

# Researcher Best Practices



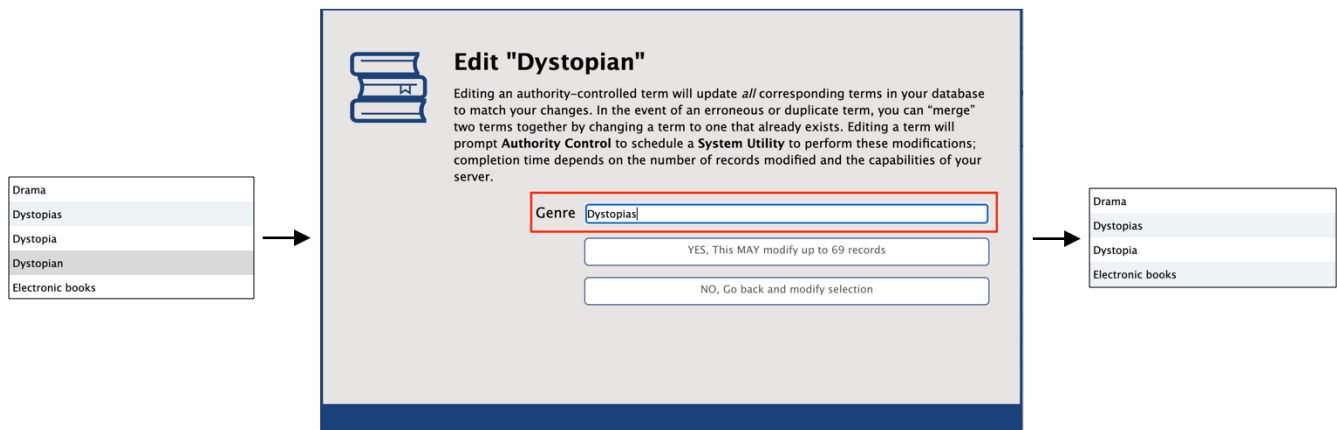
This information has been moved to <https://support.goalexandria.com/knowledge-base/best-practices-for-researcher/>

Looking to improve the searchability and navigation of your collection in Researcher? Follow these tips and your patrons will thank you!

## Clean up your catalog

Make things easier to find by weeding, consolidating copies, standardizing series information, and more. Check out the Library Cleanup, Item Cleanup, and Catalog Cleanup sections of our [Clean Up Your Data](#) article for specifics.

One Alexandria tool you'll want to become familiar with is **Authority Control**, which allows you to easily manage inconsistencies in your bibliographic records. Say some of your books have the genres of "Dystopia," "Dystopias," or "Dystopian." They all mean the same thing, but you'd like to only have one and "Dystopias" is the most correct. How do you change the others to match without going through each individual record? With Authority Control, you can do just that! Simply edit the other two terms through Authority Control to be "Dystopias." They will all merge into one group and all affected records will be automatically updated.



Do you use [RDA format](#) for mediums? Use [Authority Control](#) to add "aliases," or alternative names, to make those terms more patron-friendly. For example, for the RDA term "text-unmediated-volume," you can add the alias of "book." This way, "book" will display as that item's medium in Researcher but you'll still get to keep the RDA version for cataloging.



Alexandria prioritizes RDA tags. So if both GMD and RDA are in a MARC record, the RDA medium (and its alias) will be used and displayed throughout the program.

### 700 – Added Entry – Personal Name

This is an editor for quickly adding or editing this tag.  
[Read About This Tag](#)

700	--	a	Susanne Collins
		q	Fuller form of name
		c	Titles and other words associated with name
		d	Dates associated with name

Use the [MARC View Editor](#) to add alternative terms and/or common misspellings for author names (700\_a) and [subjects \(600 - 651\)](#). Then, if your patrons type in a common alternative or misspelling when searching by author name or subject, related results will still pop up. For example, for *The Hunger Games* by Suzanne Collins, you could add "Susanne Collins" in a 700\_a tag.

