

# Using Evergreen's Public Catalog

Documentation Interest Group

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# Introduction

# Chapter 1. About This Documentation

This guide was produced by the Evergreen Documentation Interest Group (DIG), consisting of numerous volunteers from many different organizations. The DIG has drawn together, edited, and supplemented pre-existing documentation contributed by libraries and consortia running Evergreen that were kind enough to release their documentation into the creative commons. Please see the [Attributions](#) section for a full list of authors and contributing organizations. Just like the software it describes, this guide is a work in progress, continually revised to meet the needs of its users, so if you find errors or omissions, please let us know, by contacting the DIG facilitators at [docs@evergreen-ils.org](mailto:docs@evergreen-ils.org).

This guide to Evergreen is intended to meet the needs of anybody who uses Evergreen's Public Catalog, particularly library workers in public services roles. It is organized into Parts, Chapters, and Sections addressing key aspects of the software.

Copies of this guide can be accessed in PDF and HTML formats from <http://docs.evergreen-ils.org/>.

# Chapter 2. About Evergreen

Evergreen is an open source library automation software designed to meet the needs of the very smallest to the very largest libraries and consortia. Through its staff interface, it facilitates the management, cataloging, and circulation of library materials, and through its online public access interface it helps patrons find those materials.

The Evergreen software is freely licensed under the GNU General Public License, meaning that it is free to download, use, view, modify, and share. It has an active development and user community, as well as several companies offering migration, support, hosting, and development services.

The community's development requirements state that Evergreen must be:

- Stable, even under extreme load.
- Robust, and capable of handling a high volume of transactions and simultaneous users.
- Flexible, to accommodate the varied needs of libraries.
- Secure, to protect our patrons' privacy and data.
- User-friendly, to facilitate patron and staff use of the system.

Evergreen, which first launched in 2006 now powers over 544 libraries of every type – public, academic, special, school, and even tribal and home libraries – in over a dozen countries worldwide.

# Using the Public Access Catalog

# Chapter 3. Basic Search

From the OPAC home, you can conduct a basic search of all materials owned by all libraries in your Evergreen system.

This search can be as simple as typing keywords into the search box and clicking the *Search* button. Or you can make your search more precise by limiting your search by fields to search, material type or library location.

The *Homepage* contains a single search box for you to enter search terms. You can get to the *Homepage* at any time by clicking the *Another Search* link from the leftmost link on the bar above your search results in the catalogue, or you can enter a search anywhere you see a search box.

You can select to search by:

- **Keyword:** finds the terms you enter anywhere in the entire record for an item, including title, author, subject, and other information.
- **Title:** finds the terms you enter in the title of an item.
- **Journal Title:** finds the terms you enter in the title of a serial bib record.
- **Author:** finds the terms you enter in the author of an item.
- **Subject:** finds the terms you enter in the subject of an item. Subjects are categories assigned to items according to a system such as the Library of Congress Subject Headings.
- **Series:** finds the terms you enter in the title of a multi-part series.

**TIP** | To search an item copy call number, use [Advanced Search: Numeric](#)

## 3.1. Formats

You can limit your search by formats based on MARC fixed field type:

- **All Books**
- **All Music**
- **Audiocassette music recording**
- **Blu-ray**
- **Braille**
- **Cassette audiobook**

- **CD Audiobook**
- **CD Music recording**
- **DVD**
- **E-audio**
- **E-book**
- **E-video**
- **Equipment, games, toys**
- **Kit**
- **Large Print Book**
- **Map**
- **Microform**
- **Music Score**
- **Phonograph music recording**
- **Phonograph spoken recording**
- **Picture**
- **Serials and magazines**
- **Software and video games**
- **VHS**

### **3.1.1. Libraries**

If you are using a catalogue in a library or accessing a library's online catalogue from its homepage, the search will return items for your local library. If your library has multiple branches, the result will display items available at your branch and all branches of your library system separately.

# Chapter 4. Advanced Search

Advanced searches allow users to perform more complex searches by providing more options. Many kinds of searches can be performed from the *Advanced Search* screen. You can access by clicking *Advanced Search* on the catalogue *Homepage* or search results screen.

The available search options are the same as on the basic search. But you may use one or many of them simultaneously. If you want to combine more than three search options, use *Add Search Row* button to add more search input rows. Clicking the *X* button will close the search input row.

## 4.1. Sort Results

By default, the search results are in order of greatest to least relevance, see [Order of Results](#). In the sort results menu you may select to order the search results by relevance, title, author, or publication date.

## 4.2. Search Library

The current search library is displayed under *Search Library* drop down menu. By default it is your library. The search returns results for your local library only. If your library system has multiple branches, use the *Search Library* box to select different branches or the whole library system.

## 4.3. Limit to Available

This checkbox is at the bottom line of *Search Library*. Select *Limit to Available* to limit results to those titles that have items with a circulation status of "available" (by default, either *Available* or *Reshelving*).

