



# Tuesday's Tip

information provided by Adriaance Memorial Library to make your life a little bit easier . . . .

## OPAC: Using the Asterisk to Make Lists of Holdings

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If you would like to make lists of holdings by a certain format available at your library, here's how you can do it:

1. Open the "Advanced Search" screen using the link above the blue bar.
2. Select your library from the "Location" menu.
3. Select the format you want a list for (e.g.- "Book on CD")
4. Select from the "Search and Sort" menu at the bottom, depending on whether you want a title list or list of most recent items by date.

Because you will get the following message —"YOU MUST ENTER DATA TO SEARCH BY" --if you leave the "Search Terms" box at the top empty, you will have to enter something. Typing \* (the asterisk using shift+8 key) in the search box, will retrieve *all* items in the format and location you have specified (note: titles which start with numerals will appear first).

The screenshot displays the 'Advanced Keyword Search' interface of the Millennium Web Catalog. The search terms field is empty, and the 'Enter Search Terms' section includes dropdown menus for 'Any Field' and 'And' operators. The 'Add Limits (Optional)' section features dropdown menus for 'Location' (set to 'Adriaance Adult'), 'Material Type' (set to 'Book'), and 'Language' (set to 'English'). The 'Search and Sort' section is set to 'sorted by title'. A 'Search Tips' section provides instructions on using wildcards and boolean operators. A sidebar on the right lists 'Other Search Options' such as Keyword, Title, Author, Subject, Title / Author, ISBN / ISSN, Genre, Call #, and Other Catalogs. A banner for 'Hudson Valley Reads' is also present.