

CREATE LISTS

BOOLEAN OPERATORS (#101608)

You key	Meaning	Hints
=	Equals	Use for exact matches; good for fixed-length fields
!=	Is not equal to	
>	Is greater than	Range searches can be used for dates, call numbers, location, or fund codes
<	Is less than	
>=	Greater than or equal to	
<=	Less than or equal to	
W	Within (is between _ and _)	Range is inclusive (between 50 & 100 includes 50 & 100)
N	Not within (not between)	Range is not inclusive (not within 05-01-98 & 05-08-98 does <i>not</i> include 05-01 or 05-08)
H	Has	String search; the system will search for the string of characters you key anywhere in the field specified. Punctuation must match, but it is not case sensitive. This is the most common operator for variable-length field searches.
A	All fields don't have	
O	At least one Field does not have	
^	Starts with	Searches the characters at the beginning of the field
\$	Ends with	Searches the characters at the end of the field
R	Matches	Unix regular expressions
e	exist	Used only with certain fields (such as HOLDS) to detect the presence or absence of those fields (#101609)
n	not exist	

Creating a review file

1. Change the current mode to **Create Lists** on the Navigation bar or by choosing **Go | Create Lists**.
2. Choose an empty review file by selecting its row, or choose a file to overwrite. (To find empty review files, choose **Empty** from the pulldown menu of review file types.)
3. Choose the **Search Records** button from the **Review Files** tab.
If you chose a review file that is not empty, the system warns that you will overwrite the existing file. Choose **Yes** to overwrite the file, or choose **No** to return to the list of review files.
4. The system displays the Boolean Search window:
5. Name the review file according to the cluster naming convention.
6. From the drop-down list of record types, choose the record type to store.
7. In the drop-down menu, specify the **range**, **review** file, **index**, or **advanced** syntax to search. When entering an index range, you must enter the start and end values in the format in which they are actually stored in the index (i.e., the "normalized" form). (See Appendix for information on call number normalization.)
8. In the table for search criteria, enter the **type** of record to search. The record types offered will depend on the type of record you chose to store in step 2.
9. Enter a **field**, which can be a fixed-length or variable-length field or a specific subfield in the 006, 007, or 008 fields. You can begin keying a field's code to display a list of valid fixed-length and variable-length fields for the type of records you have selected; press Enter when the desired field is highlighted. Or, in the empty Field cell, double-click to view a list of the valid fixed-length and variable-length fields for the type of records you have selected. When the correct field is highlighted, choose OK.
10. Choose a **Condition**. The possible conditions are listed on page 1 of this document.
11. Enter a value in the **Value A** cell. For a date or fixed-length field, you must enter a valid value.
12. If you chose the "**between**" or "**not within**" condition, you must enter a second value in the **Value B** cell.
13. Begin your search by choosing **Search**, or specify additional search terms.

TIPS AND REMINDERS

Before you begin

Admin | Login Manager | Manager-Controlled Options | Mode tab

Admin | Settings | Create Lists tab (to allow as separate session/license)

Authorizations: 018 > Create lists of records (all record types in all modules)

186 > Review file list administrator

Know what information you want and how you want to use it.

Know your codes, field groups, MARC tags, and the difference between field groups and indexes

Search a review file

Create a subset of a previously saved file by selecting **Review** from the search type drop-down menu.

Search more than one record type

Searches can be performed on fields in different **types** of records.

Find video recordings related to the U.S. Civil War

Term	Operator		Type	Field	Condition	Value A	Value B	
1			i	location	between	w	wzzzz	
2	and	(i	itype	equal to	DVD		
3	or		i	itype	equal to	video cassette)
4	and		b	LC subject	has	civil war, 1861-1865		
5								

Search by MARC tag

You can search MARC tags, indicators and subfields. When you select **! Marc Tag**; the system prompts you for a tag, indicators and subfield (**TTTT|SSS**).

Find bibliographic records for video recordings.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			i	location	between	w	wzzzz	
2	and		b	MARC tag 245 h	has	video		
3								

Search by MARC leader, 006, 007, or 008 values

See Appendix, pages A4-A7.

Search within record or date ranges

Use the "w" (within or between) operator to find records in date ranges -- remember, if you use "<" (less than) instead of "w", your search will also retrieve records with blank values.

008/date range example

Term	Operator		Type	Field	Condition	Value A	Value B	
1			b	date one	between	1606	1959	
2								

For date fields, "t" enters today's date, "c" opens a calendar.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			i	created	between	01-01-2004	12-31-2004	
2								

Search by call number (see Appendix pages A1-A3)

Search for existence or non-existence

You can search for the existence or non-existence of attached records, checkin cards/routing, fields, or barcodes:

To search for attached records use **LINKED_REC**, then from the menu that follows choose either **e(xists)** or **n(ot exist)**.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			b	linked rec	exist to	checkin		
2								

To find records with or without Checkin cards or routed titles, from a **Checkin List**, choose either **checkin**; **chkinfo**, or **routing**. From the menu that follows choose either **(e)xists** or **n(ot exist)**.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			c	linked rec	exist to	checkin		
2								

To search for records that have a specific field, select **!= Marc Tag**, key the tag, use the **not equal to** operator, and just press <ENTER> to start the search.

Bibliographic record has a 590 local note field.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			b	MARC tag 590	not equal to			
2								

To search for records without a specific field, use the steps above, but substitute the = **equal to** operator for the **not equal to** operator.

Bibliographic record does not have a 245 title field.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			b	MARC tag 245	equal to			
2								

Patron record does not have a barcode field.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			p	barcode	equal to			
2								

Save the criteria of frequently repeated searches

To turn your search criteria for a review file into a saved search:

1. Create a review file.
2. Specify your search criteria.
3. Choose **Save** to save your search under the same name as the review file. Choose **Save As** to save your search under another name.
4. If you choose to save your search under another name, key a new name and choose **OK**.

NOTE: There is a limit of 100 saved searches for use by the whole cluster.

How to “nest” searches using Group function

You can create hierarchies of search criteria by grouping your search terms. Once you have specified three or more rows of search terms:

1. Select the rows to group by highlighting multiple rows with your cursor. You must select at least two rows to create a group. Terms that belong to a group must be adjacent.
2. Choose the **Group** button. Millennium places parentheses around the search terms you selected.

Find all suppressed bibliographic records for a library.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			b	location	between	w	wzzzz	
2	and	(b	bcode3	equals	s		
3	or		b	bcode3	equals	z)

To ungroup search terms:

1. Select the grouped rows.
2. Choose the **Ungroup** button. Millennium removes the parentheses around the search terms.

(Matches) - Regular Expressions

The 'r' operator allows you to enter a regular expression to search variable-length and some fixed-length fields in database records. (Not all fixed-length fields can be searched using regular expressions. You can search the **LOCATION**, **COUNTRY**, **HOME LIBRARY**, **FUND**, **VENDOR**, **LANGUAGE**, and **BOX NOTE** fixed-length fields using regular expressions.) Regular expressions are a powerful and complex tool that permit you to specify a pattern of characters for which to search. A regular expression can consist of ASCII characters alone or ASCII characters accompanied by special regular expression symbols.

Term	Operator		Type	Field	Condition	Value A	Value B	
1			b	LC subject	matches	afr[a-z]c*a*n*-* *american		
2								

Sort, List, and Export Records

Fields from different record types may be listed depending on the type of record stored.

Review file contains item records.

Line	Type	Field
1	bibliographic	MARC tag 245
2	item	call number
3	item	barcode
4	patron	name
5	patron	barcode