be one). It will be highlighted indicating that it is selected.

Connect to Serve	er 🔹 🔀
Available servers:	
Phoenix venus88	
1	
Setup	Connect Cancel

Click on the **Connect** button to open a connection, the **Virtua Access** window will appear.

Login

Guest Login

The **Virtua Access** window defaults to **Guest**. This profile allows users to log in to the Virtua Client without authentication.

Click **OK** to login as Guest.

Virtua Access - Phoenix	? 🗙
Guest Gust System Login Username: Password:	
OK Car	ncel

System Login

To login with a user ID and password, click in the **User ID** text box. System Login will be enabled.

Type your Username and Password. Click **OK** to login.

Virtua Access	- Phoenix	? 🗙
C Guest		
System Login		
Username:	staff	
Password:	*****	
	ОК	Cancel

Open Multiple Connections

Virtua supports connections to multiple databases.

To open multiple connections, select **File** \rightarrow **New Connection** from the Virtua Menu bar. A list of all configured connections will appear.

Connect to Serve	er	? 🔀
Available servers:		
Phoenix venus88		
Setup	Connect	Cancel

Select the connection you wish to open and click the **Connect** button. The new connection will become the *default* connection.

Note: The default database is the one that will be active, (e.g. You will be able to search that database, retrieve MARC records, and if you have permission, update the database).

To change the default connection, select File \rightarrow Connection List; the List of Connections window will appear.

V List of Connections - Phoenix	X
Phoenix (DEFAULT) venus88	
Set Default Close	

Highlight the connection you wish to be active, and click the **Set Default** button.

Close Connections

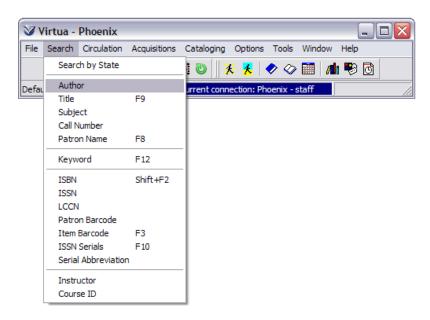
To close a connection, select **File** \rightarrow **Close Connection** from the Virtua menu; the active (default) connection will close.

Browse Search

Recommended Workflow	Explana	tions
Enter Search	Virtua's Browse Search takes a controlled vocabulary and cros browse search feature is usefu when the user wants to narrow topic to a specific topic or does	s-reference structure. The I for searching the OPAC a search from a broad
Navigate Search Results View Records	Summary Open the Browse Search w Select an index Enter search terms Navigate the search result Navigate View Record win Navigate item Information	ts dow
Output Records	Key Terms Authority Headings Bibliographic MARC Record Bib-level Call Number Browse Search Browse window Call number Course ID Full tab Holdings tab Holdings-level Call Number Item Search Strings Author, Instructor, Patron: Las Title: Do <i>not</i> include A, An, Th	
	Subject: Type the category as of Congress Subject Heading Course ID searches: Use the	S

Search the OPAC

Click the **Search** icon on the OPAC toolbar or the **Search** drop-down menu to select one of the search options, or use the assigned function key (i.e. to perform a **Title** search hit the **F9** key) to open the OPAC **Search** window.



If you clicked on the OPAC Search icon, the **Search** window appears with **Browse** as the active tab.

Select an index from the dropdown menu of the index selection box.

V Search - Phoenix	×
Browse Heading Keyword Control Number	
Author Title Subject Subject - LCSH Subject - LCSHAC Subject - Unknown Subject - Art Call Number	
LIBRARY NOTICE Put your customized library message here and on every other tab of the Search window. To do this, edit the appropriate Help strings	
Collection Groups Location Search	<u>C</u> ancel

Enter search terms in the text box to the right of the index selection box.

(Optional) Click the **Location** button to filter search types by Location. Highlight a single location or select several locations by using the **Ctrl** key, then click **OK** to accept your location(s) selection.

Browse Heading K	eyword Cor	poe, edgar allen		-
To begin a browse	search of the	library catalog,	V Location Filter - Pho	enix 💶 🗖
 Choose the typ Then click in the Type a whole o other entry app Click the Search Put your customize of the Search wind 	e empty box. r partial last r propriate to th h button or pr LIBRAR) ed library mes	ame, subject, title le type of search i ess the ENTER kei i NOTICE sage here and on	Headquarters Foreign Language Collection Headquarters - Reference Headquarters - Juvenile Refer Headquarters - Teen Paperback CC Headquarters - Teen Paperb Headquarters - Juvenile Paperb Headquarters - Local & State Headquarters - Big Read	ollection ack erback e History

Note: Location filter applies to all search types. Using the browse location filter for call number searches, you can search by call number and display only those items that belong to your library in call number order; creating a shelf list. The location filter is inclusive, meaning that your search results will *include* only the items and holdings records that are shelved at the location(s) that you select on the **Location Filter** window.

Click the **Search** button to perform a search of the database.

To turn off location filtering, click on the **Location** button from the **Search** window.

Click **Clear** from the **Location Filter** window.

Profiler Tip: Library-defined browse and heading keyword search definitions are set in the Tags Indexed for User Defined Search parameter in the *Virtua Profiler*. A library-defined search is a type of custom heading search for which your library can determine indexing rules. You can determine which tag/subfield/indicator combinations are indexed for your library-defined search. See *Defining Tags Indexed for User Defined Searches* in the *Virtua Profiler/Cataloging Parameters User's Guide* for more information.

(Optional) Click the **Collection Groups** button to filter search types by collection group. Highlight a single collection group or select several collection groups by using the **Ctrl** key, then click **OK** to accept your selection.

🥸 Search - Virtua Library	🤡 Collection Groups Filter - Virtua Library 📃 💷 🔀	3
Browse Heading Keyword Cor Title To begin a browse search of the 1. Choose the type of search b 2. Then click in the empty box. 3. Type a whole or partial last r other entry appropriate to th 4. Click the Search button or pr LIBRARY Put your customized library mess of the Search window. To do thi	group 2 group3 Group 4 Group 5 Group 6	
Fonds Filter	Collection Groups Location Search Cancel	

Note: The Collection Groups filter is available for the Browse and Heading search types. The Collection Groups filter is inclusive, meaning that your search results will *include* only the records that belong to the collection group(s) that you select on the **Collection Groups Filter** window.

Click the **Search** button to perform a search of the database.

To turn off collection group filtering, click on the **Collection Groups** button from the **Search** window.

Click Clear on the Collection Groups Filter window.

Profiler Tip: The Collection Groups filter button is enabled by the "Allow collection group filters for browse/heading" setting on the OPAC Basic Options window. See the *Virtua Profiler/OPAC Parameters User's Guide* for information on this setting. After enabling this setting, you must run the script PopulateCollectionGroupFilters.sh. This will populate the Collection Groups Filter window with the collection groups defined in the Collection Code Group parameter; see the *Virtua Profiler/Cataloging Parameters User's Guide* for information.

(Optional) Click the **Item Class** button to filter search types by item class. Highlight a single item class or select several item classes by using the **Ctrl** key, then click **OK** to accept your selection.

🥸 Search - Virtua Library		23
Browse Heading Keyword	Control Number Holdings Keyword Patron	1
Title	V Item Class Filter - Virtua Library	•
To begin a browse search 1. Choose the type of se 2. Then click in the empty 3. Type a whole or partia other entry appropriat 4. Click the Search buttor	Reserve - 3 Day Book Reserve - 3 Day Reference Video	E
Put your customized librar of the Search window. To		-
Fonds Filter	ss Collection Groups Location Search	<u>C</u> ancel

Note: The Item Class filter is available for the Browse and Heading search types. The Item Class Groups filter is inclusive, meaning that your search results will *include* only the records that belong to the item class(es) that you select on the **Item Class Filter** window.

Click the **Search** button to perform a search of the database.

To turn off item class filtering, click on the **Item Class** button from the **Search** window.

Click **Clear** on the **Item Class Filter** window.

Profiler Tip: The **Item Class Filter** button is enabled by the "Allow item class filters for browse/heading" setting on the OPAC Basic Options window. See the *Virtua Profiler/OPAC Parameters User's Guide* for information on this setting. After enabling this setting, you must run the script **PopulateItemClassFilters.sh**. This will populate the **Item Class Filter** window with the item classes defined in the Item Class Definitions parameter; see the *Virtua Profiler/Circulation Parameters User's Guide* for information.

Navigate Search Results

The results of a **Browse** search are displayed as an alphabetical list of *hits* from the catalog. In the case of an author, title, or subject search, the list consists of authority headings.

V Browse - Phoenix	X
Author: poe, edgar allen	
Would you like to search for: <u>allen poe edgar</u>	
Hits Terms	
1 Poe, Edgar Allan, 1809-1849. Poe, Edgar Allen, 1809-1849 Poë, Edgar Allen, 1809-1849 1 Poe, James, 1923- 1 Poe, James, 1923- 2 Poe, Randy, 1955- 1 Poe, Randy, 1955- 1 Poe, Randy, 1955- 9 Poe, Richard 4 Poe, Richard, 1958-	
Author: poe, edgar allen	
View Page Up Page Down Skip Delete	

Note: For **Author** searches, a normalized version of the name appears as a hyperlink above the list of hits.

- *If* an **exact match** for the search term *is* found, the search term will be highlighted.
- *If* an **exact match** for the search term *is not* found, the term above where the searched term would be is highlighted.

Term	Definition
Hits	Number of titles associated with each line item
Cross-Reference	If the line item is associated with a cross- reference, the Hits column displays a sign (see also reference) or sign (see reference)
Search Result Tabs	Displays previous search results provided the Browse window is not closed
View	Displays additional information about the selected item
PageUp/PageDown	Displays the previous page in the browse list
Skip	Skips to the top, bottom, or skips x number of entries in the browse list

Delete Deletes the active search tab

To navigate search results:

Select an item with more than one hit.

Click the **View** button or double click on the item to retrieve the **List of Titles** window.

Title:	POE : 19 new tales of suspense, dark fantasy, and horror inspire
Publication:	Nottingham, UK Solaris, c2009.
Title:	The narrative of Arthur Gordon Pym of Nantucket [sound recordin
Author:	Poe, Edgar Allan, 1809-1849.
Publication:	[Surry] : Naxos AudioBooks, pc2009
Edition:	[COMPACT DISC]
Title:	In the shadow of the master : classic tales / by Edgar Allan Poe ;
Author:	Poe, Edgar Allan, 1809-1849.
Publication:	New York, NY : William Morrow, 2008.
Edition:	1st ed.
Title:	Edgar Allan Poe / [selección y prólogo, Susana Rodríguez].
Author:	Poe, Edgar Allan, 1809-1849.
Publication:	Buenos Aires : Dos Editores, [2008]

The **List of Titles** window displays the brief record information for each title associated with the line item you selected from the **Browse** window. The bibliographic information that appears is defined in the List of Titles View record in the MARC View Editor in the *Virtua Profiler*.

Note: *If* there is *only* one *hit*, this screen is bypassed and the record will open in the **View Bibliographic Record** window.

To sort the titles, click on the **Sort** button. The **Sort Selection** dialog box appears.

🗸 List o	of Titles - Phoenix	
Heading: Titles 1 -	Poe, Edgar Allan, 1809-1849 4 / 77	
Title: Publica		, dark fantasy, and horror inspire
Title: Auth Publi Editic Auth Publi Editic Title: Auth Publi	Sort Key: C Title C Author C Call Number Publication Date (Subsort: Title) C Publication Date (Subsort: Author) Sort Order: C Ascending C Descending	ym of Nantucket [sound recordin)09 issic tales / by Edgar Allan Poe ;)008. ilogo, Susana Rodriguez].)8]
	OK Cancel	Refine Sort

Publication Date (Subsort: Title) and Ascending order are selected by default.

In the **Sort Key** field, select the radio button for the type of sort you want to use.

In the **Sort Order** field, select the radio button for the order in which you want the results to be sorted: **Ascending** or **Descending**.

Click **OK**. Virtua re-sorts the list of titles according to the specified criteria.

Refine a Search

When you search for a topic, which has a long list of titles, you may wish to refine your search by adding additional criteria.

From the **List of Titles** window, click on the **Refine** button; the **Refine Search** window will appear.

List of Titles Heading: Shakespea Titles 1 - 4 / 380	- Phoenix
Title:	Shakespeare's Julius Caesar / Adam Sexton, Hyeondo Park.
Author:	Sexton, Adam.
Publication:	Hoboken, N.J. : Wiley ; Chichester : John Wiley [distributor], 2008.
Title:	Shakespea
Author:	Sexton, A
Publication:	Hoboken, Original search: Heading: Shakespeare, William, 1564-1616
Title: Author: Publication:	Shakesper Sexton, A Hoboken, AND V Author
Title:	The compl
Author:	Shakespea
Publication:	Oxford ; N
Series Stmt:	The Oxfor <u>H</u> elp <u>Search</u> <u>Cancel</u>
	Refine So <u>c</u> t

Note: Your original search appears at the top of the screen.

Select a category for the first term, then type the first term in the text box.

V Refine Search - Phoenix
Original search: Heading: Poe, Edgar Allan, 1809-1849
AND Anywhere
AND Anywhere
Help Search Cancel

If a second refinement term is to be used, select a Boolean Operator (AND, OR, AND NOT) and category for the second term, then type the second term in the middle text box.

Click the **Search** button to execute the refined search; the **List of Titles** window will appear.

V List of Titles	- Phoenix	
Heading: Poe, Edga Titles 2 - 5 / 14	r Allan, 1809-1849 & Anywhere: classics	
Title: Publication:	Gothic classics / edited by Tom Pomplun. Mount Horeb, Wis. : Eureka Productions, 2007.	•
Title: Publication: Edition:	Edgar Allan Poe / edited by Tom Pomplun. Mount Horeb, Wis. : Eureka Productions, 2006. 3rd ed.	
Title: Author: Publication:	Murders in the Rue Morgue [electronic resource] : and other stori Poe, Edgar Allan, 1809-1849. [Old Saybrook, Conn.] : Tantor Media, 2005.	
Title: Author: Publication: Edition:	Graphic dassics : Edgar Allan Poe / edited by Tom Pomplun. Poe, Edgar Allan, 1809-1849. Mount Horeb, Wis. : Eureka Productions, c2004. 2nd ed., rev. & expanded.	•
	Refine Sort	

Once you have selected a title to view, click on the title. The full view of the bibliographic record will appear in the **View Bibliographic Record** window.

