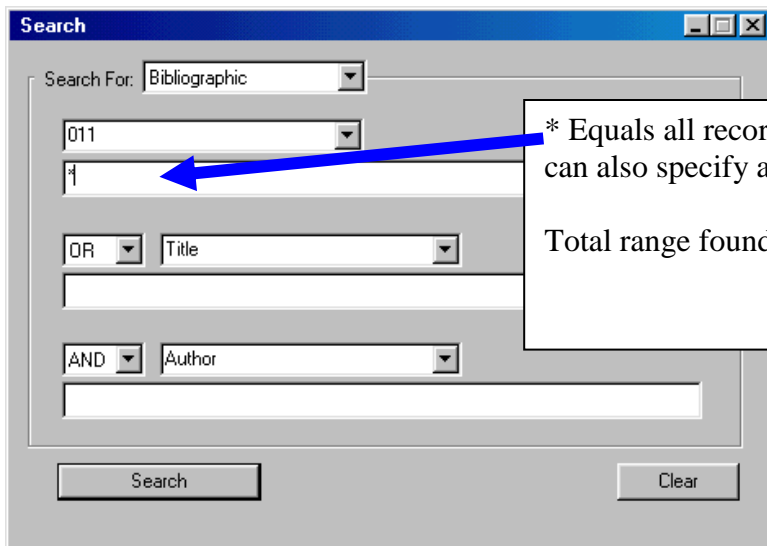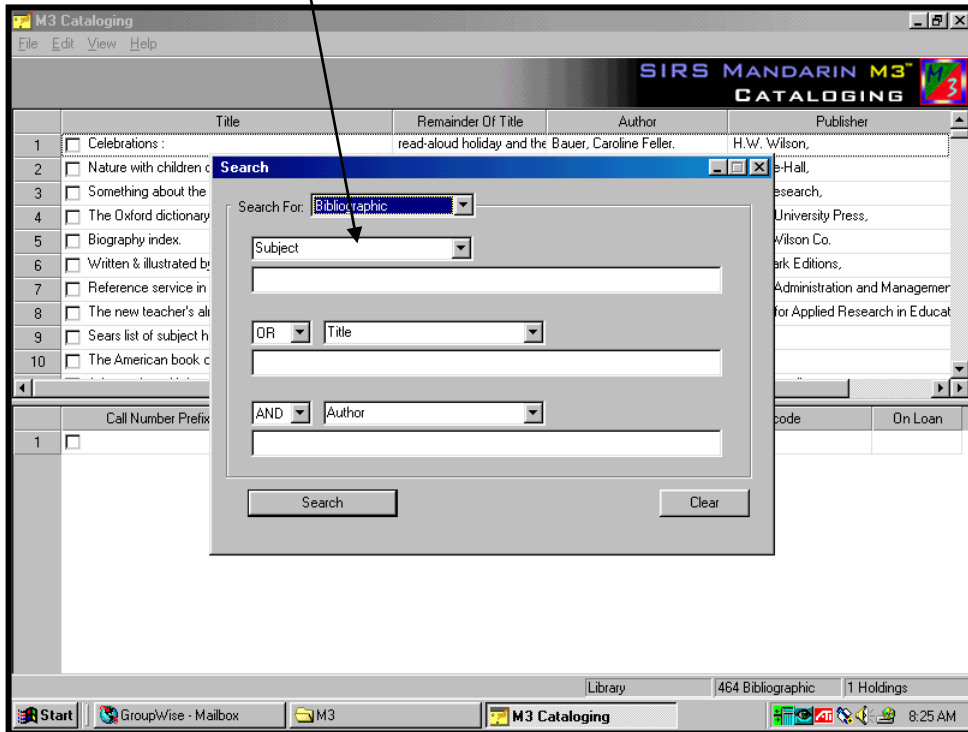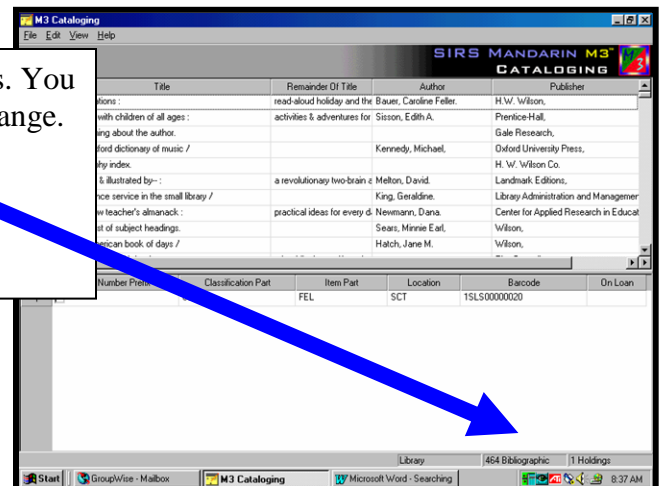# M3 Searching

