

Search Program Help

Searching and Ordering an item(s) is a 3-step process: Search • Holding Page • Order

If you don't find the information or assistance you need from this Help page, please contact the Keystone AEA Media Library at 800-632-5918 and ask for the reservation secretary or the librarian. You may also email the librarian at Keystone AEA for help: mreimer@aea1.k12.ia.us.

You may scroll through the entire Help document or you may get to a section quickly by clicking on any of the headings listed below.

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Teacher Number

If you do not know your teacher number, use the Password Tool for Educators located on the Keystone AEA main web page, ask the Keystone Contact Person in your building, or call Keystone's Reservation Secretary at 800-632-5918, 563-245-1480 or 563-556-3310.

If you do a Search without entering your Teacher Number, you will be able to Search and send items to the Holding Page, but you will not be able to Order.

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Format

If you do not want to search All Formats (books, video/DVD, small media, professional magazines), unclick the box for All Formats and click on Books, Video/DVD, and/or Small Media.

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Keywords

The online catalog Search:

- assumes AND is between each of the search words you enter.
- ignores certain common, short words, such as and, the, an, for, but, if, to, of, is.
- searches in all fields or only in the specific field you select, such as title or producer.
- searches for words exactly as you have typed them in the Search box. Upper or lower case entry makes no difference.

HOWEVER – You can truncate using the asterisk (*). For example, machin* finds machine(s), machinery, machinist(s).

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Grade Level

Grade levels are assigned by the librarians for each item in the collection.

K=Preschool/Kindergarten, P=Grades 1-3, I=Grades 4-6, J=Grades 7-9, S=Grades 10-12, T=Teacher/Adult. For instance, PI may be assigned to an item that is suitable for Grades 1-4, 3-6, or 3-4. The annotation for the item may have the exact grade range.

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Copyright

If you do not want to see all copyrights, select a year and newer; for example, 2008 means the year 2008 and newer.

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Sort Order

The results of your search may be listed for you in one of five different ways. The default results are alphabetical. You may choose the means of listing that most helps you find the materials you are looking for in the most useful way for your purposes.

Alphabetical – straight alpha, no matter what the format may be

Format – items are alphabetical within format

Copyright – items are in copyright year order, with the newest copyrights listed first

Grade Level – if you have not limited the grade level, results will be in order from preschool/ kindergarten (K) to senior high (S)

Item Number – items are presented in format order and numerically within that (most useful for seeing which of the items have been added to Keystone collection)

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Fields to Search

By leaving this set to All Fields, you will be doing a keyword Search on all Fields: title, author, publisher, biographee, subject headings, and annotation. If you select a field, such as subject heading, the computer will only look in that field for the word(s) you entered in the Search box.

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Subject Headings List

You may choose a subject from the list which automatically enters that subject in the "Keywords" Search box. Notice that the # precedes the heading. This will allow you to search for that subject only (with no false hits). Do not add any words in the box. If you want to search for an item that has two or more subject heading identifiers, you will need to perform the search with the "Fields to Search" limited to subject.

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Annotated Title Page

To see other titles by the same author, click on the author's name.

To see other titles in the series, click on the series name.

By clicking on the subject heading, you will get a list of items that were assigned that subject heading with the same limiters as your original search. Notice that the subject now appears in the "Keyword Search" box with a #.

To send the title to the holding page, go back to the title list and click on the box preceding the title/titles and click on the Hold to add checked items to "Hold" list (shopping cart concept).

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Search Results Page

The titles that match your search will be listed in the sort order you selected. To send any title(s) to the holding page for possible ordering, click in the box in front of the title.

To see the annotation for an item, hover over the Order Number; click on the Order Number to see the full record for the item.

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Holding Page

The holding page lists the items you have earmarked for ordering. It is your shopping cart, so to speak. You can put things in from multiple searches, and you can take things out before you order.

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View

If you see any on the list you want to delete, click in the box, then click "Remove."

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Order Page

This is where you actually reserve/request your marked items.

You have the opportunity to Single Book or Double Book all the items in your reserve list. If you click Double Book, the computer will attempt to double-book all items in your list. If it does not find a double-book period available for the time you requested, it will look for a single-booking period.

The Van Default Delivery Date must be filled in (you can click on the calendar to select date) and is the date for which all items on your list will be requested unless you have selected a different date for specific items in the box to the right of each title. The date you enter must be a date the AEA van comes to your school building, M/Th or T/F.

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Reserve Results Page

The computer will let you know whether the item(s) were available and the date they will be delivered. In the case of books, the computer tells you the date they will be delivered if available. If not available, you will need to request them again if you still want them.

If the items you requested are not available, the computer will let you know the first available date after the date you requested and will allow you to go to the order page again to reserve for those items. The order date will automatically be filled in for you, but you can change it. Hint: you may want to consider reserving an item for an earlier date than the one you originally requested.

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