View Bibliograp	hic Record - Phoer	nix						. 🗆 🛛
< > 5/14								
Full Items MAR	RC Statuses							
Title:	Graphic classics : Edga	r Allan Poe / edited by Tom Pomp			s Counts			
ISBN:	0971246491:				ed Out:	1	On Reserve:	0
Publication:	Mount Horeb, Wis. : E	ureka Productions, c2004.		Availa		1	Requested:	0
Description:	144 p. : ill. ; 25 cm.	-,		On Ho	ola:	0	Other:	0
Format/Edition:	2nd ed., rev. & expan	ded		Total I	Items:	2	Unsatisfied Requests	: 1
Format/Eutuon:	zhu eu,, rev. a expan	ueu.					Total Requests:	1
Call Number		shelving Location	Units		Status		Item Barcode	
TEEN POE		Headquarters			Due: 5/1	0/2011	. 6037	
TEEN POE		North Regional			Available	:	31781039076094	
•								
Current Selection:		1	1			1	1	
1/2		Show Group View L	RL	Viev	w Item	Dele	ete Item Reque	st Item
Masked Agen	cy Req View Arch	ive Edit Req	uest Bib		Add Item		Refresh	Close

View a Record

The **View Bibliographic Record** window provides information about the title/item that was selected from the **List of Titles**. Information concerning the record is displayed on tabs. Different tabs are available for each record type in each different window:

View Bibliographic Record Window	Item Information Window
Full tab	Item Elements tab
Items tab – Access to Item Information	Notes tab
window	
MARC tab	Statistics tab
Statuses tab – Acquisitions information	Status tab
Holdings tab – Serials records only	

> 5/14	Item Information	- Phoenix	
I Items MARC Statuses	ften Elemente Martin	Statistics Status Barcode History	1
Title: Graphic dassi	Bibliographic Informatio		1
ISBN: 0971246491 :		, Edgar Allan, 1809-1849.	
Publication: Mount Horeb.		phic classics : Edgar Allan Poe / edited b	y Tom Pomplun.
Description: 144 p. : ill. ; 2		ed., rev. & expanded.	
Format/Edition: 2nd ed., rev.	Item Information		Call Number
Pormacyconon: 2nd ed., rev.	Item ID:	729553	Copy:
Call Number	Barcode:	6037	Call #: TEEN POE
TEEN POE	Barcode Type:	Regular	2nd Cal #:
TEEN POE	Item Class:	Paperback 💌	
	Reserves Item Class:		Units
			C Free Text
•	Item URL:		C Enumeration and Chronology
Current Selection: 1 / 2	Location:	Headquarters	G None Edit
	Shelving Location:	Headquarters 💌	
Agency Reg			Preservation and Conservation
	Number of Pieces:	1 🔮 Circulate Pieces: 🔲	Code:
	Price:	\$ 14.95	Non-Parameterized Shelf Location
	EPN Number:		Location:
	CPTV Number:		,
	Accession Number:		Circulation Rules
	AV Accession Number:		© Use Matrix
			C Use Loan Period:
	Collection Code:	×	Allow Request:

Full Tab

The **Full** tab view is the non-MARC, public view of the bibliographic record. You can configure the bibliographic information that is displayed by editing the View Bibliographic Record: Full Display View record in the MARC View Editor in the *Virtua Profiler*.

Click the **Full** tab. The **Full** tab of the **View Bibliographic Record** window displays bibliographic information such as author, title, call number, subjects, etc.

View Bibliographic	Record - Phoenix
< > 5/14	
Full Items MARC	Statuses
	566655
Author:	Poe, Edgar Allan,
Call Number:	[TEEN POE]
Title:	Graphic classics : Edgar Allan Poe / edited by Tom Pomplun.
ISBN:	0971246491:
Description:	144 p. : ill. ; 25 cm.
Format:	2nd ed., rev. & expanded.
Publication:	Mount Horeb, Wis. : Eureka Productions, c2004.
Notes:	Edition statement from cover.
Notes:	East Texas po' kid finds Poe / Introduction by Joe R. Lansdale Tell tale heart / Adapted and illustrated by
	Rick Geary Masque of the Red Death / Adapted and illustrated by Stanley W. Shaw Cask of Amontillado /
	Adapted & illustrated by Pedro Lopez Hop-frog / Illustrated by Lisa K. Weber Bells / Adapted by Rafael Nieves; Illustrated by Juan Gomez Spirits of the dead / Illustrated by Andy Ewen Haunted Palace /
	Illustrated by John Coulthart Fall of the House of Usher / Adapted & illustrated by Matt Howarth Raven / 🔽
Unsatisfied Requests:	,
	1
Total Requests:	1
Masked Agency R	eq View Archive Edit Request Bib Add Item Refresh Close

Label	Description
Agency Request	Places a request for multiple copies of a bibliographic record
Edit	Opens MARC Editor window to edit record
Request Bib	Opens Request window to place a bibliographic level request
Add Item	Opens the Add Item window to add an item to the bib record
Refresh	Refreshes to screen
Close	Closes the window

The **Full** tab of the **View Bibliographic Record** window contains the following areas:

Library Defined Information: Using the *Virtua Profiler*, your library can determine which tabs appear to which user, the names of the tabs, and the bibliographic information that appears on the **Full** tab.

Requests: In the lower left corner of the window the number of requests (if any) for this title is displayed.

The **Full** tab of the **View Bibliographic Record** window may also contain hyperlinked text.

- **Multimedia Links:** If a bibliographic record is associated with multimedia files (856 tag), the URL of each multimedia file is displayed as a hyperlink.
- **Search Hyperlinks:** The **Full** tab view may be configured in the *Virtua Profiler* to display the contents of any bibliographic tag as a search hyperlink. When you click the hyperlinked field, Virtua launches the type of search you configured.

View Bibliographic	Record - Phoenix
< > 5/14	
Full Items MARC	Statuses
Notes:	East Texas po' kid finds Poe / Introduction by Joe R. Lansdale Tell tale heart / Adapted and illustrated by Rick Geary Masque of the Red Death / Adapted and illustrated by Stanley W. Shaw Cask of Amontillado / Adapted & illustrated by Pedro Lopez Hop-frog / Illustrated by Lisa K. Weber Bells / Adapted by Rafael Nieves; Illustrated by Juan Gomez Spirits of the dead / Illustrated by Andy Ewen Haunted Palace / Illustrated by John Coulthart Fall of the House of Usher / Adapted & illustrated by Matt Howarth Raven / Illustrated by J.B. Bonivert Eldorado / Illustrated by Roger Langridge Black cat / Illustrated by Richard Sala Inheritance of Rufus Griswold / Written & illustrated by Spin Rodriguez; Researched by Carol Becker Never bet the devil your head / Adapted & illustrated by Miton Knight.
Subject - topical:	American poetry.
Subject - topical:	Graphic novels.
Subject - topical:	Horror tales, American.
Subject - name:	Poe, Edgar Allan, 1809-1849
Subject - name:	Poe, Edgar Allan, 1809-1849
Added Entry:	Pomplun, Tom.
Unsatisfied Requests:	1
Total Requests:	1
Masked Agency Re	eq View Archive Edit Request Bib Add Item Refresh Close

Example: Click on the hyperlinked subject of **Poe, Edgar Allen, 1809**-**<u>1849</u>**. The **Browse Search** opens, launching a search for subject, Poe, Edgar Allen, 1809-1849.

Click the **Items** tab. The **Items** tab of the **View Bibliographic Record** window displays the copies and volumes attached to the bibliographic record.

Items Tab

The **Items** tab consists of two configurable areas: header and list box.

Header: contains information from the bibliographic record and associated library-defined labels.

List box: contains columns of information about the various physical copies of the item.

🤍 View Bibliograp	hic Record - Phoe	nix						- 0 🛛
< > 5/14								
Full Items MA	RC Statuses							
Title:	Graphic classics : Edga	ar Allan Poe / edited by Tom Pomp			s Counts		On Reserve:	_
ISBN:	0971246491:			Availa		1		0
Publication:	Mount Horeb, Wis. : E	ureka Productions, c2004.				1	Requested:	0
Description:	On Hold: 0 Other: 0			0				
Format/Edition: 2nd ed., rev. & expanded. Total Items: 2 Unsatisfied Requests: 1			8:1					
							Total Requests:	1
Call Number		shelving Location	Units		Status		Item Barcode	
TEEN POE		Headquarters			Due: 5/1	0/2011	. 6037	
TEEN POE		North Regional			Available		31781039076094	
1								•
Current Selection:								
1/2		Show Group View U	RL	Viev	w Item	Dele	ete Item Reque	st Item
Masked Ager	view Arch	ive Edit Req	iest Bib		Add Item		Refresh	Close

Depending on how you configure the View Bibliographic Record/View Holdings Record: Items Tab View record in the *Virtua Profiler*, the information displayed may include:

Label	Description
List of Items	Physical and/or virtual items attached to bibliographic record
Item Level URL	If the item record has a URL an icon displays to the left of the call number.
Call number(s)	Shelving location number
Location	Where items are located
Status	Items available, on reserve, or which have outstanding requests
Item number	Barcode of the item
Units	Number of discrete pieces associated with the item
Circulation Data	Tallies, or counts, of items with specific statuses
Requests	Number of outstanding requests for an item
Masked	If checked, the record will not display to users without permission

Sorting on the Items Tab

Click the **column headings** to sort the information in that column. Each category sorts the items alphabetically in ascending order.

When new items are added, the default sort placement is the last item in the list. If a user clicks on the **Units** column heading to *change* the sort order, the system will only reverse the order of the items. That is, the items going down the list would, after clicking the **Units** column, now be at the bottom of the list and will go up. If that new item is not in the desired sort order, then the user will use the **Change Order** feature to place the new item into the correct sorted order.

The **Change Order** feature allows the staff user to define a sort order for the display of items on the **View Bibliographic Record** window or the **View Holdings Record** window in the Virtua client.

To change the order in which items display on the **View Bibliographic Record** window:

> 1/54 Full Ittems MARC Statuses Title: The World Book encyclopedia. ISBN: 9780716601098 ISBN: 0716601095 Publication: Chicago, IL : World Book, c2009. Description: 22 v. : col. ill. ; 26 cm. Format Reference Headquarters - Juvenie Refer	Create Holdings Record Create Holdings from Workform Create Expression Record Create Manifestation Record Create Analytic Record Create Authority Record(s) Create Reel Bib Create Reel Holdings Create Title Bib Create Title Bib Create Group Save Copy to Database	e: : ests: itatus kon-circulati kon-circulati	ng
Reference Headquarters - Juvenile Refer	Add Child Level Remove Child Level	ion-circulatin	ng
Current Selection: 1 / 154 Show Group	Show Reverse FRBR Show Normal FRBR	Request	Item
Masked Agency Req View Archive Edit	Notes		lose
	Reserve List		
	Replace Record in Editor		

Select an item in the list.

Right click and select the **Change Order** option.

Change the order of the items (Units field values are in the list) by selecting the item and using the up and/or down arrows to change the position.

Change Item	Order - Phoen	ix 💶 🗆 🔀
Units		
VOL. 1 A		~
VOL. 2 B		
VOL. 3 C-CH		
VOL. 4 CI-CZ		
VOL. 5 D		
VOL. 6 E		
VOL. 7 F		
VOL. 8 G		
VOL. 9 H		
VOI 10 T		M
<u>5</u>	Apply	Cancel
Change Item (ix
Change Item (
Change Item (Units VOL, 2 B		ix
Change Item (Units VOL. 2 B VOL. 3 C-CH		ix
Change Item (Units VOL. 2 B VOL. 3 C-CH VOL. 4 CI-CZ		ix
Change Item (Units VOL. 2 B VOL. 3 C-CH VOL. 4 CI-CZ VOL. 1 A		ix
Change Item (Units VOL, 2 B VOL, 3 C-CH VOL, 4 CI-CZ VOL, 1 A VOL, 5 D		ix
Change Item (Units VOL. 2 B VOL. 3 C-CH VOL. 4 CI-CZ VOL. 1 A VOL. 5 D VOL. 6 E		ix
Change Item (Units VOL. 2 B VOL. 3 C-CH VOL. 4 CI-CZ VOL. 1 A VOL. 5 D VOL. 6 E VOL. 7 F		ix

Click the **Apply** button.

Apply

Cancel

👼 🛓

Re-sorting Items By Units

Re-sort the list of items on the **Items** tab of the **View Bibliographic Record** window or the **View Holdings Record** window by the items' Units values. Re-sorting is especially useful when the item list contains items of different volumes and the volumes are identified with non-traditional Units values (such as Roman numerals).

V Change Item	Order - lynx	_ 🗆 🛛
Units		
F	Apply	Cancel

To resort the items, select a line item, right click, and select the Change Order option, which displays the **Change Sort Order** window. The **Change Sort Order** window displays Units field data from all the associated item records.

Select the item you want to re-sort, and then use the **Up** and **Down** "hand" icons to move each item as desired.

Apply the changes and the items in the **View Bibliographic Record** or **View Holdings Record** window appear in the sort order specified.

Item Information Window

The **Item Information** window displays information about a physical or virtual piece in the library collection. While all copies of one title may have identical bibliographic information, other types of information, such as barcode, are unique and differ from copy to copy.

Each tab contains the same Bibliographic Information at the top of the display. You can determine what information appears in the bibliographic header and how it is displayed by configuring the Item Information View record (20004) in the MARC View Editor in the *Virtua Profiler*. For details, see the *Virtua Profiler/OPAC Parameters User's Guide*.

From the **View Bibliographic Record** window, select an item and click on the **View Item** button. The **Item Information** window will appear.