You can type MARC tags here.
(i.e. 001 gives you all records in your catalog for BEDS info)





* Equals all records. You can also specify a range.

Total range found.

To determine if a book has ever circulated. Do this: HOLDINGS, *, Search. If the ON LOAN column has a 0, the book has been taken out. If column has a loan, there will be a 1 in the field. Field empty, book has never been loaned out-but may get used in the library.
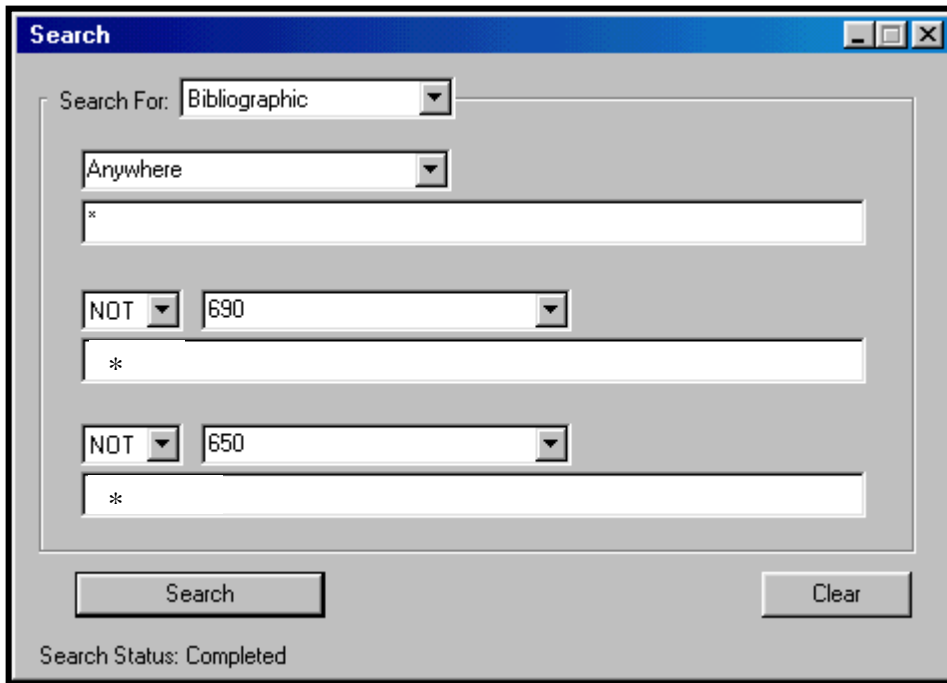


To find all records that do not have call numbers
(so you can add them to the catalog)

Use HOLDINGS- tell catalog to look at everything,



Not records that have call numbers. **You must put subfields in LOWER CASE**

# TO USE Multiple Criteria to Search

EXAMPLE:

TO find records with no subject fields, use 690 and 650 for publisher subjects and local subjects.

```
Search                                                    _ □ ×

 Search For: Bibliographic      ▼

   Anywhere                     ▼
   *

   NOT ▼   690                  ▼
      *

   NOT ▼   650                  ▼
      *


   [      Search      ]              [   Clear   ]

 Search Status: Completed
```

# M3 Search Tips

- You can use the AND, OR, and NOT Boolean operators to connect keywords within a keyword text box; be sure to type operators in capital letters.
- You can apply the truncation asterisk character (*) to the beginning and end of a keyword. Examples: farm*, *forest*
- You can apply the wildcard character (?) within a keyword. Example: wom?n.
- You can use proximity quotation marks (" ") around a phrase.
- Many record fields are actually indexes. For simplicity, this Help system refers to them all as fields.