

M3 Cataloging Module

SEARCHING

Searching by MARC Field Tag numbers:

A. Basic Instructions:

1. Open **M3 Cataloging**
2. Click **Edit** in the menu bar and select **Search**
3. **Search** window will open
4. In the ***Search For list**, select the type of records you want – **Bibliographic, Holding** etc.
5. In the ****Record Field list**, highlight the field name in there and type **over** it with the **MARC Field Number**
6. In the corresponding *****Keyword Box**, type the text you want to locate (use * for anything), and click **Search**.

What the search below is asking:

Give me all (1st *) **Holding** records that DO “NOT” have or has nothing in (2nd *) in the **852#a** subfield.

The screenshot shows the 'Search' window with the following configuration:

- *Search For List:** A dropdown menu set to 'Holdings'. A callout box lists the options: Bibliographic, Holdings, Patrons, Pictures.
- **Record Field List:** A dropdown menu set to 'Anywhere'. A callout box states: 'There are 3 of these dropdown boxes in the Search Window.'
- Boolean Operators:** A dropdown menu set to 'NOT'. A callout box explains: 'AND, OR, and NOT. Used in a search query to link two or more keywords. There are 2 boxes available.'
- Keyword Box:** A text input field containing '*'. A callout box states: 'There are 3, one for each Record Field List.'
- Search Criteria:** A dropdown menu set to '852#a'.
- Boolean Operators:** A dropdown menu set to 'AND'.
- Record Field List:** A dropdown menu set to 'Anywhere'.
- Keyword Box:** A text input field containing '|'.

Buttons for 'Search' and 'Clear' are located at the bottom of the window.

Frequently Used Searches:

A. Searching for an **Empty Field** (doesn't have to be 852#a), in a **Bibliographic, Holding or Patron Record**.

Uses: Find records w/no schoolcode in the Location Field, records with no prices etc.

Frequently used MARC Tags for Empty Fields Searches

Bibliographic Search:

520#a = Summary
650#a = Subject
852#a = Location

Holdings Search

852#9 = Price
852#a = Location
852#k = Prefix

Patrons Search

100#f = Gender
852#b = Homeroom
852#c = Teacher
852#g = Grade

The screenshot shows a search window titled 'Search'. The 'Search For' dropdown is set to 'Bibliographic'. The 'Record Type' dropdown is set to 'Anywhere'. A callout box points to the 'Anywhere' dropdown with the text 'Select "Anywhere" from dropdown list'. Below this, a search field contains an asterisk (*), with a callout box stating '* = all records'. The next search field contains 'NOT' followed by '520#a', with a callout box stating 'We highlighted what was in here and typed over it with our MARC Field and Subfield that we're looking for.' The 'AND' dropdown is set to 'Author'. At the bottom are 'Search' and 'Clear' buttons.

In English: Give me all-(1st *) Bibliographic records that either **DO NOT** have 520#a (summary field) or **DO NOT** have anything entered in the 520#a field.

B. Searching for **Specific Records** (ex. Just DVD records), in a **Bibliographic or Holding record**.

Uses: Pull up specific records of a with a specific prefix

The screenshot shows a search window titled 'Search'. The 'Search For' dropdown is set to 'Bibliographic'. The 'Record Type' dropdown is set to '852#k'. A callout box points to this dropdown with the text 'We typed over the default (Subject) with 852#k'. The next search field contains 'DVD', with a callout box stating 'Exact Text (not case sensitive) what we are looking for in the 852#k subfield.' The 'OR' dropdown is set to 'Title'. The 'AND' dropdown is set to 'Author'. At the bottom are 'Search' and 'Clear' buttons.

In English: Give me the Bibliographic records that have "DVD" the **852#k** subfield (not case specific)

C. Searching using the **Wildcard Character (*)**.

In searching, use an asterisk character (*) to designate one or more unspecified characters within typed text.

Uses:

- Use **"F*"** to find records starting with "F" (F, FIC or Fic) in the Classification Part (852#h) so you can globally standardize them. This type of search can be used to pull up numerous types of information that's in a record.