Bibliographic Information	Statistics Status Acquisitions B		
	Edgar Allan, 1809-1849.		
	hic classics : Edgar Allan Poe / edited ed., rev. & expanded.	by Tom Pomplun.	
Item Information		Call Number	
Item ID:	729553	Copy:	
Barcode:	6037	Call #:	TEEN POE
Barcode Type:	Regular 💌	2nd Call #:	
Item Class:	Paperback 🔹		
Reserves Item Class:		Units C Free Text	t
Item URL:		C Enumerat	ion and Chronology
Location:	Headquarters 💌	None	Edit
Shelving Location:	Headquarters 💌		
		Preservat	tion and Conservation
Number of Pieces:	1 Circulate Pieces:	Code:	v
Price:	\$ 14.95	Non-Para	meterized Shelf Location
EPN Number:		Location:	•
Accession Number:		Circulation Ru	les
AV Accession Number:		 Use Matr 	ix
Collection Code:		C Use Loan Allow Reque	,

Tab	Description
Item Elements	Bibliographic, item, and call number information, preservation and conservation codes, and circulation rules
Notes	Public and staff notes and check-in and check-out alerts
Statistics	Information grouped by bibliographic information, record information, and circulation statistics
Status	Special or system-defined circulation statuses
Acquisitions	Displays acquisitions information for the item.
Barcode History	Displays old barcodes for the item, along with the first and last dates the barcode was used.
Button	Description
Delete	Deletes the item record
Edit/Save	Displays as Save when in Edit mode to save changes
Refresh	Refreshes the item record display
Close	Closes the item record

Item Elements Tab

The **Item Elements** tab *always* appears on the **Item Information** window, and it always appears first. On the **Item Elements** tab, item information is organized into four groups:

Label	Description
Bibliographic Information	You can determine what information appears in the bibliographic header and how it looks by configuring the Item Information View record in the Virtua Profiler.
Item Information	 Item Barcode: alphanumeric, up to 50 characters long Item Class Reserve Item Class Location: Owning, or permanent, location of the item Shelving Location At Shelving Location Until: This field appears only if the owning and shelving locations are different. Number of Pieces Circulate Pieces: If checked, users may specify at check-out and check-in how many of the pieces are to be checked out or in. Price Lamination: Provides a drop-down list of values to describe the state/type of lamination.
Call Number	Copy: Copy number of the item Call #: Primary call number Second Call # Units area: Free Text: text box at the bottom of the Units area will be enabled only if you select the Free Text radio button Enumeration and Chronology: Available only if the item is attached to a holdings record with at least one 853 tag. None
Circulation Rules	Use Matrix Use Loan Period Allow Requests Note : You can make an item non-circulating by selecting the Use Loan Period radio button and setting the period to 0 (zero).

Notes Tab

The **Notes** tab displays Public and Staff notes and Check-in and Check-out alerts regarding the associated item. If notes are **not** associated with the item, the **Notes** tab appears **only** in edit mode.

Notes Public Notes: Staff Notes:	
	~
Checkout Alert: Checkin Alert:	×
Needs to go to binding when returned. TO (7/20)	~
	~

There are four types of notes:

Description
Displays to patrons from the OPAC
Displays only to staff logins
Alert box pops up during check-out
Alert box pops up during check-in

To Add/Edit a note:

Click in a note field to add a note.

Type in the note text, or perform the note edit.

Click the **Save** button to save the note and exit.

Note: Public notes in the Client may be displayed on the **View Bibliographic Record** window by configuring the View Record view in the *Virtua Profiler*. Public notes may also display in the *i*Portal by configuring the *i*Portal View Record view in the *Virtua Profiler*.

Statistics Tab

The **Statistics** tab displays read-only statistical data about the item. The **Statistics** tab always appears when the **Item Information** window is in view mode.

Item Information - I	Phoenix			
		· ···· [a · ····]		
Bibliographic Information		Acquisitions Barcode History		
	dgar Allan, 1809-18	240		
	-	llan Poe / edited by Tom Pomplun.		
	d., rev. & expanded			
Record Information		··		
Item ID:	729553	Last Modified:	7/20/2011	
Barcode Date:	11/30/2010	by Operator ID:	9	
Date Created:	6/30/2005	by operator ib.	- -	
Circulation Statistics				
Circ Count:	6	In House Circ Count:	0	
Temp Circ Count:	6	Temp In House Circ Count:	0	
Since:	6/30/2005	Since:	6/30/2005	
Reserve Count:	0	Last Inventory Date:		
Temp Reserve Count:	0	Last Inventoried By:		
Since:	6/30/2005	Last Circulation Date:	5/10/2011	

Status Tab

The **Status** tab displays the library or system defined circulation status attached to an item. When more than one status exists, each line contains a different status.

ltem Inform	nation - Phoenix			_ = 🛛
		Acquisitions Barcode Histo	ry	
Bibliographic I				
Author:	Poe, Edgar Allan, 1809			
Title:		r Allan Poe / edited by Tom Pon	nplun.	
Edition:	2nd ed., rev. & expan	ded.		
Statuses				
Status	Date Added / Chec	ked out Location / Due Date	To Location	Repor
In Transit Re	que 7/21/2011	Bellefonte		0
		V Add I	New Status	?
		Status:		
			p	
		Location:	Bellefonte	
			ОК	Cancel
			UK.	Carice
		Add	Modify	Delete
Masked		Delete Save	Refresh	dana
		Delete Save	Kerresn	Close

Column Heading Description

Column neading	Description
Status	The type of status that applies to the item. Status types are defined in the Virtua Profiler
Date Added	Date when the status was created. The software adds this date, which is read-only
Location/Due date	Location where the status was created. This field can also indicate the location for an item that you have manually put in-transit
To Location	The location to which the item is being sent if the status is <i>In-transit</i> . This field displays data only when In-Transit is the selected status
Report #	The number of times this status has appeared on a report. The system increments the Report number automatically

To Add/Edit a Status:

Double click an item to edit a status. The **Edit Item Status** window appears.

Click the **Add** button to add a new status. The **Add New Status** window appears.

Select a status from the dropdown menu.

Acquisitions Tab

The **Acquisitions** tab of the **Item Information** window includes the following information: date, cost, purchase order number, order line number, vendor name, and receipt date.

Item Information - Phoeni	x
tem Elements Notes Statistics	Status Acquisitions Barcode History
Bibliographic Information	
· · · · · · · · · · · · · · · · · · ·	an, 1809-1849.
	s : Edgar Allan Poe / edited by Tom Pomplun.
Edition: 2nd ed., rev. 8	& expanded.
Acquisitions Information Purchase Order Id:	
Purchase Order Line Number:	
Receipt Date:	Use Date: 7/20/2011
Invoice Number:	
Vendor:	
Invoice Unit Price:	
Invoice Currency:	v
Invoice Unit Discount:	
Invoice Unit Fee:	
Acquisition Date:	6/30/2005
Original Purchase Price:	\$.00
Invoice Line Fee(s):	Fee Amount
	Anount
Binding Cost:	Depreciation Rate (Per Year): 0%
Lamination Cost:	Maximum Depreciation: 100%
	Maximum Depredation. 100%
Surcharge:	
	Delete Save Refresh Close
Masked	Save Close

Barcode History Tab

The **Barcode History** tab displays information about barcodes that have been previously assigned to an item, and only appears when the Maintain Item Barcode History parameter is enabled.

		Status Acquisitions Barcode	History
Bibliographic Inf			
Author:	Poe, Edgar Allan		
Title:		: Edgar Allan Poe / edited by Ton	n Pomplun.
Edition:	2nd ed., rev. &	expanded.	
Old Barcode		First Used Date	Last Used Date
317810390760	37	6/30/2005 10:05:4	

Profiler Tip: The Maintain Item Barcode History setting controls whether Virtua maintains a history of the item barcodes that have been assigned to any given item. See *Details about the Cataloging Basic Options: About the Maintain Item Barcode History Setting* in the *Virtua Profiler/Cataloging Parameters User's Guide* for more information.

MARC Tab

The **MARC** tab displays the MARC format for the bibliographic record. Your library can choose whether or not this tab will display to OPAC users.

Click the **MARC** tab. The MARC record will appear.

View Biblio	graphic Record - Phoenix
< > 5/14	
Full Items	MARC Statuses
LDR	02739cam a2200481Ia 4500
001	vtls000259549
003	NcFayC
005	20101122115900.0
008	101122s2004 wiua 000 1 eng d
020	\a 0971246491 :
035	\a (OCoLC)ocm54928056
039 9	\a 201011221159 \b staff \c 200701181851 \d VLOAD \c 200506241656 \d mcrawley \c 200506211514 \d mmcarthu \y 200506211514 \z mmcarthu
040	/a JBU /c JBU /d OCLCQ /d XY4 /d OCL /d HQB
049	\a HQBA
099	\a TEEN \a POE
100 1	\a Poe, Edgar Allan, \d 1809-1849.
245 1 0	\a Graphic classics : \b Edgar Allan Poe / \c edited by Tom Pomplun.
Masked	Agency Req View Archive Edit Request Bib Add Item Refresh Close

Click the ${\bf Edit}$ button to open the MARC Record in the ${\bf MARC}$ ${\bf Editor}$ window.

MARC Editor - pho	penix 💷 🗆 🖂
b 08	080514s2006 wiua 000 0 eng d
	\a bl2006-020195
	\a 0974664871 (pbk.) : \c \$16.95
020	\a 9780974664873
035	\a bl2006020195
040	\a NjBwBT \c NjBwBT
082 0 4	\a 741.5/973 \2 22
099	\a TEEN \a POE
245 0 0	\a Edgar Allan Poe / \c edited by Tom Pomplun.
246 3	\a Graphic classics, Edgar Allan Poe
250	\a 3rd ed.
260	\a Mount Horeb, Wis. : \b Eureka Productions, \c 2006.
300	\a 144 p. : \b ill. ; \c 25 cm.
440 0	\a Graphic classics ; \v v. 1
500	\a At head of title: Graphic classics.
500	\a "The Raven, The Masque of the Red Death, The Tell-Tale Heart & more!"Cover.
501	\a MARCIVE 12/19/07
600 1 0	\a Poe, Edgar Allan, \d 1809-1849 \v Adaptations.
700 1	\a Poe, Edgar Allan, \d 1809-1849.
700 1	\a Pomplun, Tom.
(a) Language material	▼ (m) Monograph/Item ▼
< >	MARC 21 Bib: Book OPAC
OPAC1/	

Statuses Tab

If an item has an acquisitions status, the **Statuses** tab will appear on the **View Bibliographic Record** window.

Click the **Statuses** tab to view the acquisitions status for the item.

View Bibliographic Record - Phoenix < > 5 / 14 Full Items MARC			
Order ID/Line Pairs: 3369 - 27	Receipt Status Status:	Information: Received Satisfactory	Payment Status Information: Voucher ID: 5007966639
Order Status Information: Order ID: 3369	Quantity: Condition: Date:	3 Correct Item 7/11/2007	Status: Paid in Full Amount Paid: \$ 27.06 Date: 7/12/2007
Order Type: Monograph Payment Type: Standard Line Number: 27	Add/Update	View < >	View < >
Order Status: Ordered Quantity: 3 Location: Headquarters Library/Technic	Invoice ID: Status:	5007966639 Valid for Payment	Credit ID; Status;
Vendor: B&T Processed Acc# L40618(Price: \$ 9.02 Date: 8/6/2007	Quantity: Price: Date:	3 \$ 9.02 7/12/2007	Amount Used: Total Amount: Expiration Date:
Update View < >	Update	View < >	Update View < >
Masked Agency Req View Archive	Edit	Request Bib Add	d Item Refresh Close

Depending on where the item is in the acquisitions process, some areas of the screen may be grayed out. In the example above, the item has been ordered but not yet received.

Holdings Tab

The **Holdings** tab displays information about the holdings records that are attached to the bibliographic record. From the **Holdings** tab you can view brief information about the holdings records or access additional information about each specific holdings record.

The **Holdings** tab is **only** associated with serials that have holdings records attached.

The **Holdings** tab consists of two configurable areas: header and list box.

Header: contains elements of the serial bibliographic record and associated library-defined labels such as author, title, edition, publisher, and description of material.

List box: contains columns of information taken from each holdings record and other records linked to the holdings record. You can determine which information appears in the list by configuring the View Record: Holdings Header/Item Details View record in the *Virtua Profiler*.

Click the **Holdings** tab to view the holding record information.

3	View Bibliogra	phic Record - Phoenix		
<	> 1/1			
Fu	ull Holdings	MARC		
	Title: Publication:	Scientific American. New York :,Munn & Co.,		
	Current Freq	Monthly,,Nov. 1921-		
	URL:	http://cdl.library.cornell.edu/moa/browse.journa	<u>ls/scia.html</u>	
	URL:	http://www.sciam.com/		
	Location		Copy Number	r
	Cliffdale			
	Headquarters North Regional			
	Current Selection:	1/3		Item Search Check-In View Record
	Masked Age	ncy Req View Archive Edit	Request Bib	Add Item Refresh Close

Double click on the copy that you wish to view **or** highlight the copy and click the **View Bibliographic Record** button. The **View Holdings Record** window appears.

View Holdings Record

*Updated to 16.1

The **Full** tab of the **View Holdings Record** window contains holdings information from the 863 tag of the MARC Holdings record.

The **Full** tab consists of two configurable areas:

Bibliographic Header - Displays information associated with the parent bibliographic record.

Holdings Header - Displays information associated with the holdings record (below the bibliographic header).

You can configure these headers via the View record for the View Holdings Record: Full Display in the MARC View Editor in the *Virtua Profiler*. You can configure the bibliographic header using the Primary Display tab of the MARC View Editor. You can configure the holdings header using the Format feature of the MARC View Editor.

View Holding	s Record - Phoenix	
Full Items N	IARC	
Title: URL: URL: Frequency: Location: Acq. Status: Acq. Method:	Scientific American. http://cdl.library.cornell.edu/moa/browse.journals/scia.html http://www.sciam.com/ Monthly, Nov. 1921- Cliffdale	
	Retained one year	
vol. 300 2009 vol. 301 no. 1-2	July-Aug, 2009	
Masked	Request Holding Edit Claims Add Item Refresh	Close

If item records are associated with the holdings record, an **Items** tab will appear on the **View Holdings Record** window. The **Items** tab displays a list of items that are attached to the current holdings record.

