

Item Search

Items

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Item Search

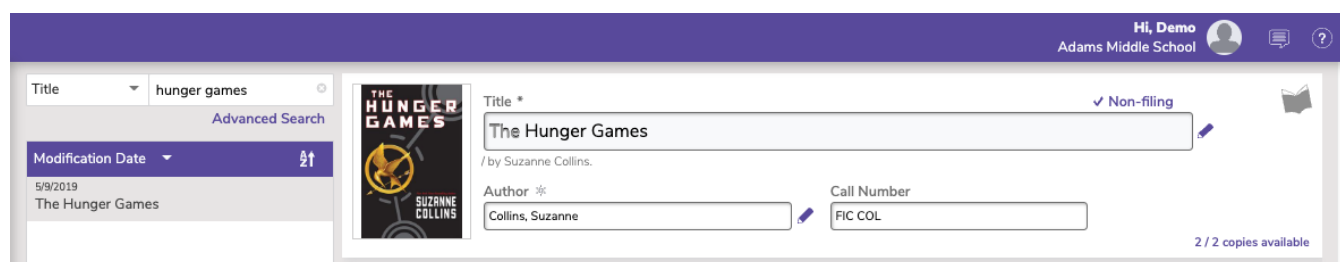


This page has been moved over to <https://support.goalexandria.com/items/item-search/>

Go to **Items** and click into the  **search** box. The basic search allows you to narrow by Title, Author, Barcode, Call Number, Recently Modified, and Recently Created. Basic Searches only apply to the site you are logged into.



By default, you are searching only the site you are logged in to. For titles, this means if the title has a copy (or electronic 'copy') at your site, it will show in your search results; **if there is no copy at your site, it will NOT show in your search results**. To see titles from other sites, open Advanced Search and change the Site search to **Any**.



The screenshot shows a search interface with a purple header. On the left, a sidebar lists search criteria: Title (selected), Modification Date, and a list of results for 'The Hunger Games' dated 5/9/2019. The main search area displays the title 'The Hunger Games' by Suzanne Collins, with a book cover image. It includes fields for Author (Collins, Suzanne) and Call Number (FIC COL). A 'Non-filing' checkbox is checked, and a note indicates '2 / 2 copies available'.

Advanced Search

For more specific, narrowed searches, use any of the Advanced Search options, including Basics, Copy, Publication, Programs, Notes/Terms, and More .

Select the **Combine with current results** box to add your new search to any existing search results.



The screenshot shows two side-by-side panels of advanced search filters. The 'COPY' panel on the left includes dropdowns for Copy Status (Any), Copy Location (Type or choose from list), Copy Shelving (Type or choose from list), and Funding Source (Type or choose from list), along with text input fields for Serial Number and Vendor. The 'PUBLICATION' panel on the right includes text input fields for ISBN/LCCN and Subject, and dropdowns for Publisher (Type or choose from list), Publication Year (Type or choose from list), Medium (Any), and Series (Type or choose from list).

Advanced Search

x

BASICS

^

Title

Author

Title/Copy Call Number

From - To

Barcode

From - To

Title/Copy Policy

Any

Site

AMS | Adams Middle School

COPY

▼

PUBLICATION

▼

PROGRAMS

▼

NOTES/TERMS

▼

MORE

▼

☐

Combine with current results

CLEAR

SEARCH

PROGRAMS

^

Lexile

From - To

Accelerated Reader

From - To

Reading Counts

From - To

Fountas and Pinnell

From - To

Guided Reading

From - To

NOTES/TERMS

^

Awards Note

Other Title Notes

Copy Notes

Bibliographic Term

Curriculum Term

Interest Term

MORE

^

Copies Added

mm/dd/yyyy - mm/dd/yyyy

Titles Added

mm/dd/yyyy - mm/dd/yyyy

☐

No copies

☐

No cover art

☐


Combine with current results



Search by barcode range

In Item Management, a search for items within a barcode range will return only copies which fall within the range specified. For example, a range of 11 through 375 will return only 2- and 3-character barcodes: 11, 113, 22, 234, 30, 370, etc. A search for a larger number through a smaller number (like 375 through 11) is not valid and will not return any results.

Item Search

Go to **Items > Record List**, and click the  **Find** icon. This dialog allows you to locate specific titles or copies in your database. You can narrow your search considerably by choosing multiple criteria.

For example, if you're looking for the title "The Wizard of Oz," every item record that closely (or exactly) matches that name will be shown (in the selected View order) in the items Records List of the Items management module, and the title at the top of the Records List will be selected.

Title

Author

Title/Copy Call Number

From

Through

Barcode

▼

From

Through

Lexile

▼

From

Through

Copies Added

▼

From mm/dd/yyyy

13

Through mm/dd/yyyy

13

ISBN/LCCN

▼

Site

COMP - COMPanion Demonstration ...

▼

Title/Copy Policy

Any

▼

Notes

☐ Add to current results

Clear

Cancel

Search

To use the Item Lookup dialog to locate a specific title record in your database:

1. [Log in](#) to the Items module by adding "/items" to the end of your Alexandria URL.
2. At the bottom of the Records list pane, click the Find icon.
3. Using the Item Lookup dialog, you can provide search criteria other than Title (default); for instance, you can also search by Title/Copy Call Number, Author, Site, Location, or Shelving.



Searching by any site or all sites will return results that include titles without copies, because titles without copies belong to every site.

4. If you check the Add to current results box, any titles or copies found during your search will be added to that which already exists in the item Records List pane. If you do not check this box, then the Records List pane will be cleared of everything except your most recent search results.
5. Click Search to locate records or the Cancel button to stop the Item Lookup operation and return to the last selected title record.
6. When an Item Lookup returns results, they will be sorted according to the View selection at the top of the item Records List pane.
7. If no records matching your search criteria can be located, you will be asked to Cancel or Try Again.



Search by barcode range

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- Title
- Author
- Title/Copy Call Number
- Barcode
 - Copy Status
 - Copy Location
 - Copy Shelving
 - Funding Source
 - Serial #
 - Vendor
- Lexile

- Accelerated Reader
 - Reading Counts
 - Fountas and Pinnell
 - Guided Reading
- Copies Added
 - Titles Added
- ISBN/LLCN
 - Publisher
 - Publication Year
 - Award Notes
 - Bibliographic Term
 - Curriculum Term
 - Interest Term
 - Genre
 - Medium
 - Series
 - No Copies
 - No Cover Art
 - Subject
 - Copy Notes
- Site (dropdown)
- Title/Copy Policy (dropdown)
- Title Notes
- Add to current results (checkbox)