# Search

[Search](#)

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Save as PDF

# Search

Last Updated: $action.dateFormatter.formatDateTime($content.getLastModificationDate())

> ℹ️ This information has been moved to https://support.goalexandria.com/researcher/#topnav and https://support.goalexandria.com/researcher/search/.

## Search with Alexandria

**Alexandria Search** is our main OPAC, a highly customizable and powerful search utility with numerous variables that allow you to find exactly what you want. The most common search feature is **Smart Search** which allows you to enter any keyword(s). **Alexandria** will then present results based upon what was supplied for the search. The operator can create more specialized searches by adding additional filters, such as searching for titles that have won **Awards** or searching for only **eBooks**. All of these filters are found as drop down menus within the **Search** pane.

📄 Unknown macro: 'multiexcerpt-include-macro'

### Features

- Users can type in partial search criteria and after a few seconds, Alexandria will automatically perform the search. Or, users can hit Return and perform the search immediately.
- Smart Search is the default, which performs a full spectrum search. But users can also toggle between different search types (e.g. Authors, Titles, etc.).
- While Search usually looks for exact matches, you can also try "begins with" searches.
- Using results filters, you can refine your search results by Authors, Awards, Genres, and more.
- There are multiple, expanded views for search results that allow you to virtually browse your shelves, cover by cover, without leaving your chair.
- Comprehensive title details provide quick access to important information including, but not limited to: Lexiles, study programs, reading levels, interest codes, point counts, digital media, operator-approved websites, eBooks, and other uncommon resources.
- Save titles for later by dragging and dropping them into the default Temp List or a patron-created Saved List—a place for your patrons to virtually store lists of items they'd like to check out in the near or distant future.
- Manage a supervised review system that allows patrons to publish and share their opinions while giving library administrators the ability to oversee and manage content.
- View hidden items by holding down Alt / Option on your keyboard when you search.
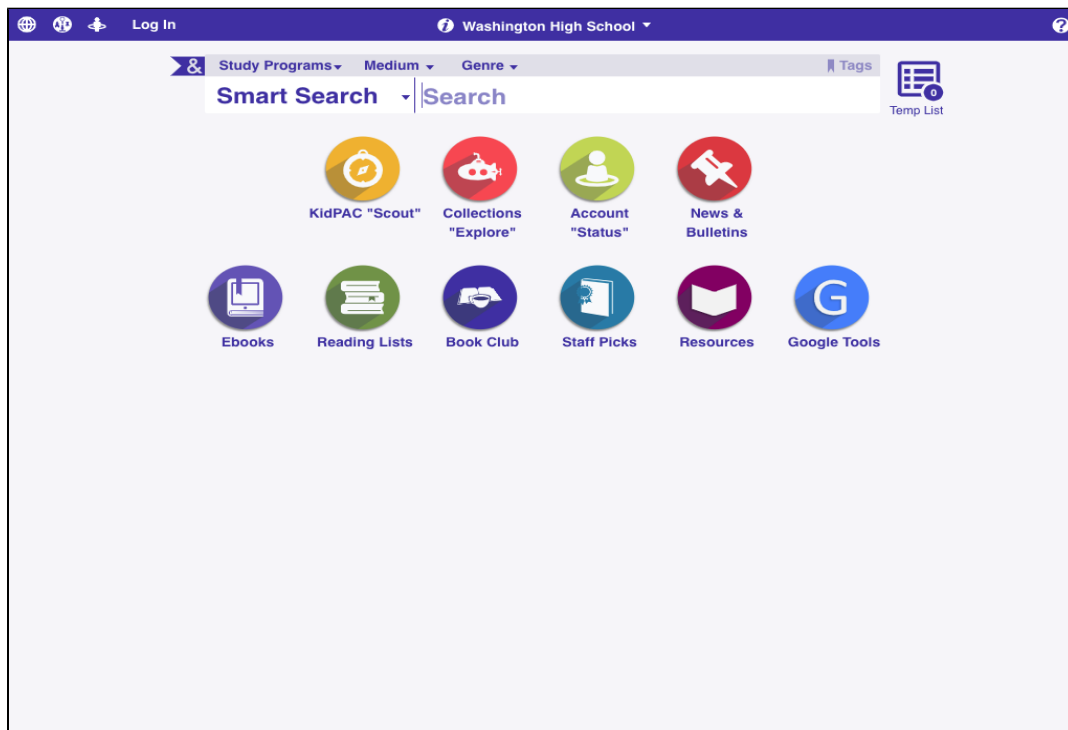
### NEW Features coming with the new Search (beta) 23.9:

- **Search**, **Browse**, and **Explore** are gathered to allow the user to quickly choose their method of searching: search field, browse by, or explore.
  - (Explore panes are fully customizable, see Explore Builder. Browse by options won't be customizable, at least at first, but some options depend on preferences.)
- Full-width interface with easier-to-read colors and graphics; responsive and usable on mobile devices.
- Customize your logomark in the topnav (preference coming 23.9)
- Bubbly Ocean style now available for Search/Explore
- Search integrates advanced search with a simple + to add a boolean
- No more confusing pre-search filters; filters are available on the left (the section expands/collapses)
- "No results" will have cute graphics like Browse does (randomized).  (coming 23.9)
- Updated Help—instead of endless pages of text that kids are never going to read anyway, there are a few short tutorials.  (coming later)
- -
- **Results**:
  - Click on the title to see full details
    - All awards, genres, subjects, reading program info, etc. is available in the new full item details.
    - View larger cover art from full details.
  - Results have 3 views: Shelf, Brief, and Summary.
    - Shelf View is now available in Search and Explore!
    - The medium icon is shown in results. (brief/summary views)
    - The call number stands out in brief/summary views
  - New option for *Available (hide "Out")*
  - Clicking a tag subject (etc) does a search immediately and adds it to your tag list.
  - Partner resources (ebooks) show their logos and these logos open links  (coming later)
  - Availability is now shown even when Available; also shown with a color and text to make it really easy to understand.
  - Find More is also available at the bottom of the list of results to make it more obvious.
- -
- **Browse**:
  - "Find more" in Browse
  - Sorting and filters in Browse
  - Different views (brief and summary) in Browse (instead of only a shelf view)
  - Browse by Saved List is a future feature, it won't be in the first release of the new Search

- ○ Printing is now available in Browse.
  - ○ Reviews are now available in Browse.
  - ○ "Most Popular" in Browse (coming 23.9)
  - ○ Browse by Medium  (coming 23.9)
- -
- **Lists**:
  - ○ Confirmation on deleting lists and removing All items from a list
  - ○ Indication that an item is already on your list
  - ○ Can move items from one list to another (coming later)
  - ○ The ability for people viewing your list to see the name of the list (coming later)
  - ○ Sharing lists now has an option for 'Searchable' which sets us up for Browse Lists (future feature).
- -
- **Preferences** / Builder settings:
  - ○ Long list of changes coming soon....

# Navigation

The Search interface can be divided into a few distinct sections:

1. Toolbar
2. Search Bar
3. Explore Panes



## Toolbar



The Search toolbar, which stretches across the top of the window, performs multiple functions.

- 🌐 **Language.** This allows you to toggle the default language of the Researcher between English (Inglés), Spanish (Español) and, French (Françis).

- 🧑‍🏫 **Researcher.** When clicked, this takes you to your site's customized Researcher interface selection, created using the Explore Builder.

-  **Patron Status**. If a user hasn't already logged into the Search interface via Log In (see below), clicking this icon will elicit a dialog for them to enter their username and password. If their login information is verified successfully, they will be able to access the Alexandria Researcher: Patron Status module and information pertaining to their account. If allowed, patrons can update their contact information, change their password, remove holds and reservations, edit their own reviews, and tailor their saved lists. The ability for patrons to alter their own account information can be adjusted in your Security preferences.