Click the **Items** tab to view brief information about each item, access additional information about each item, and perform various functions for specific items.

The **Items** tab of the **View Holdings Record** window looks the same and offers the same functions as the **Items** tab on the **View Bibliographic Record** window, except for items with Enumeration and Chronology Units, a special re-sort is available.

View Holdings F	Record - Phoenix				. 🗆 🗙
Full Items MAR	RC				
Title: ISSN: Publication: Description: Format/Edition:	Scientific American. 0036-8733 New York : Munn & Co., v. : ill. (some col.) ; 30-41 cm. [MAGAZINE]	Chei Avai On H	us Counts cked Out: 0 ilable: 7 Hold: 0 al Items: 8	Requested: Other:	0 0 1 0 0
Call Number	shelving Location	Units	Status	Item Barcode	
2009/08 2009/07	Cliffdale	vol. 301 vol. 301		31781049296773 31781049295213	
2009/06	Cliffdale		Available	31781049293213	
2009/05	Cliffdale	vol. 300		31781021054083	
2009/04	Cliffdale	vol. 300	Available	31781049294257	•
Current Selection: 1/8	Show Group	View URL Vi	ew Item	Delete Item Reques	t Item
Masked	Request Holding Edit	Claims	Add Item	Refresh	Close

The **MARC** tab of the **View Holdings Record** window displays all the fields that exist in the holdings record.

Click the **MARC** tab to view or edit the Holdings Record.

The bibliographic header that is displayed on the **MARC** tab is identical to the bibliographic header on the **Full** tab of the **View Holdings Record** window, and is defined by the same View.

View Hold	lings Record - Phoenix 📃 🗖 🔀
Full Item	MARC
Title:	Scientific American.
URL:	http://cdl.library.cornell.edu/moa/browse.journals/scia.html_
URL:	http://www.sciam.com/_
Frequency:	Monthly, Nov. 1921-
LDR	00524nym a2200169 4500
001	vtls00000806
003	NcFayC
004	vtls000028745
008	050126 1
039	9 \a 200903060857 \b Iraynor \c 200808151636 \d Iraynor \c 200703230959 \d Iraynor \y 200501261621 \z Iraynor
852	\b 40000
853 2	1 \8 1 \a vol. \b no. \u 12 \v r \i (year) \j (month) \x 01, 07 \w m
863	0 \8 1.11 \a 300 \i 2009
863	\8 1.12 \a 301 \b 1-2 \i 2009 \i 07-08
Masked	Request Holding Edit Claims Add Item Refresh Close

Filtering Items Attached to Holdings Records

To filter items attached to multiple holdings records on the **Holdings** tab of the **View Bibliographic Record** window click the **Item Search** button to open the **Item Units Search** dialog box.

View Biblio	graphic Record - clay68	_	
< > 1/1			
Full Items	Holdings MARC		
Call #: Title: Imprint: Acquisitions S			
ISSN:	1531-3247		
Location		Copy Number	
Bryan Campu	s Library		
Current Select	ion: 1 / 1	Item Search Check-In View Rec	ord
Masked	Agency Req View Archive	Edit Request Bib Add Item Refresh Clo	se

The **Item Units Search** dialog box lets you search the holdings items attached to the bibliographic record according to top-level chronology and enumeration.

V Item Units Search 💷 🛛 🔀		
Enumeration Minimum: Maximum:	J	
Chronology Minimum: Maximum:		
ОК	Cancel	

In the **Item Units Search** dialog box, you can enter a single value in the Enumeration Minimum field and/or the Chronology Minimum field, OR you can enter a minimum and maximum range for Enumeration and a minimum and maximum range for Chronology. **Note:** Values are numeric only.

To perform a search, type information in one or more of the search fields, and click **OK**.

The results of your search will appear in the **Item Unit Search Results** window.

🤡 Item Units Sea	arch Results - clay68	_	
Barcode	Units		
1188	v. 11 no. 2 Feb. 2010		
1189	v. 11 no. 3 Mar. 2010		
1190	v. 11 no. 4 Apr. 2010		
1			
		View Item Clo	ose

Output Records

Copies of bibliographic records can be obtained from the **List of Titles**, **View Record**, and **MARC Editor** windows in three ways:

Print Save Email

Print Record(s)

Open the record in the **List of Titles**, **View Record**, or **MARC Editor** window.

Highlight the **Print** option from the File pull-down menu or right click the mouse and select **Print**.

What's This?
Print
Print with 949 tags
Save
Save with 949 tags
E-mail
E-mail with 949 tags

The **Print** window will appear.

Print - Phoenix		?
Printing		
Bibliographic Records		
Format:	List of Titles 💌	
	List of Titles Full	
Range	MARC Copies	
C All	Number of copies: 1	<u>-</u>
💿 Selected Records		-
C Selected with Child Re	cords	

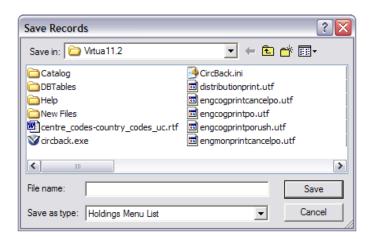
From the drop down menu select the format that you would like to print.

Press the **OK** button.

Save Record(s)

Open the record in the **List of Titles**, **View Record**, or **MARC Editor** window.

Highlight the **Save** option from the **File** pull-down menu or right click the mouse and select **Save**; The **Save Records** window will appear.



Choose the drive or directory to which the record(s) will be saved.

Type the file name in the text box labeled **File Name**.

Choose the format for the record(s) by clicking the arrow in the pull-down list box labeled **Save As Type**.

Note: You will have different "Save as Type" options depending upon which window/tab you chose.

If you right click from all windows/tab **except** the **Items** tab, you will have the following options:

Full MARC MARC (Binary) List of Titles

If you right click from the *Items* tab, you will have the following options: Items Menu List Holding Menu List

Click the **Save** button.

Note: From the **List of Titles** screen you also have the option to save records with 949 tags containing item information.

Email Record(s)

Open the record in the **List of Titles**, **View Record**, or **MARC Editor** window.

Highlight the **Email** option from the **File** pull-down menu or right click the mouse and select **Email**; The **Email Records** window will appear.

Record Info	mation	Range	
Bibliographic	Records	© All	
Format:	List of Titles		ed Records
🦳 Map to I	SO-8859-1		
Map to I	SO-8859-15		
Send as	Attachment		
Message inf	ormation		
Send To:			
Subject:			
	t fill in the above information, sing the message when you p		prompt you to

Choose a format for the record(s) you are saving by clicking the arrow in the pull-down list box labeled **Format**.

If you are using a non-UTF-8 compliant e-mail client, select the **Map to ISO-8859-1** check box for proper display of diacritics.

If you want to send email the record(s) as an attachment, select **Send as Attachment**.

Choose the range of records that you want to Email.

Type the information required in the **Message Information** area.

Click the **OK** button.

Keyword & Full Text Searching

Recommended Workflow	Explanation
Keyword	Virtua Keyword searching has the flexibility to allow the novice user to create simple searches, yet allows the experienced user to build sophisticated searches through
Enter Keyword Refine Search Set Filters	Precision Searching and Filtering using the following tools: Keywords Wild cards Parentheses Boolean Operators Search Categories (including 008 Fixed Fields) Phrase searching Proximity searching Full Text searching
View Records Output Records	Summary Open the Keyword Search window Enter Search Terms and Search Strings Select appropriate operators Select appropriate search categories Refine the Search Set Filters
Full Text Enter Phrase View Record View View Document	Key Terms Boolean Operators Expert Search Filters Keyword Search Refine Search Categories Search Strings Sub-Location Truncation

Search Commands

A search command, or query string, is a line of text that consists of a combination of:

Keywords Search categories Wild cards Boolean Operators Parentheses (for creating groups) Phrase searching Proximity searching

Keywords

Keyword searches let you search for bibliographic records that contain one or more keywords in an indexed field, fixed field, or Leader position.

In bibliographic keyword search queries, you can use any term that you want in order to find it in the index for a given category. You can use:

Alphanumeric words: for example, 1900s Numbers: for example, 1984 Letters: for example, MS Word list: for example, civil war There is an implied AND between terms in the word list There is no order to the terms in the word list (it is not a phrase search)

Truncation

Within keywords, you can specify left or right truncation along with wild card searches.

Words truncated with an asterisk (*): Designate one or more characters.

Example Searches	Virtua Retrieves
farm*	farm, farms, farming, or other words starting with farm.
Wa*n	walton, warden, Washington, etc.

Words containing a question mark (?): Use a question mark (?) to designate a single character per question mark. Use two question marks to designate two characters, etc.

Example Searches	Virtua Retrieves

Ho?	hop, hog, hot, etc.
Vi?e	vice, vise, vile, etc.

Phrase Searching

Quotation marks are used to denote a phrase. The search returns only those records containing all keywords inside the quotation marks, in that order.

•	Virtua Retrieves
Searches	
"way of all"	"The way of all women", "The way of all flesh", etc.

Boolean Operators & Search Operators

Boolean operators (symbols) or **Search Operators** (terms), are used to link two or more keywords. In Virtua, these operators are available on drop-down menus or can be used within the text boxes as part of a search string. If entering them as part of a search string, you must put a space before and after each operator and use a symbol such as & or +.

Symbols	Terms
&	AND
+	OR
-	AND NOT
&x	NEAR (Proximity searching)

Parentheses

You can use **parentheses** anywhere within a query string to group a set of operators and search terms. Search strings within the parentheses will be processed first.

Use the plus (+) and minus (-) signs to include or exclude search terms from your group:

Example Search	Virtua Retrieves
(art history) –	Records that have art AND history as a subject but
art, greek	do not have art, Greek as a subject are found.

Use the plus (+) and minus (-) signs within groups:

Example Search	Virtua Retrieves
(t:painting + art)	Records that have <i>painting</i> in the title AND art as a
& a:mayer	subject AND Mayer as an author are found.

Use nested logic that combines two sets of terms using two sets of parentheses:

Example Search Virtua	l Retrieves
	ds that have <i>art</i> OR <i>sculpture</i> as subjects <i>rt collections</i> are found.

Proximity Searching

Bibliographic keyword searches let you specify the **proximity** between search terms using either the **NEAR** operator that or with the **& xx** operator. The value of the **x** indicates the number of words between the two terms. For example, **&3** indicates that the keywords are within three words of each other.

Example Search	Virtua Retrieves
	Records in which ancient appears within one word
t:rome	of <i>Rome</i> in any indexed title field are found.

Notes concerning proximity searching:

It is possible within ONE category only.

It is possible between TWO terms only.

The search operator OR has no inherent value in a proximity search between two terms. Use OR only in a query string that contains parentheses.

Search Categories

When specifying a search category, type the category code, followed by a colon and the search term. Do **not** put a space between the category code and the colon or between the colon and the search term. See **Appendix D** for a complete list of search categories.

Example Search	Virtua Retrieves
	Records authored by Bronte, Charlotte; Bronte, Emily; etc. are found.

Enter Search Criteria

Click the **Search** icon **?** on the OPAC toolbar or use the **Search** pull down menu from the toolbar. The **Search** window appears.

Click the **Keyword** tab; the **Keyword Search** window appears.

V Search - Phoenix	X
Browse Heading Keyword Control Number	
Author	
shakespeare	
AND Author	
AND Author	
· · ·	
Non-Normalize Collection Groups Options Help	
Location Search Cancel	

Select a category for the first term, then type the first term in the text box.

If you wish, select a Boolean Operator (AND, OR, AND NOT) and category for the second term, then type the second term in the middle text box. Repeat for the third row if necessary.

Tip: Use the **Help** button to display the **Keyword Search Help** window, which offers you information and examples to help you construct precision search queries.

Click the **Search** button to execute your search; the **List of Titles** window will appear.

Author: shakespeare Titles 1 - 4 / 393	2
Title:	Shakespeare's Julius Caesar / Adam Sexton, Hyeondo Park.
Author:	Sexton, Adam.
Publication:	Hoboken, N.J. : Wiley ; Chichester : John Wiley [distributor], 2008.
Title:	Shakespeare's Macbeth / Adam Sexton, Eve Grandt, Candice Cho
Author:	Sexton, Adam.
Publication:	Hoboken, N.J. : Wiley ; Chichester : John Wiley [distributor], 2008.
Title:	Shakespeare's Romeo and Juliet / Adam Sexton, Yali Lin.
Author:	Sexton, Adam.
Publication:	Hoboken, N.J. : Wiley ; Chichester : John Wiley [distributor], 2008.
Title:	The complete sonnets and poems / William Shakespeare ; edited b
Author:	Shakespeare, William, 1564-1616.
Publication:	Oxford ; New York : Oxford University Press, 2008.
Series Stmt:	The Oxford Shakespeare
	Refine Sort

Sort Records

On the **List of Titles** window, your search results are displayed using the sort order specified in the Default Result Set Sorting parameter in the *Virtua Profiler*. The default Result Set Sorting parameter also allows you to:

Specify whether the selected sort is displayed in ascending or descending order.

Specify a maximum number of hits to sort. Result sets that contain more than the specified number of hits will not be sorted.

To sort your search results on the **List of Titles** window see *Browse Search:* <u>Navigate Search Results.</u>

Profiler Tip: The Max Bib Keyword Search Result Set Size area has two options for specifying the size of bibliographic keyword result sets. If you specify a value in the Maximum Number of Hits field, the Virtua server will truncate any results returned from a bibliographic keyword search that exceed the value. See *Working with the OPAC Basic Options Parameter: Setting the Maximum Size of Result Sets for Bibliographic Keyword Searches* in the *Virtua Profiler/OPAC Parameters User's Guide* for more information.

Refine a Search

To refine a search from the **List of Titles** window see *Browse Search:* <u>*Refine*</u> <u>*a Search*</u>.

Set Filters

Filtering options are available for Keyword and Expert searches. The filter option returns information from the fixed fields in the MARC record, set in the *Virtua Profiler*.

On the **Search** window, click the **Options** button; the **Search Filters** window appears.

V Search - Phoenix	X
Browse Heading Keyword Control Number	
Author	
shakespeare	
AND V Author	
AND V Author	
Non-Normalize Collection Groups Options Help	
Location Search Cancel	

In the list boxes select one or more filters by clicking each list item in turn; use the Control key to select multiple terms.