The screenshot shows a search dialog box titled "Search". The "Search For:" dropdown is set to "Holdings". Below it, a dropdown menu is set to "852#h". A text input field contains "F*". There are two more search criteria sections: one with "OR" and "Number local call" dropdowns, and another with "AND" and "Anywhere" dropdowns. At the bottom are "Search" and "Clear" buttons.

In English: Give me Holding records that contain **"F, FIC, Fic, F w/(anything)"** in the **852#h** subfield.

D. Searching by **Record Status of d**

Uses: Pull up records that are marked for **Deletion** – Bibliographic, Holding, Patron etc.

The screenshot shows a search dialog box titled "Search". The "Search For:" dropdown is set to "Holdings". Below it, a dropdown menu is set to "Record Status". A text input field contains "d". There are two more search criteria sections: one with "OR" and "Number local call" dropdowns, and another with "AND" and "Anywhere" dropdowns. At the bottom are "Search" and "Clear" buttons.

E. Searching for **Missing Records**

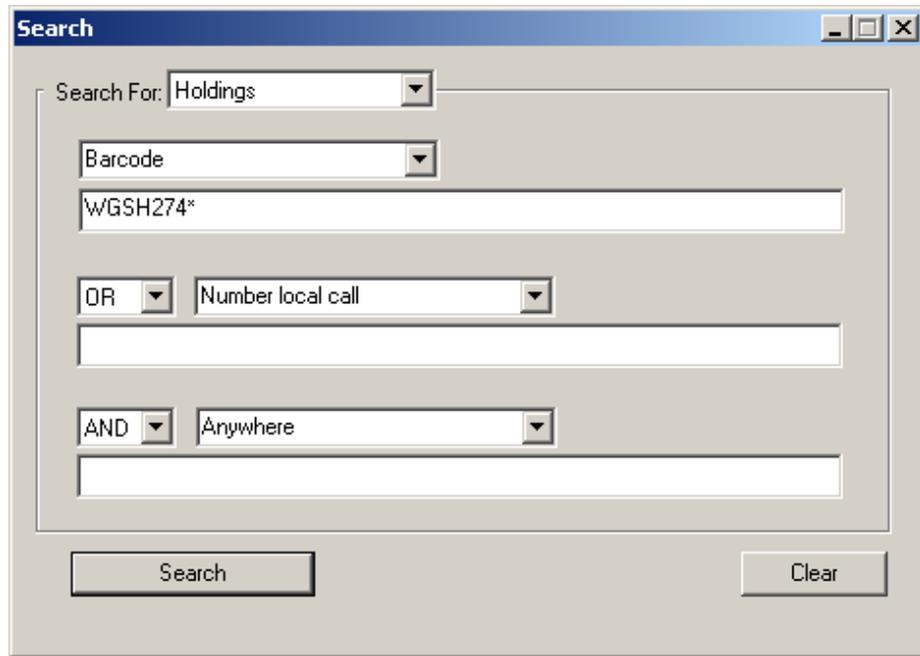
Uses: Pull up records that are marked **Missing** – Holdings

* If you want **all missing** records, **don't** put in the the date information.

The screenshot shows a search dialog box titled "Search". The "Search For:" dropdown is set to "Holdings". Below it, a dropdown menu is set to "994#a". A text input field contains "m". There are two more search criteria sections: one with "AND" and "994#d" dropdowns, and another with "AND" and "Anywhere" dropdowns. A text input field below the second "AND" section contains "*2008". At the bottom is a "Search" button.