- **Log In.** The patron can log in using their username and password. Once logged in, Log In changes to Log Out, and the patron's name appears next to it.

- ![info icon] **Site Information.** Clicking this icon opens a dialog containing information about the currently selected site, including general contact information (e.g. address, telephone, email) and operating hours for your school or library.

  - 
    ## Site Information

    **Address**
    1831 Fort Union Blvd
    Salt Lake City, UT 84121   USA

    **Telephone**
    801-943-7277

    **Librarian Contact:**
    Jeff Wheeler, Administrator

    **Email**
    demo@companioncorp.com

    **Notice**
    Monday - Friday: 7:00 AM - 4:00 PM Saturday & Sunday: CLOSED

    **Version**
    21.11 build 20220419

    **Cancel**

- **Site Selection.** This serves two functions. First, it displays the name of the current site (i.e. library) as it is defined in your registration codes. Secondly, it acts as a drop-down menu that specifies whether you would like to search the currently selected local or entire union collection; if you're not part of a Centralized Catalog, only My Site (i.e. your local collection) will be available in the drop-down menu.

  - **All Sites.** This selection will search the entire Centralized Catalog.
  - **My Site**. This selection will search only your local collection.
  - **Select Another Site.** In a Centralized Catalog, this allows patrons and operators to select a different local site (within the union) that they would like to search; however, the choices offered depend on the sites that they have permission to access.

- ![help icon] **Online Support Center**. Click the Help button to access the Search and Explore help section of our online Support Center.

## Search Bar

Next is the search bar where you select the type of search you'd like to perform (e.g. Smart Search, Authors, Awards, Bibliographic, Call Number, Curriculum, Link, Notes, Series, Subjects or Titles), review anything you've tagged, and enter your general search query (e.g. "Harry Potter").

The ampersand (&) flag adjacent to the Search pane is where you will access the Advanced Search pane.

Below that is the selected (or default) Explore search pane, which can be customized in the Explore Builder or completely removed from the Search interface using Researcher preferences.

Once a search has been performed, the Explore pane will disappear in lieu of the Results List, providing a toolbar that allows you to add found titles to Temporary or Saved Lists, and even narrow down results using post-search filters (which include netTrekker).

If no search results were returned, you will be given an explanation of why.

## Explore Panes

Just below the Search pane is the integrated (and optional) Explore component for the Alexandria Search interface. The Explore pane(s) are only offered here as an addendum to the primary Search pane and will never replace it. If you would like to offer your patrons an entirely iconic interface for searching your catalog, you may use the dedicated Explore interface with its own set of preferences that can be individually adjusted.

Although the Explore pane(s) are most useful to those who can't read or write fluently, the visual interface can be completely customized and used a number of different ways to meet the needs of your library. The contents, events, and actions that are performed when you click one of the graphic elements depends on what you've defined in the Explore Builder.

For example, clicking one of the Explore buttons can:

- Perform an instant, visual searches for titles, authors, subjects, or even eBooks, popular items, new materials, etc.
- Redirect to other predefined Explore panes.
- Display an important message.
- Open an outside website in a new tab of your web browser.

The *results* returned from an Explore-based search look exactly the same as those from a standard search.

The Explore component for the Search interface is completely optional, and may be deactivated in your Search preferences if your library chooses not to use it.

## Printing

Print a list of the items in your list. If you've selected one (or more) items from your temporary or saved list, you have the option of printing only **Selecte d Items**. Otherwise, your report will include **All Items** from the *temporary* or *saved* list. Printing formats include:

- **Simple List**. Prints titles in your list with simplified information.
- **Bibliographic Format**. Prints a numbered bibliography.
- **Citation Format**. Prints titles in a bibliographic format.
- **Short Details**. Prints key data for each title.
- **Full Details**. Prints all title information.
- **Notes**. This report includes the citation for the title(s) as well as the project name, all given notes, and other questions or issues to research; this report prints one page for each item in your temporary or saved list.
- **MARC Records**. Prints MARC records for each title.
- **Study Program Details**. Prints all records with study program information.