V Search Filters - Phoenix	Z
Publication Year: through:	Context Year: through:
Format: Mixed Material-Microopaque Monograph Monograph-Braille Monograph-Large print Monograph-Large print Monograph-Microfiche	Nature of Contents: Abstracts/summaries Bibliographies Catalogs Dictionaries Directories
Indude C Exclude	Include C Exclude Place of Publication:
English finnish French German Greek, Ancient (to 1453)	England A Florida France Georgia Germany Y
Indude C Exclude OK	Indude Cancel Clear

Filter Category	Description
Publication Year	Date range, currently can only be used to filter on 1 year.
Format	Format of the work (e.g. map, video, serial).
Language	Language of the publication.
Context Year	Established in tag 945 \$a and \$b (\$a designates common era start date and \$b common era end date for AD dates).
Nature of Contents	Category of the work (e.g. handbook, dictionary).
Place of Publication	(e.g. state or country)

Note: The Context Year filter is used to find bibliographic records whose topic covers a specified date range.

Example	How to Filter
a date range of	To search on a bibliographic record within the context of the Civil War, for a battle that occurred in 1864, you would enter a Context Year range of 1864-1864.

To clear the filters, click the **Clear** button on the **Search Filters** window.

When finished, click the **OK** or **Enter** button.

Note: The software remembers the filters you set. Once set, the software will warn you as you begin each new Keyword or Expert search that filters are ON and ask if you want to use them.

Once you have chosen your search categories, Boolean terms, and typed in your search terms, click on the **Search** button.

When you click on the **Search** button, a confirmation window will appear. Choose to include or exclude the selected filter(s).

Confirm	n			
2	Filters are tur	ned on. Do	you wish to use	e them?
	<u>Y</u> es	<u>N</u> o	Cancel	

If your search term(s) finds one record, the View Record window will be displayed.

If your search term(s) finds **multiple records**, the **List of Titles** window will be displayed.

View a Record

See Browse Search: View a Record.

Output Records

See Browse Search: Output Records.

Full Text Searching

In order to allow full text searching, a full text document loader program and associated scripts are needed to index full text documents. Please contact VTLS Customer Support.

To enable full text searching:

A bibliographic record is created for the full text document. The user can specify a multimedia link in the 856 tag of the bib record or in the item record.

A text file of the document is put on the server.

The bib id for the associated bibliographic record is specified in the load program to link the index of the text file to the bib record.

View Records

Select **Full Text** from the **Keyword** search menu.

Enter a phrase of the text from the desired record.

V Search - Phoenix	×
Browse Heading Keyword Control Number	
Full Text	
when in the course	
AND V Author	
AND Author	
Non-Normalize Collection Groups Options Help	
Location Search Cancel	

Click the **Search** button.

- If there is **only** one matching bib record it will display in the **View Record** window.
- *If* there are multiple matching bib records, the **List of Titles** window will be displayed.

In the example shown below, the *open book* icons indicate that there are item level URLs. These URLs are links to the full text documents.

😻 View Bibliographic Record - Po	orterfield Library System	m				
< > 1 / 37						
Full Items MARC						
Title: Declaration of	mas, 1743-1826. Independence. National Archives. mages)		Available: On Hold:	0 On Reserv 2 Requester 0 Other: 2 Unsatisfie Total Requ	d: d Requests:	0 0 0 0 0
Location	Call Number	Units	C Barcod	e Status	:	PAC Co
💷 Wilson Public Library	Electronic Reserves		30445	Availa	ble	
📖 Wilson Public Library	Electronic Reserves		33451	Availa	ble	
ا ر ا						
Current Selection: 1 / 2	View U	IRL	View Item	Delete Item	Reques	st Item
Masked	Edit Requ	est Bib	Add Item	Refresh		Ilose

Click an item in the list to select the item you wish to view.

Click the **View URL** button; the document will open in the associated program.

For example: The text version of this record is a Word document, so the document will display in Word.

Note: You can associate more than one document with a full text index. For example, you might want the full text document as both a text document and as an image for handwritten historical documents.

Holdings Keyword Searching

Holdings keyword search functionality is a special Virtua feature that must be configured by VTLS personnel. To enable holdings keyword search functionality for your library, contact your local VTLS office.

Holdings keyword searches let you search for holdings records that contain one or more keywords in an indexed variable field or fixed field. You can construct a holdings keyword search query by combining search categories, search operators, and keywords on the **Holdings Keyword** tab of the **Search** window.

To perform a holdings keyword search:

Click the **Search** icon **?**[] on the OPAC toolbar.

The **Search** window appears, displaying the **Browse** tab.

Click the Holdings Keyword tab.

V Search - phoenix	×
Browse Heading Keyword Control Number Holdings Keyword Patron	d
Bound with holdings id (901/h)	•
AND Bound with holdings id (901/h)	
	•
AND Bound with holdings id (901/h)	
	•
AND Bound with holdings id (901/h)	
	•
Location Search	<u>C</u> ancel

Using a combination of keywords, search categories, and search operators, construct a holdings keyword search query.

🛿 Search - phoenix 🛛 🔀
Browse Heading Keyword Control Number Holdings Keyword Patron Bound with holdings id (901/h) Bound with holdings id (901/h) Bound with item barcode (901/b) Call Number Classification Part (852/h) Call Number Item Part (852/i) Call Number Prefix (852/k) Call Number Suffix (852/m) Completeness (008/16) Digitized Image url 856 Subfields u, x, z
AND Bound with holdings id (901/h) AND OR AND NOT
Location Search Cancel

Click the **Search** button. Your search results appear on either the **Holdings** window or the **View Holdings Record** window.

If Virtua finds more than one holdings record that meets your holdings keyword search criteria, the records appear on the **Holdings** window, which displays brief information about each of the records.

W Holdings			- 🗆 🗙
Sublocation or c Holdings 1 - 4 /	ollection (852/b): 30000 110		
Title:	Kiplinger's personal finance.		
Title:	Taste of home.		
Title:	Country weekly.		
Title:	Jet		-
		Refine	Sort

If Virtua finds only ONE holdings record that meets your holdings keyword search criteria, it appears on the **View Holdings Record** window.

Authority Heading Searches

Recommended Workflow	Explanation
Multiple Subject	Virtua provides two types of authority heading searches beyond the ability to browse subject headings, titles, or authors.
▼ Keyword in Heading	Multiple Subject Heading Searches: Virtua can be configured to allow the searching of either MARC21 defined subject thesauri such as LCSH or MeSH as well as library-defined thesauri
Cross References	Keyword in Heading Searches: Virtua provides the functionality to perform keyword searches of authority headings.
▼ Display Options	This lesson will also cover: Cross-References Display Options
	Summary Perform a search using a specific subject thesaurus Perform a keyword in heading search Distinguish between See and See Also references Navigate the Cross Reference screens View Authority Records
	Key Terms Blind Reference Cross Reference Display Options Subject Thesaurus Subject Headings MARC Authority Record See Also Reference See Reference

Keyword in Heading Search

The **Heading** tab on the **Search** window gives users the ability to do keyword searching of **authority** headings in bibliographic and authority records. Users can limit the search by: all words, phrase, or exact match.

From the **Search** menu click the **Search** icon **1** on the OPAC toolbar.

Select the **Heading** tab.

From the drop-down menus, select a search category and search criteria.

𝒞 Search - venus88	×
Browse Heading Keyword Control Number Holdings Keyword Patron	
Subject all words:	-
civil war	-
AND 🔽 all words:	
	•
AND 🔽 all words:	
	•
Location Search	<u>C</u> ancel

Enter your search terms in the corresponding textbox.

Click the **Location** button to filter search types by Location. Highlight a single location or select several locations by using the **Ctrl** key, then click **OK** to accept your location(s) selection.

Click the **Search** button.

An alphabetical list of subject headings containing your search term(s) will appear.

Note: Unlike a **Browse** subject search, where only terms found at the beginning of subfield \a of the 6xx tag are retrieved, the **Keyword in Heading** search will retrieve keywords found **anywhere** in the 6xx tag.

Example: Search results for **Keyword in Heading** subject search: Civil War

V List of Headings - venus88	X
Subject: civil war 1/	35
 1 Civil war Economic aspects Developing countries. 1 Great Britain History Civil War, 1642-1649 Bibliography. 1 Great Britain History Civil War, 1642-1649 Sources. 1 Indian Territory History Civil War, 1861-1865. 1 Lebanon History Civil War, 1861-1865. 1 Philadelphia (Pa.) History Civil War, 1861-1865. 1 Philadelphia (Pa.) History Civil War, 1861-1865. 1 Rome History Civil War, 43-31 B.C Drama. {LCSH} 1 Shakers History Civil War, 1936-1939 Drama. 2 Spain History Civil War, 1936-1939 Drama. 2 Spain History Civil War, 1936-1939 Drama. 3 United States History Civil War, 1861-1865. 1 United States History Civil War, 1861-1865. 	
Subject: butterflies Subject: civil war Subject: civil war Subject: civil war	١
View Browse Notes Delete	

Example: Search results for Browse subject search: Civil War

Srowse 😵	- venus88	
Subject: civi	l war	
1.644		1
	Terms	
	Civil service United States Handbooks, manuals, etc.	
	Civil war Economic aspects Developing countries.	
	Civilization.	
	Civilization, Ancient. Civilization, Ancient Extraterrestrial influences.	
	Civilization, Ancient Fiction.	
	Civilization, Christian.	
	Civilization, Greco-Roman.	
	Civilization History.	
2	Civilization History Sources.	
Subject: ci	vil war	
	View Page Up Page Down Skip	Delete

Browse Multiple Subject Headings

Virtua gives libraries the ability to add menu thesauri searches to the **Browse** search dropdown menu. The authoritative-agency thesauri defined by MARC21 are set using the Multiple Subject Headings Parameter in the Profiler. (See **Appendix E** for additional information.)

From the **Search** menu select the S**ubject** search option or click the **Search** icon on the OPAC toolbar to open the OPAC in browse mode.

Click the **Find** dropdown menu. The subject heading searches enabled will appear at the bottom of the menu.

😻 Search - Porterfield Librar	y System	×
Browse Heading Keyword	Control Number	1
Subject	sheep	<u> </u>
Subject Subject - LCSH Subject - LCSHAC Subject - MeSH Subject - NAL Call Number UDC Number Journal Title	 Ibrary catalog, by clicking the arrow in the first box. hame, subject, title, call number or he type of search you are doing. ress the ENTER key on your keyboard. 	-
LIBF	RARY NOTICE	
	message here and on every other tab o this, edit the appropriate Help strings	
	Location Search	⊆ancel

Your search results will be slightly different from the search results of a *general subject search*. The example below shows the results of a general subject search of *Sheep*.

😻 Browse - Porterfield Library System	_ 🗆 🗵
Subject: sheep	
Hits Terms	
1 Shearing sheds Australia, [LCSH]	
1 Sheep Australia Housing, LCSH 2 Sheep botfly, LCSH	
3 Sheep-dip. [NAL]	
2 Sheep Diseases, LCSH 2 Sheep Feeding and feeds, LCSH	
1 Sheep-fold. [NAL]	
2 Sheep Parasites (LCSH)	
3 Sheep-shearing, INAL 2 Sheep-tick, INAL	
Subject: sheep	
View Page Up Page Down Skip	Delete

Note: Each subject heading has a thesaurus name after it.

The example below shows the results of a **Subject – NAL** search of *Sheep*.

Note: *Only* the subject headings that have the subject thesaurus name NAL (National Agriculture Library) in the *general subject search* display in the **Browse** window.

😻 Browse - Porterfield Library System	
Subject - NAL: sheep	
Hits Terms	
3 Sheep-dip.	
1 Sheep-fold. 3 Sheep-shearing.	
2 Sheep-tick.	
Subject - NAL: sheep	
View Page Up Page Down Skip	Delete

Cross-References

Perform a subject search from the **Browse** tab; the **Browse** window will appear with a list of terms. In the column labeled *Hits*, the + (plus sign) and – (minus sign) indicate cross-reference information.

Symbol	Indication
+ (plus sign)	Indicates a see also cross-reference
- (minus sign)	Indicates a <i>see</i> cross-reference.

Notes:

A plus sign (+) and a zero (0) in the **Hits** column indicates a valid authority heading that infers a see also reference.

A zero (0) without a plus or a minus in the **Hits** column indicates a valid authority heading that is not associated a heading in the database. A minus sign (-) with a blank in the **Hits** column indicates an invalid authority heading.

	🛛 Browse - Phoenix 📃 🗆 🔀		
-	Subject: art		
	Hits	Terms	
	仓 7	Art	
	0	Art & design series	
		Art 15th century History Juvenile films.	
		Art 16th century	
		Art 19th century Art, Aboriginal Australian Periodicals.	
		Art, Abstract	
		Art, Abstract Juvenile literature.	
		Art, Abstract Technique.	
	1	Art Adaptations	
	Subject: ar	t	
		View Page Up Page Down Skip Delete	

Click a term with a plus sign. The **Cross References** window appears displaying a list of related terms.

v 0	ross References - Phoenix		_ 🗆 🔀
-You 7	u searched on: Art	View	Notes
Relat	ted terms are: 14 Aesthetics	ut de The	^
දිග දිග දිග දිග	1 Aesthetic movement (Art) 6 Anatomy, Artistic 17 Antiques 18 Architecture 0 Art brut 2 Art movements	What's This? View Authority Add Authority to Editor Replace Heading in Editor	[narrower] [narrower] [narrower] [narrower] [narrower]
	2 Art nouveau 0 Art objects 0 Artists' preparatory studies 2 Arts and crafts movement 1 Bronzes		[narrower] [narrower] [narrower] [narrower] [narrower]
B	0 Buddhism and art 2 Buddhist art 0 Caricature		[narrower] [narrower] [narrower]
		View Browse	Notes

Select an entry, right mouse click to view authority record.