F. Searching by **Partial Barcode**.

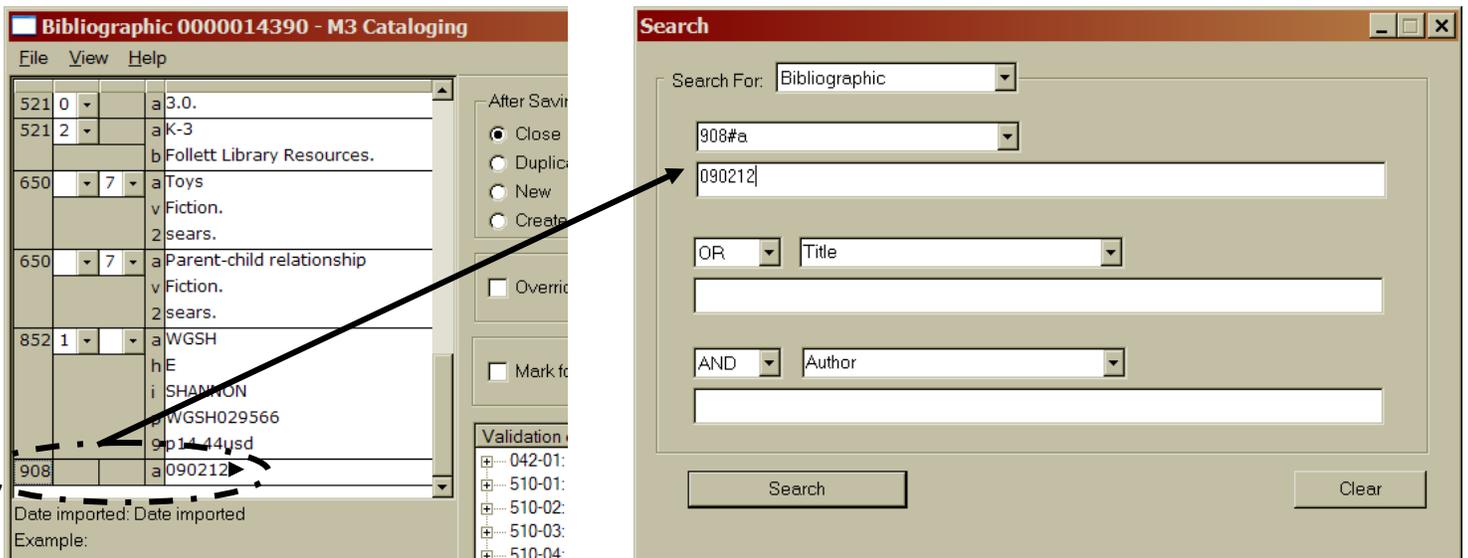
Uses: Pull up a **Barcode Series** to see what your **last number is for that particular set of numbers** - Holding, Patron



1. Type in the beginning part of the barcode, put an asterisk * at the end and hit **SEARCH**
2. Click the **Barcode Column Header** to sort, click once to sort **Ascending**, and click again to sort **Descending**.
3. Scroll to find your last barcode number used and write it down.

G. Searching by **Create/Import Date**

Uses: Pull up **Bibliographic Record(s)** if you need to edit them globally after importing and worked with the holdings



1. Type **MARC Tag** in the dropdown box – **908#a**
2. Type the date from the Bibliographic record into the search criteria box *ex. 090212 YYMMDD*
3. Click **SEARCH** button.

H. Searching by **Group #**

Uses: Pull up **records** that are **in a specific group** in M3 Group Editor – Holding or Patron Records

We typed in the Field #subfield (991#a) that holds the Group Info.

Here we assume that Group # 0000000010 = FMMR Staging

The **Group#** can be typed with all of its preceding zeros **OR** with an * to take the place of the zeros.
Example: 0000000010 is the same as *10

I. Searching for **Material Types**

Uses: Pull up **records** that don't have the correct material types – Bibliographic Records

In English: Give me Bib records that contain "dvd" in the **852# k h or i** subfields (local call number) **BUT** do **NOT** match "your criteria" in the **007** field

Criteria to search against: v???v*
 We'll type the CORRECT pattern for DVD icons and have the system search for records that DON'T have it.
 The ? stands in for a character – different than the * wildcard that we use at the end which stands for 1 or more.

This 007 is from a Bib record with an incorrect icon coding for DVD's.

The search will pick this record up as it **Doesn't Match** our criteria.

Codes to use for searching
DVD = v???v*
Magazine = cas*
AudioBook = cim*