Check out our [Authority Control](#) page for more information on this awesome tool!

## Add fiction and nonfiction genres

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Remember to [add genres](#) to your books to make them easier to find, which is especially helpful in Browse. You can also add secondary genres for fiction and nonfiction so that patrons can narrow down their searches that way.

Adding fiction and nonfiction secondary genres can easily be done with the [Add a MARC Tag utility](#). Use the **Selections** tab to choose which titles will have the secondary genre added to their MARC record. You could use selections like **Titles in Call Number Range** (e.g. all F, FIC, JF, etc. would be Fiction and all NF and 300-399 would be Nonfiction), **Titles with a Policy of**, **Titles added**, or others, depending on which would be the easiest way to group your fiction and nonfiction books. Then, under the **Options** tab, type 655\_a in the **Add Tag\_Subfield** field. In the **Value to Add** field, type either Fiction or Nonfiction.

Once you have the Selections and Options filled out, run the utility! You may need to run it several times to catch all of your books.




You would need to use "Nonfiction" rather than "Non Fiction." Otherwise, "Non Fiction" results would mix with "Fiction" results.

The first genre listed in the item record is the one that's visible in search results. However, you can still search or filter by any of an item's listed genres to find it.

## Personalize Researcher

Make sure Researcher is customized so your patrons know exactly where they are and where to go next.

- **Add a Researcher Notice.** This note can contain important information like library hours or policies. Depending on the searching interface (Search, Scout, Explore, Browse), this note can be accessed either by clicking the info icon to the left of the site name or by clicking on the site name and then Site Info. Edit the note in your [site's record](#).

Site Information	
<b>Address</b>	<b>Phone</b>
1831 Fort Union Blvd	801-943-7277
<b>Library Contact</b>	<b>Email</b>
Stephen Kunzler, Administrator	demo@companioncorp.com
<b>Notice</b>	
Monday - Friday: 7:00 AM - 4:00 PM Saturday & Sunday: CLOSED	
 Alexandria Version 20.4 build 20200918	
OK	

- **Set your Researcher Preferences.** This is where you can customize your main Researcher Hub (logo, Researcher Pane, style, timeout), searching interfaces (requiring login, preferred study program, style, result details), and other Researcher interfaces and kiosks (Bulletins, Slideshow, Status, Group Search, Self-Service, and Activity).
- **Customize Explore Panes.** Create customized icon sets that link to other Researcher interfaces/external websites, perform searches, or display messages (perfect for instructions). The Researcher Pane is what's used on your main Researcher Hub landing page, and Search

and Explore also use Explore panes. Use [Explore Builder](#) to create panes for these pages!

The screenshot shows a web application interface with a left sidebar and a main content area. The sidebar, titled "Adams Middle School Rese...", contains a search bar and a list of items: "AMS Bottom Pane", "AMS ebooks", "AMS Reading Lists", "AMS Resources", "AMS Top Pane", and "Slideshows". The main content area is titled "Explore Pane" and displays a grid of 12 buttons with icons and labels: Search, Scout, Explore, Browse, Bulletins, Slideshows, Welcome, Librarian, Textbooks, Patrons, Self Service, and Status. Above the grid, there is a header with "Adams Middle School Researcher" and "Adams Middle School", and a URL: <https://ccdemo.goalexandria.com/?guid=18C9ABC859564AEBA20A73E7B6FC41E9>. Below the grid, there is a paragraph of text: "You may individually modify the *actions*, *icons*, and *placement* of the buttons in the pane above. When a pane is selected from the list on the left, clicking **Copy From Pane** gives you the option to copy handpicked buttons (their actions and icon or icon only) using drag-and-drop to *any* cell—occupied or otherwise—in the pane above." At the bottom of the main content area, there is a button labeled "Copy From Pane".

✔ Check out [How Search Works](#) for searching tips and settings specific to Search.