View Aut	thor	ity Record - Phoenix	
< > 1/	/ 1		
	RC		
Full MA			
LDR		00746nz a2200301n 4500	
001		vtls000496404	
003		NcFayC	
005		20080417154133.0	
008		060818 anannbab b ana	≡
010		\a sh 85001441	
035		\a sh 85001441	
039	9	\y 200701252300 \z VLOAD	
040		\a DLC \c DLC \d DLC	
053		\a BH \c Philosophy	
053		\a N61 \b N79 \c Art	
150		\a Aesthetics	
360		\isubdivision \a Aesthetics \iunder names of persons	
450	0	\a Beautiful, The	✓
		View Archive Edit Refresh	Close

Close the **View Authority Record** window and click on the **View Button** in the top right of the window. A list of title associated with the heading will appear.

V List of Titles - Phoenix		
Heading: Art Titles 1 - 4 / 7		
Title:	Beautiful Landscapes / by Diane Wright.	
Author:	Wright, Diane.	
Publication:	Laguna Hills, CA : Walter Foster Pub., 2007.	
Title:	Geoff Hunt [DVD videorecording] : painting in the studio.	
Publication:	New Haven, Conn. : Sea TV, c2005.	
Edition:	[DVD FORMAT]	
Title:	Rainy day art [DVD videorecording] / with Cherie Lynn.	
Publication:	[United States] : Jumby Bay Studios, c2003.	
Edition:	[DVD FORMAT]	
Title:	Sisihan kŏttŭl ŭi arŭmdaum : uri sidae ilsang sok sigak munhwa ilki /	
Author:	Kang, Hong-gu.	
Publication:	Sŏul-si : Hwanggŭm Kaji, 2001.	
Edition:	1-p⊡an.	
,	Refine Sort	

Select a related term from the **Cross References** window and click on the **View** button in the lower part of the window; a list of title related to that term appears.

V Cross Reference	ces - Phoenix	
You searched on: 7 Art		View Notes
Related terms are:	V List of Titles - P	hoenix
14 Aesthetics 1 Aesthetic r 6 Anatomy,	Heading: Art nouveau Titles 1 - 2 / 2	
17 Antiques 18 Architectui 0 Art brut 2 Art movem 2 Art movem 0 Art objecti 0 Artists' pre 2 Arts and o 1 Bronzes	Title: Publication: Edition: Title: Author: Publication:	Art nouveau, 1890-1914 [videorecording] / a production of the D [United States] : Home Vision Arts, c2000. [VHS FORMAT] Art Nouveau Bing : Paris style 1900 / by Gabriel P. Weisberg. Weisberg, Gabriel P. New York : Abrams ; Washington, D.C. : Smithsonian Institution T
0 Buddhism (2 Buddhist a 0 Caricature		
		Refine Sort

You may view notes associated with related terms by selecting a term and clicking the **Notes** button.

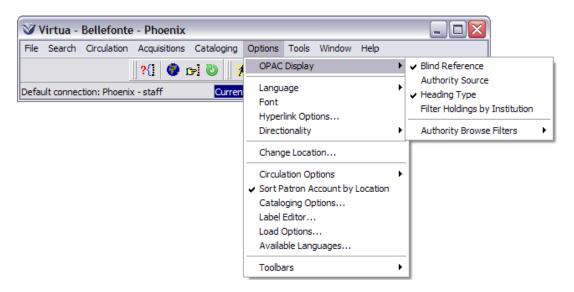
V Cross References - Phoenix			
You searched on: 7 Art		View	View List
Notes for heading: Art	C. F. L. L		
(see also) subdivision Art under names o names of deities and mythological or lege [topic][subdivision], e.g. Mary, Blessec Holy CrossLegendsArt; also subdivisi individual corporate bodies, under indivic titles for their representation as physical type [topic] in art, e.g. Christian saints in	endary figures, an Virgin, SaintArt on In art under nai dual Christian deno l objects, e.g. Bible	d under headings of ; Zephyrus (Greek de mes of countries, citi minations, and unde	the type eity)Art; es, etc., and r uniform
Here are entered general works on the v the visual arts, literature, and the perfor			l, including
Note under Arts			
	View	Browse	View List

To return to the list of related terms, click the **View List** button.

Display Options

The OPAC display can be set to display **Blind References**, **Authority Source**, and **Heading Type** if the user so chooses.

From the **Options** menu, click on **OPAC Display**, and then place a check next to the options that you wish to display.



Blind Reference: The term is a valid heading but there are no hits/records in the database associated with the term. If **Blind References** are set to display, Virtua displays the term with 0 hits next to it.

Subject: art			
Hits Terms	1		
令 7 Art			
0 Art & design series			
1 Art 15th century History Juvenile films.			
🗢 0 Art 16th century			
Art 19th century			
1 Art, Aboriginal Australian Periodicals.			
3 Art, Abstract 1 Art, Abstract Juvenile literature.			
1 Art, Abstract Juvernie iterature.			
1 Art Adaptations			
J			
Subject: art			
View Page Up Page Down Skip	Delete		

Heading Type: The words *series* or *uniform title* will display in brackets next to appropriate terms. These are derived from the Bib Lvl values specified in the 008 tag of the 999 Virtua tag of the authority record.

W Browse	- Phoenix			
Title: scienti	fic american			
Hits	Terms			
1	Scientific American.			
	Scientific American [uniform title] [SRC=ICU]			
	The Scientific American book of astronomy / the editors of Scientific American.			
	Scientific American book of mathematical puzzles & diversions [AAP]			
	Scientific American focus book [series] [SRC=DLC]			
	Scientific American frontiers (Television program) [uniform title]			
	Scientific American frontiers (Television program) [uniform title] Scientific American great science fair projects / Scientific American and Marc Rosner ;			
-	illustrated by Cheryl Kirk Noll.			
1	Scientific American inventions and discoveries : all the milestones in ingenuity-from the			
	discovery of fire to the invention of the microwave oven / Rodney Carlisle.			
6	6 Scientific American Library series [series] [SRC=DNLM]			
Title: scien	tific american			
	View Page Up Page Down Skip Delete			

Authority Source: A cataloging code that indicates who created the authority record, for example Library of Congress. This is derived from the subfield a of the 040 tag of the authority record.

Authority Browse Filters: All Authority Headings, Permanent Authorities Only or Provisional Authorities Only.

Control Number Search

Recommended Workflow	Explanation
Enter Control View Records Output Records	Control numbers are unique numbers assigned to library items or attached to catalog records and subsequently are used to identify those items or records. Virtua indexes these numbers so you can use them in a search. Searching on a control number will produce a direct hit, immediately accessing the items and records. Summary Open the Control Number tab of the Search window Identify search results relating to control numbers Key Terms Authority MARC Record Control Number Control Number Search Holdings MARC Record Item Record Patron Record Vendor Record

Control Numbers and Search Results in Virtua

Index	Searches	Retrieves
Auth Ctrl #	010 tag of the Authority Record	View (Authority) Record window
Auth ID	001 tag of the MARC Authority Record	View (Authority) Record window
Authority LCCN	035 tag of the Authority Record	View (Authority) Record window
Bib ID	001 tag of the MARC Bibliographic Record	View (Bibliographic) Record window
Birth	025 tag subfield \$a of patron records	Patron Information window
Certificate #		This search is available for
Control Number Link	773 tag subfield \$w to find all child (i.e., component part) records associated with a	This search is available for databases that have MARC 21 and/or CATMARC record
	particular parent analytic record.	only.
Holdings ID	001 tag of the Holdings Record	View Holdings window
ISBN	020 tag of the MARC Bibliographic Record	List of Titles window or Vie Bibliographic Record
		window
ISSN	022 tag of the MARC Bibliographic Record	List of Titles window or Vie Bibliographic Record
		window
ISSN-L	022 tag subfield \$I of the MARC Bibliographic Record	List of Titles window or Vie Bibliographic Record window
ISSN Serials	022 tag of the MARC Bibliographic Record	Serials Check-in window or the Holdings tab of the Vie Bibliographic Record window
Item	All item records. The Accession	Item Information window
Accession Number	Number on the Item Elements tab of the Item Information window is distinct from the acquisitions accession number.	
Item Barcode	Item barcode number	Item Information window
Item ID	System ID number of the Item Record	Item Information window
LCCN	010 tag of the MARC Bibliographic Record	View (Bibliographic) Record window
Local	Searches the <i>exact content</i> of the	View (Bibliographic) Record
Number	035 of the MARC Bibliographic Record tag	window
OCLC	035 tag of the MARC Bibliographic	View (Bibliographic) Record
Number	Record and automatically adds	window
OPAC Workflow	-Based Reference Guide	Last Revised: October 2017

Other024 tag subfield \$a of the MARCList of Titles window or ViewStandardBibliographic RecordBibliographic RecordBibliographic RecordIdentifier022 tag subfield \$a of the Patron RecordPatron Information windowPatron015 tag of the Patron RecordPatron Information windowBarcode011 tag of the Patron RecordPatron Information windowPublisher028 tag subfield \$a the MARCPatron Information windowNumberBibliographic RecordPatron Information windowVendor #System-generated Vendor IDView Vendor window		the (OCoLC) ocm prefix.	
Identifier Passport #022 tag subfield \$a of the Patron Recordwindow Patron Information windowPatron Barcode Patron ID015 tag of the Patron Record 015 tag of the Patron RecordPatron Information windowPatron ID Publisher Number001 tag of the Patron Record 028 tag subfield \$a the MARC Bibliographic RecordPatron Information window List of Titles window or View Bibliographic Record windowVendor #System-generated Vendor IDView Vendor window	Other	024 tag subfield \$a of the MARC	List of Titles window or View
Passport #022 tag subfield \$a of the Patron RecordPatron Information windowPatron015 tag of the Patron RecordPatron Information windowBarcode001 tag of the Patron RecordPatron Information windowPatron ID001 tag of the Patron RecordPatron Information windowPublisher028 tag subfield \$a the MARCList of Titles window or ViewNumberBibliographic RecordBibliographic RecordVendor #System-generated Vendor IDView Vendor window	Standard	Bibliographic Record	Bibliographic Record
RecordRecordPatron015 tag of the Patron RecordPatron Information windowBarcode001 tag of the Patron RecordPatron Information windowPublisher028 tag subfield \$a the MARCList of Titles window or ViewNumberBibliographic RecordBibliographic RecordVendor #System-generated Vendor IDView Vendor window	Identifier		window
Patron Barcode Patron ID015 tag of the Patron Record Patron RecordPatron Information windowPatron ID Publisher Number001 tag of the Patron Record 028 tag subfield \$a the MARC Bibliographic RecordPatron Information window List of Titles window or View Bibliographic Record windowVendor #System-generated Vendor IDView Vendor window	Passport #	022 tag subfield \$a of the Patron	Patron Information window
Barcode Patron ID001 tag of the Patron Record 028 tag subfield \$a the MARCPatron Information window List of Titles window or View Bibliographic RecordNumberBibliographic RecordBibliographic Record windowVendor #System-generated Vendor IDView Vendor window		Record	
Patron ID Publisher001 tag of the Patron Record 028 tag subfield \$a the MARC Bibliographic RecordPatron Information window List of Titles window or View Bibliographic Record windowVendor #System-generated Vendor IDView Vendor window	Patron	015 tag of the Patron Record	Patron Information window
Publisher Number028 tag subfield \$a the MARC Bibliographic RecordList of Titles window or View Bibliographic Record windowVendor #System-generated Vendor IDView Vendor window	Barcode		
NumberBibliographic RecordBibliographic Record windowVendor #System-generated Vendor IDView Vendor window	Patron ID	001 tag of the Patron Record	Patron Information window
Vendor #System-generated Vendor IDwindowVendor #System-generated Vendor IDView Vendor window	Publisher	028 tag subfield \$a the MARC	List of Titles window or View
Vendor # System-generated Vendor ID View Vendor window	Number	Bibliographic Record	Bibliographic Record
, 5			window
number	Vendor #	System-generated Vendor ID	View Vendor window
hanber		number	

Search the OPAC

Click the **Search** icon on the OPAC toolbar or use the **Search** pull down menu from the toolbar.

Choose one of the control number types listed.

Type the number in the box adjacent to the box containing the search term categories.

Press the **Search** button or **Enter** on your keyboard.

V s	earch - Phoe	nix		\sim	
Bro	owse Heading	Keyword Control Number		[
F	atron Barcode	vtls214		-	
	-	mat Activity Account			
	Patron barcode: Patron barcode: Name: Patron Catagory: Date of Birth: Primary Address: Primary Telephone: E-mail: Expiration date: Last activity:	20100222 1701 Kraft Drive, 24060, Bladisburg, Montgomery, VA, USA 557-1200 <u>ocornel t@vids.com</u>			
					Edit
	F Print Receipt		Lipdate Re	enew All Refresh	Close

OPAC Workflow-Based Reference Guide *Updated to 16.1 **Note:** Depending on the type of control number search performed, different windows may appear. Since control numbers are unique, you should only retrieve one record.

Masked Records Recommended Workflow Explanation Masked Records Masking Comprehensive record masking is available in Virtua. Records This feature can be used to hide records that have been added to selection lists or are on order. Bibliographic records, item records, and holdings records can be masked. Display Masked records are not visible in the public OPAC. Masked The ability to view and/or create masked records Records can be in the Profiler. Optional setting in profiler: Masking is removed when items are received. Summary Mask a Record **Key Terms** Masked Record **Related Topics** Users Permissions Guest Masked Record Parameters Acquisitions Basic Options: Automatically unmask records on receipt. **Operational Security:** Permissions can be set to allow users to View, and/or Edit masked records.

Create Masked Records

Bibliographic records may be masked so that they are not visible in the public OPAC, or to staff members without permission to see masked records.

