

## FINDING RECORDS WITHOUT CUTTER LETTERS (IN CATALOGING):

The screenshot shows a 'Search' window with the following fields and controls:

- Search For:** A dropdown menu currently set to 'Holdings'.
- Anywhere:** A dropdown menu currently set to 'Anywhere'.
- Search Field:** A text input field containing an asterisk (\*).
- NOT:** A dropdown menu currently set to 'NOT'.
- 852#i:** A text input field containing '852#i'.
- AND:** A dropdown menu currently set to 'AND'.
- Anywhere:** A text input field containing 'Anywhere'.
- Search:** A button at the bottom left.
- Clear:** A button at the bottom right.

Numbered instructions with red arrows pointing to the corresponding fields:

1. Choose holdings. (Points to 'Search For: Holdings')
2. Choose "Anywhere" (Points to 'Anywhere' dropdown)
3. Type an asterisk for "everything" (Points to the asterisk in the search field)
4. Choose "NOT" to exclude items that HAVE a Classification number (Points to 'NOT' dropdown)
5. Type in 852#i (MARC field tag for Cutter letters) (Points to '852#i' text field)
6. Type an asterisk for "everything" (Points to the asterisk in the search field)
7. Search (or press Enter) (Points to the 'Search' button)

This will bring up a list of items that have no Cutter letters – you can then double click each record to edit (or see

Note: The MARC field tags ARE case-sensitive – if, for example, you put in the search as 852#I instead of 852#i, the search will not return the proper results.