Bibliographic Records can be masked from several places in the Virtua Client:

View Bibliographic Record Window Item Information Window View Holdings Record Window MARC Editor Window Add Purchase Request Window Import to Purchase Request Window

From the **View Bibliographic Record** window by placing a check in the **Masked** checkbox:

🏹 View Bibliographic Record - Phoen	ix						
< > 1/1							
Full Items MARC							
	f] William Shakespeare / general e.		Status	Counts			[
ISBN: 0713900903			Check	ed Out:	0	On Reserve:	0
Publication: London : Allen Lane, 19	260		Availa		1	Requested:	0
Description: xxi, 1481 p. : ill., facsir			On Ho	ld:	0	Other:	0
	ns. ; 20 cm.		Total I	items:	1	Unsatisfied Requests:	0
Format/Edition: Revised ed.						Total Requests:	0
Call Number	shelving Location	Units	[Status		Item Barcode	
822.33 S	Bordeaux			Available		31781020593321	
 							
Current Selection: 1 / 1	Show Group View UR		Viev	v Item	De	elete Item Request	: Item
Masked Agency Req View Archi	ve Edit Reque	st Bib		Add Item		Refresh C	lose

MARC Editor - Ph	oenix 🖃 🗖 🔼			
008	691008r19691969enkah 000 0 eng d			
020	\a 0713900903 \c \$60.00			
035	\a (OCoLC)ocm30289687			
040	/a UKM /c UKM /d HQB			
049	\a HQBA			
082 0 4	\a 822/.33 \2 18			
092	\a 822.33 \b S			
100 1	\a Shakespeare, William, \d 1564-1616.			
240 1 0	\a Works			
245 1 4	\a The complete works [of] William Shakespeare / \c general editor Alfred Harbage.			
250	\a Revised ed.			
260	\a London : \b Allen Lane, \c 1969.			
300	\a xxi, 1481 p. : \b ill., facsims. ; \c 26 cm.			
500	\a Illus. on lining papers. In slip case.			
500	\a Revised ed. originally published, Baltimore: Penguin Books Inc., 1969. Previous ed. originally published in 38 vols, Harmondsworth: Penguin, 1956-1967.			
501	\a MARCIVE 03/01/06			
700 1	\a Harbage, Alfred, \d 1901-			
913 0 0	\a SHACWWS99000			
994	∖a E0 \b HQB			
(a) Language material	▼ (m) Monograph/Item ▼ ▼ Masked			
< >	MARC 21 Bib: Book OPAC			
\OPAC1/				

From the **MARC Editor** window by placing a check in the **Masked** checkbox:

From the **Add Purchase Request** window by placing a check in the **Masked** checkbox:

V Add Purchase F	Request		×
Requestor Barcode:			
* Category:			
* Title:			_
Author:			Rejection Reason:
Publisher Name:			
Publication Date:			
Publication Place:			
Notes:			
Vendor:	×	Music Pub. Num.:	F Rush Order
Source of Selection:	•	ISBN:	
* Material:	•	ISSN:	
Quantity:	1	Price: \$.0	0
Group Name:	Default Group	Price Currency United States Dollar USD	
Location:	•		
Fiscal Year:	•	Fund Account:	1
Masked			Repeat Save Cancel
			Repeat Save Cancel

From the **Import to Purchase Requests** window by placing a check in the **Masked** checkbox:

🏹 Import To Purchase Requests 🖃 🗖 🔀
File Name
Character Set
•
Add To Purchase Requests if Record:
Is New. Overwrites Existing Record.
🔽 Is Discarded. 🛛 🗖 Is Placed in Error State.
Vendor:
Category:
Fiction 💌 🔽 Mask Records
Status
0 Total Records Found in Source File
0 Failed Validity Checks
0 Database Errors
0 Successfully Imported
Import Cancel

From the **Item Information** window by placing a check in the **Masked** checkbox:

em Elements Statistic Bibliographic Informatio	· · · ·	
	espeare, William, 1564-1616.	
Title: Work Edition: Revis	ks sed ed.	
Item Information		Call Number
Item ID:	533794	Copy:
Barcode:	31781020593321	Call #: 822.33 S
Barcode Type:	Regular 💌	2nd Call #:
Item Class:	Book	
Reserves Item Class:		C Free Text
Item URL:		C Enumeration and Chronology
Location:	Bordeaux	© None
Shelving Location:	Bordeaux	
		Preservation and Conservation —
Number of Pieces:	1 Circulate Pieces:	Code:
Price:	\$ 60.00	Non-Parameterized Shelf Location
EPN Number:		Location:
Accession Number:		Circulation Rules
AV Accession Number:		Circulation Rules
Collection Code:		C Use Loan Period; 0
	,	Allow Request: 🔽

From the **View Holdings Record** window by placing a check in the **Masked** checkbox:

View Holdings Record - phoenix		
Full Items MARC	:]	
URL: <u>htt</u> URL: <u>htt</u> Frequency: Mo Location: He	entific American. p://cdl.library.cornell.edu/moa/browse.journals/scia.html p://www.sciam.com/ nthly, Nov. 1921- adquarters adquarters retains current year + 1 year.	
Public notes: Tes Retention note:	st	
vol. 298 2008 vol. 299 no. 1-vol. 299 no. 4 July 2008-Oct. 2008 Test vol. 300 2009 vol. 301 no. 1-vol. 301 no. 4 July 2009-Oct. 2009		
Masked	Request Holding Edit Claims Add Item Refresh	Close

Masking Statuses

Under certain circumstances, you may wish to set record masking so that item record statuses do not display in the OPAC. For example, item records with the status *missing*.

To configure a status to be masked go to the **Global Settings** tab, **Status Displays** option in the *Virtua Profiler*. On the **General** tab of the **Statuses** window enter a status descriptor, click the **Mask Status** checkbox, and click **Save**.

Statuses 🔹 💽 🔀				
General Requests/Renewals Reports				
Status Descriptor	Missing			
First Digit Descriptor	4 Display warning and clear status			
Second Digit Descriptor	7 Check-out, check-in, and renew			
Last Two Digits Code	00			
Status Code	4700			
Suppress Warning				
🔽 Mask Status				
🔲 Unserviceable	Save Cancel			
Last modified at 5/25/2011 5:03:13 PM by Root User				

Display Masked Records

If the bibliographic record for <u>War and Peace</u> is masked:

A user **with** permission to view masked records will see the following results of a title browse search for <u>War and Peace</u>.

🛛 Browse - Phoenix 📃 🗆 🔀				
Title: War and Peace				
Hits	Terms			
1	War and peace [sound recording] / Leo Tolstoy.			
1	War and peace [videorecording] / produced by Dino de Laurentiis ; directed by King			
_	Vidor.			
2	War and peace.			
	War and peace / Leo Tolstoy ; translated by Constance Garnett.			
	War and peace / Leo Tolstoy ; translated by Louise and Aylmer Maude.			
1	War and peace / Leo Tolstoy ; translated by Constance Garnett ; introduction by A.N.			
	Wilson.			
1	War and peace / Leo Tolstoy ; translated from the Russian by Constance Garnett ; with an introduction by Joseph Frank ; notes by Lena Lencek.			
	War and peace / Leo Tolstoy ; translated from the Russian by Richard Pevear and			
-	Larissa Volokhonsky.			
1	War and peace [sound recording] / by Leo Tolstoy ; [translated by Constance			
_	Garnett].			
1	War and peace [electronic resource] / Leo Tolstoy ; Frederick Davidson.			
Title: War	and Peace			
	View Page Up Page Down Skip Delete			

A user **without** permission to view masked records will see the following results of a title browse search for <u>War and Peace</u>.

	🛛 Browse - Phoenix 📃 🗆 🔯		
1	Title: War ar	nd Peace	
	Hits	Terms	
	1	War and peace [sound recording] / Leo Tolstoy.	
		War and peace.	
		War and peace / Leo Tolstoy ; translated by Constance Garnett.	
		War and peace / Leo Tolstoy ; translated by Louise and Aylmer Maude.	
	1	War and peace / Leo Tolstoy ; translated by Constance Garnett ; introduction by A.N. Wilson.	
	1	War and peace / Leo Tolstoy ; translated from the Russian by Constance Garnett ;	
	-	with an introduction by Joseph Frank ; notes by Lena Lencek.	
	1	War and peace / Leo Tolstoy ; translated from the Russian by Richard Pevear and	
		Larissa Volokhonsky.	
	1	War and peace [sound recording] / by Leo Tolstoy ; [translated by Constance	
	1	Garnett]. War and peace in the nuclear age / John Newhouse.	
		War and peace [electronic resource] : notes / by Marianne Sturman.	
	-		
	Title: War	and Peace	
1			

Patron Records

Recommended Workflow	Explanation
Access Patron View Patron Information	Patron information can also be viewed using the OPAC. Your library decides whether or not patrons will be allowed to view their patron records and check out materials from the OPAC. Summary Retrieve a patron record Navigate the search results View patron records
	Key Terms Patron Activity tab Patron Empowerment Patron Information window Patron Record

Access Patron Record

Browse Search

On the **Browse** tab you can initiate a patron name search.

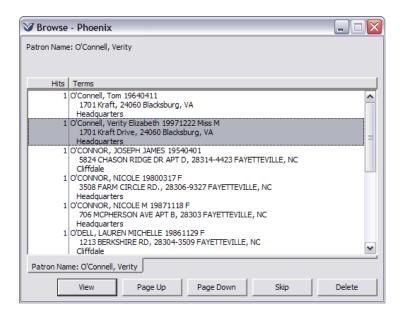
To perform a **Browse** search, click the Search icon **?**. The **Search** window appears, displaying the **Browse** tab.

To access a patron's record, select **Patron Name** from the drop-down list box.

Search - Phoenix Browse Heading Keyv	vord Control Number Holdings Keyword Patron	
Author	▼ O'Connell, Verity	•
Abbreviated Title Publisher Patron Name All Vendors Vendor Course ID Course Title Instructor	 e library catalog, by dicking the arrow in the first box. hame, subject, title, call number or he type of search you are doing. ress the ENTER key on your keyboard. 	
	LIBRARY NOTICE	
	brary message here and on every other tab . To do this, edit the appropriate Help strings	•
Coller	ction Groups	

Type the patron's name (Last Name, First Name) in the search box and press the **Search** button or **Enter** key.

The browse screen will display a list of patrons closest to the name searched. Click the desired patron and you will be taken to the **Patron Information** window.



Patron Keyword Search

Patron searches let you search for patron records using keywords found in indexed patron information fields. The **Patron** tab of the **Search** window lets you use multiple search categories and search operators to operators to search for patrons, allowing more flexibility than the standard Patron Name Browse search or Patron ID Control Number search.

Important: Patron keyword search functionality is a special Virtua feature that must be configured by VTLS personnel. To enable patron search functionality for your library, contact your local VTLS office.

To perform a patron search:

Click the **Search** icon **?** on the OPAC toolbar.

The **Search** window appears, displaying the **Browse** tab. Click the **Patron** tab.

V Search - phoenix		X
Browse Heading Keyw	ord Control Number Holdings Keyword Patron	
E-mail Address from 271	subfield a	
oconnelle@vtls.com	•	
AND	Additional name from 700 subfields a, h ,m and	
	_	
AND	Additional name from 700 subfields a, h ,m and	
	•	
	Location Search Cancel	

Using a combination of search terms, search categories, and search operators, construct a patron search query.

Click the **Search** button.

Your search results appear on either the **Patron Search Results** window or the **Patron Information** window.

	≫ Patron Search Results - phoenix					
	E-mail Address from 271 subfield a: oconn Titles 1 - 3 / 3	elle@vtls.com				
	Patron Name	Patron Other Name	Address		Patron Barc	ode
	O'Connell, Rosie Riveter		1701 Kraft Drive Blacksburg V	A 24060	vtls529	
	O'Connell, Seafoam		1701 Kraft Drive Blacksburg V/	A 24060	vtls704	
	O'Connell, Verity Elizabeth		1701 Kraft Drive Blacksburg V	A 24060	vtls1222	
					1	
				Vie	W	Cancel
L						

View Patron Information

rd Format MARC Format Activity Account	What's This?			
	Patron Ched			
ategory	Patron Routi			Items
ending ckup	Transaction	-		4
isputed	Print			1
	Save			
	E-mail			
	Print Addres	s Label		
	Сору	Ctrl+C		
			*	
Summary (Pending (Pickup (Disputed /				

Click on the **Patron Activity** tab to view current circulation transactions.

Use the right mouse click to access the **Patron Check-out** window.

🛛 Check Out	/Renew - Phoenix -	Bellefonte - vtls122	22 - O'Conne	ell, Verity Elizabet	h 💶 🗆 🔀
Patron Check-ou	Its Patron Limits				
Patron barcode: Name: Patron Catagory: Date of Birth: Primary Address: Primary Check-out Typ	USA 557-1201	D, Blacksburg, Montgome	ry, VA,	Requested: Overdue:	\$.00 0 0
 Regular In-house 		C Fixed Time C Selected Time:	9:00:44 AM		/2011 🔽
Item Barcode	Title		Due Date/T	īme Type	
Print Rece C After Each Remember I		C When Check-outs Ar	re Complete	Item Barcode:	Check Out

Appendix A: Definition of Key Terms

Attribute Configuration: In order for Virtua to recognize non-standard Z39.50 use attributes it is necessary to configure them in the Server Setup window. This setting is for use when searching non-Virtua databases and is optional.

Authority Heading: terms (authors/names, titles, or subjects) that are stored in authority record fields and appear in an alphabetical index on the Virtua Browse window.

Bib-Level Call Number: the call number for the bibliographic record; which can be different from the call numbers of items associated with the record.

Blind Reference: valid heading that appears in a browse index, but does not lead to any bibliographic records because there are no associated hits in the database.

Boolean Operators: method of combining terms in a keyword search that allows the searcher to use three logical commands (AND, OR, NOT), sometimes called operators.

Browse Window: window that contains the results of an OPAC Browse Search.

Browse Search: type of OPAC search where the system retrieves all headings in the database that match or come close to matching the terms a user enters for a selected category.

Call Number: identification code used to arrange items in order on the shelf. Call numbers are usually composed of two parts: 1) classification (located in subfield \$a of the MARC tag), and 2) item or book number (located in subfield \$b of the MARC tag). Call numbers are found in the 050 tag (LC) and 080 tag (Dewey), and in 900 tags (locally defined) of the Bibliographic MARC record.

Control Number: unique numbers assigned to library items or attached to catalog records and used to identify those items or records, for example, ISBN, ISSN, and LCCN.

Control Number Search: a Virtua feature that provides direct access to records and items; control numbers are unique to a record so this type of search will retrieve only one record. The window in which the search result

displays is dependent on the type of control number; for example, a patron number search will display in the Patron Information window.

Course ID: character string used to identify an academic course (e.g. HISTORY 101) in the Reserves module. Course ID is one of the Browse search categories in the Virtua OPAC.

Cross-References: heading that appears in a Browse index because it exists as a 4xx tag or a 5xx tag in the authority record for a valid heading. The valid heading is stored in the 1xx tag in the authority record. When selected by the user, cross-reference headings refer the user to the valid heading

Default Load Character Set: If a server returns records in a syntax other than MARC 21, Virtua uses the syntax specified here. Currently, the Virtua client accepts records from a server in MARC 21, CATMARC, and UNIMARC formats.

Display Options: settings a user can choose for a session; fonts, language, and supplementary authority information (blind reference, authority source, heading type). You can enable or disable these display options at any point during your session.

Expert Search: allows the experienced user to build sophisticated searches using search categories, keywords, Boolean operators (AND, OR, NOT), precedence, proximity, and truncation.

Filters: criterion a user can set to restrict an OPAC search and thus limit the result set. Possible filters are: Location (library), Format, Language, Publication Year, Nature of Contents, and Place of Publication.

Full Text Searching: using the program DocumentBatchLoader.ksh, your library can load text documents into the database and index them for keyword searching. When you use the Full Text keyword search category, Virtua searches for your keyword in any text document that has been indexed.

Full Tab: (Bibliographic Record): displays the non-MARC public view of bibliographic information for a given record.

Full Tab: (Holdings Record): displays bibliographic/holdings information along with the volumes and issues of a particular serial that the library or location houses.

Holdings-level Call Number: Call number that is specific to a holdings record and is different from the call number on the associated bibliographic record or on other holdings records associated with the same bibliographic record.

Holdings MARC Record: Type of MARC record used in Virtua to describe serials. Holdings records contain the following elements: a link to the bibliographic record, location, prediction pattern, and issue level holdings information.

Holdings Tab: tab on the View Record window that displays holdings record information associated with the bibliographic record. The header of the holdings tab contains elements of the bibliographic record and associated library-defined labels such as author, title, edition, publisher, and description of material; the list box contains columns of information taken from each holdings record and other records linked to the holdings record.

Host Name: the IP address or the host name of the service (i.e. zeus.library.edu).

Item: unique physical or virtual piece or entity, e.g., a book, volume of a journal, a roll of microfilm, etc. that is part of a library's collection.

Item Elements Tab: tab on the Item Information window that displays basic descriptive information for the item, such as Item Information, Call Number Information, and Circulation Rules.

Item Information Window: displays data associated with the item record on up to four tabs, depending on the item class and the user profile: Item Elements, Statistics, Status and Notes. The Status tab appears only if the item has a status associated with it or if the Item Information window is in edit mode. The Notes tab appears only if the item has a public, staff, checkin, or check-out notes associated with it or if the Item Information window is in edit mode.

Item record: A record attached to a bibliographic record or holdings record that describes an individual item belonging to the library. Item records contain information unique to the item such as call number, price, shelving location, etc.

Item Tab: tab on the View Record window that displays the physical and/or virtual items associated with the bibliographic record, including: outstanding requests, location, call number, and barcodes.

Item-Level Call Number: call number that appears on an individual item record (and

correspondingly, on an actual physical item). An item-level call number is specific to an item. Libraries use this type of call number to uniquely identify multiple item records that are associated with a bibliographic record, which has a different call number from each of the items (see also Call Number). **Keyword in Heading Search:** A type of OPAC keyword search that lets you search for keywords anywhere within an authority heading. The results of a Heading search appear on the List of Headings window, which resembles the Browse window but displays only the authority headings that contain your search term.

Keyword Search: type of OPAC search that allows users to enter search terms with Boolean operators. Filters and left, right and medial truncation may also be applied to a keyword search.

List of Titles: Displays brief bibliographic information about each title that is a qualified hit from a browse search.

Location: (see shelving location)

MARC 856 tag: tag is used to support multimedia files, containing images, video clips, sound recordings, or full text and which may reside on a local hard drive, a remote server, the Internet, or a CD-ROM. The views in the Profiler can be configured so that these files appear as hyperlinks on the Full, Items and Holdings tabs of the View Record window.

MARC Authority Record: type of MARC record that indicates the main (authoritative or established) name (form) of an author and lists variations of that name, OR indicates the main title of a book and lists variations of that title, OR indicates the main way to refer to a subject and lists variations of ways to refer to that subject.

MARC Bibliographic Record: type of MARC record that describes an item held by the library in MARC bibliographic format, and may contain the following descriptive elements: title and statement of responsibility (author, editor etc.), edition, material type, publisher/distributor, publication date, physical characteristics, series, notes, standard number (ISBN, ISSN, etc.), and terms of availability, including price.

MARC Community Record: type of MARC record that describes a nonbibliographic entity that provides information related to a civic community. Examples include individual people (e.g., storytellers, civic leaders, etc.), organizations, programs (e.g., a driver's education class), event (e.g., a seminar), or some other entity (e.g., a facility such as a planetarium).

MARC Tab: tab on the View Holdings Record window that displays a combination of bibliographic and holdings information. The MARC tab includes all the fields of the MARC holdings preceded by the following fields from the parent bibliographic record: 004, 010, 022, 030, 035, indexed call number, 1xx, 245, 246, 260, 780, 785. Note that when a holdings record opens in the MARC Editor, only the holdings fields appear.

Masked Record: Records that are hidden for some reason, often because they are on order. Records that are masked will not appear in the results of searches performed by users who do not have permission to view masked records (usually library patrons).

Multiple Subject Heading Search: is based on the second indicator of the 6xx tag of the MARC record, which generates a subject code in position 11 of the 008 of the authority record.

OPAC: Online Public Access Catalog: it is one of the subsystems in Virtua.

Patron Account Tab: fees owed by a specific patron are displayed on the Patron Account tab of the Patron Information window.

Patron Activity Tab: a patron's borrowing activity displays on the Patron Activity tab of the Patron Information window, (e.g. checked-out items, overdues, and pending requests).

Patron Empowerment: optional Virtua features that allow patrons to make requests, check-out materials, and edit their own patron records.

Patron Information Window: displays a patron's personal data in Full or MARC Format, borrowing activity, and fees owed.

Patron Record: database record in 2709 MARC Communications format (defined by VTLS, rather than by USMARC) that houses all of the identifying information about a library patron such as name, address, phone number, date of birth, patron barcode number, borrowing activity, and account activity.

Port: An entrance to, or exit from, a data network. In Virtua it is the number used to access the server housing a Virtua database. Z39.50 servers often use the port number 210; otherwise, four- or five-digit port numbers between 1025 and 32767 are used.

Profile Name: the name of the server or any other descriptive information that will identify the server the database is located on. Once the setup is configured this is the information that appears in the dropdown menu of available servers.

Refine Search: a bibliographic keyword search query that Virtua combines with your original search query to produce a new (usually narrower) set of search results.

See Reference: points from an invalid heading to the valid, authoritative heading. On the Browse window, the minus (-) sign next to a heading indicates a See cross-reference.

See Also Reference: points from a related heading to another related heading, both of which are valid. On the Browse window, the plus (+) sign next to a heading indicates a See also cross-reference.

Search Categories: categories or indexes defined in Virtua which are used for searching the OPAC, for example, a: (author), t: (title).

Search Strings: a series of keywords, Boolean operators, and/or parentheses that define a search. For example: (a:Mitchell) + (t:gone & t:wind)

Search Window: window in the Virtua client from which a user can choose to do a Browse, Keyword, Control Number, or Expert search.

Selection List: A list of materials recommended for purchase. In Virtua items for selection lists can be submitted electronically and integrated into the Acquisitions sub-system.

Shelving Location: physical or virtual location of library material; main locations and sub-locations are defined in the Global Settings parameters in the Virtua Profiler. The shelving location is used to tell patrons where to locate the item and also as a filter in keyword and expert searches.

Sort Order: order in which a set of search results appears on a results window. The standard value of the default sort on the List of Titles window is a title sort. A user can customize the default sort by clicking the Sort button. In a future release, a library can set the default sort on the List of Titles via a parameter setting.

Statistics Tab: tab on the Item Information window that displays statistical data about the item: Bibliographic Information, Record Information, and Circulation Statistics.

Statuses Tab: tab on the Item Information window that displays the purchase order number, order line item number, details about the purchase order and line item, receipt, invoice, payment, and credit status information.

Subject headings: a controlled vocabulary used in subject cataloging and indexing by libraries or indexing agencies.

Subject Thesaurus: a controlled vocabulary designated by a specific organization or agency. Examples include National Agriculture Library (NAL), Medical Subject Heading (MeSH), and Art and Architecture.

Sub-location: a department or specific location within a building or organizational unit, and represented by the last four digits of a unique nine-digit library location code. Location filtering in the OPAC is allowed at both main location and sub-location levels.

Truncation: ability to search on part of a word. Virtua uses the symbol * to represent an unknown number of letters and a ? to represent a single letter. For example, Farm* will retrieve records that contain the terms farm, farms, farmer, farming, etc.

Vendor Record: field-based format that contains vendor information to describe an organization from which library materials are ordered.

View Record Window: shows data your library chooses to display for bibliographic records. From the Items tab and the Holdings tab of the View Record window, it is possible to navigate to a specific item record or holdings record.

Virtua Client: refers to the Virtua Windows-based graphical user interface that resides on your PC and lets you access each subsystem in Virtua such as the OPAC subsystem.

Z39.50 Database: A database that allows access through the Z39.50 protocol.

Z39.50 Protocol: national information retrieval standard developed by the National Information Standards Organization (NISO). It defines a protocol that allows one computer (the client) to communicate with another (the server), perform searches, and retrieve records.

Appendix B: InfoStation Reports for OPAC

OPAC Report Group	Notice	Function
OPAC Search Statistics	N	The OPAC Search Statistics report generates counts of various types of OPAC searches performed by the users, at the locations, and during the date range that you specify for the report configuration. Additionally, you can optionally choose for the report to display each count as a percentage of the total for a given category.
Server Response Times	N	Generates a summary of the response times of the Virtua server to all Z39.50 search requests.

Appendix C: OPAC in a Consortium Environment

Users

User Profiles in the Profiler let you define the username, password, description, default log-in location, and group membership for each Virtua user. Additionally, the User Profiles parameter lets you configure user permissions. Permissions determine which functions, actions, and controls each Virtua user or group of users has permission to access or execute.

Views

Windows in the Virtua client display bibliographic, holdings, item, and patron data elements based on the tags, subfields, fixed fields, and other information defined in the Client Views in the Profiler. In the consortium environment, each institution can configure its own set of Client and iPortal Views.

Filtering Out Holdings Records

In the consortium environment, institutions can set their OPAC Display Options in the Virtua client to filter out those holdings records in the **View Bibliographic Record** window that belong to locations outside their institution. This allows users in the Virtua client to toggle between showing "all" holdings and showing just the holdings for their institution.

Appendix D: Commonly Used Search Categories

а	Author
t	Title
S	Subject
tse	Series Title
р	Publisher
pp	Place of Publication
nte	Notes
lang	Language
ty	Туре
ed	Entered Date
CS	Cat Source
bl	Bibliographic Level
tym	Type of Material
nc	Nature of Content
rs	Rec Status
ar	Archive
el	Enc. Level
d	Desript
lr	Link Rec
f	Format
td	Type of Date
sd	Start Date
edt	End Date
mr	Mod Rec
fr	Frequency
r	Regularity
ta	Target Audience
gp	Govt Publication
<u></u>	Conf Dublication

cp Conf Publication

- i Index1
- il Illustrations
- fst Festschrift
- fic Fiction
- b Biography
- tc Type of Computer File
- rf Relief
- pj Projection
- pm Prime Meridian
- ct Cartographic
- sf Special Format
- fc Form of Composition
- fm Format of Music
- mm Matter of Music
- It Literary Text SR
- tm Time MP VR
- mv Matter Visual
- tq Technique
- ic ISSN Center
- ts Type of Serial
- foi Form of Original Item
- new Nature of Entire Work
- oa Original Alphabet
- aw Anywhere
- loc Location
- temp User Defined Search 1
- ud02 User Defined Search 2
- ud03 User Defined Search 3

Appendix E: Multiple Subject Thesauri

Virtua gives libraries the ability to add to the browse search dropdown menu specified thesauri searches in addition to the general subject search. For further information, consult the Multiple Subject Thesauri white paper.

The indexes are set in the Profiler using the **Cataloging Multiple Subject Headings Parameter**.

- A script is run against the database to identify existing library-defined thesauri codes and to identify improperly cataloged records: those with a conflict between the 2nd indicator in the bib record and position 11 of the 008 tag in the authority record.
- 2. After a second script fixes any reported records, the Multiple Subject Headings Parameter is set in the Profiler.
- 3. A third script is run against the database to create the indexes.

Thesauri searches are based on the second indicator of the 6xx tag of the MARC record, which generates a subject code in position 11 of the 008 tag of the authority record.

		2nd ind. of	Bib 6xx \$2 or	008/11
Browse		bib	Auth 040	of Auth
Dropdown	Subject Thesaurus	record	\$f	Record
Subject-blank	Blank	`blank'		`blank'
Subject-lcsh	Library of Congress Subject Headings (LCSH)	0		а
Subject- Icshac	LC subject headings for children's literature	1		b
Subject-MeSH	Medical Subject Headings (MeSH)	2		С
Subject-NAL	National Agricultural Library subject authority file (NAL)	3		d
Subject- Unknown	Source not specified	4		4
Subject- Canadian	Canadian Subject Headings	5		k
Subject- Répertoire	Répertoire de vedettesmatière	6		V
Subject-Art	Art and Architecture Thesaurus	7	aat	r
Subject-Sears	Sears List of Subject Headings	7	sears	S
Subject-Value	Source specified in bib \$2 or auth 040 \$f	7	`value'	z
Subject- Local1	Locally defined	8		8
Subject- Local2	Local	9		9

NOTE: When saving a bib record, the 008/position 11 of the authority record is automatically populated based on the 2^{nd} indicator on the 6xx tag.

Appendix F - Changes in this Guide

Changes for Version 16.1

No changes were made.