## 4.4. Exclude Electronic Resources

This checkbox is below *Limit to Available*. Select *Exclude Electronic Resources* to limit results to those bibliographic records that do not have an "o" or "s" in the *Item Form* fixed field (electronic forms) and overrides other form limiters.

This feature is optional and will not appear for patrons or staff until enabled.

### TIP

To display the **Exclude Electronic Resources** checkbox in the advance search page and search results, set the `ctx.exclude_electronic_checkbox` setting in `config.tt2` to 1.

## 4.5. Search Filter

You can filter your search by *Item Type*, *Item Form*, *Language*, *Audience*, *Video Format*, *Bib Level*, *Literary Form*, *Search Library*, and *Publication Year*. Publication year is inclusive. For example, if you set *Publication Year* Between 2005 and 2007, your results can include items published in 2005, 2006 and 2007.

For each filter type, you may select multiple criteria by holding down the *CTRL* key as you click on the options. If nothing is selected for a filter, the search will return results as though all options are selected.

### 4.5.1. Search Filter Enhancements

Enhancements to the Search Filters now makes it easier to view, remove, and modify search filters while viewing search results in the Evergreen OPAC. Filters that are selected while conducting an advanced search in the Evergreen OPAC now appear below the search box in the search results interface.

For example, the screenshot below shows a Keyword search for "violin concerto" while filtering on Item Type: Musical sound recording and Shelving Location: Music.

### Search Input

Keyword   Contains   violin concertd   x

And   Title   Contains   x

And   Author   Contains   x

[Add Search Row](#)

**Search**   **Clear Form**

### Search Filters

<b>Item Type</b> Manuscript notated music Mixed materials Musical sound recording Nonmusical sound record	<b>Item Form</b> Braille Direct electronic Electronic Large print	<b>Language</b> English German Spanish -----	<b>Audience</b> Adolescent Adult Pre-k -----
<b>Video Format</b> 8 mm. 8 mm. Beta Beta	<b>Bib Level</b> Collection Integrating resource Monograph/Item Monographic component	<b>Literary Form</b> Comic strips Dramas Essays Fiction (not further specific	<b>Shelving Location</b> Magazine Music New Books
<b>Search Library</b> Apex Branch	<b>Publication Year</b> Is	<b>Sort Results</b> Sort by Relevance	
<input type="checkbox"/> Limit to Available	<input type="checkbox"/> Exclude Electronic Resources	<input type="checkbox"/> Group Formats and Editions	

In the search results, the Item Type and Shelving Location filters appear directly below the search box.

Search:  Type: Keyword Format: All Formats  
 Library: Apex Branch

Filtered by:    
[\[ Refine My Original Search \]](#)

Sort by: Sort by Relevance   Limit to Available Items  
 Group Formats and Editions  Show Results from All Libraries  Exclude Electronic Resources

**Search Results** Results 1 - 2 of about 2 (page 1 of 1)

**Recent searches**

Series Title	
<a href="#">Naxos Music Library</a>	(2)
<a href="#">CBC</a>	(1)
<a href="#">Simax Classics</a>	(1)

1. **[Shostakovich, D Violin Concerto No. 1 / BACH, J.S.: Violin Concerto in E major \(Tellefsen\).](#)**

Musical Sound Recording (Unknown Format) ([2009])  
**Call number:** Accession #701591  
 1 of 1 copy available at Equinox Consortium.  
 1 of 1 copy available at Casey Library System.  
 1 of 1 copy available at Apex Branch.

[Place Hold](#)

2. **[Prokofiev / Violin Concertos](#)**

Musical Sound Recording (Unknown Format) ([2006])  
**Call number:** Accession #701286  
 1 of 1 copy available at Equinox Consortium.  
 1 of 1 copy available at Casey Library System.  
 1 of 1 copy available at Apex Branch.

[Place Hold](#)

**Search Results** Results 1 - 2 of about 2 (page 1 of 1)

Each filter can be removed by clicking the X next to the filter name to modify the search within the search results screen. Below the search box on the search results screen, there is also a link to *Refine My Original Search*, which will bring the user back to the advanced search screen where the original search parameters selected can be viewed and modified.

## 4.6. Numeric Search

If you have details on the exact item you wish to search for, use the *Numeric Search* tab on the advanced search page. Use the drop-down menu to select your search by *ISBN*, *ISSN*, *Bib Call Number*, *Call Number (Shelf Browse)*, *LCCN*, *TCN*, or *Item Barcode*. Enter the information and then click the *Search* button.

## 4.7. Expert Search

If you are familiar with MARC cataloging, you may search by MARC tag in the *Expert Search* option on the left of the screen. Enter the three-digit tag number, the subfield if relevant, and the value or text that corresponds to the tag. For example, to search by publisher name, enter **260 b Random**

**House.** To search several tags simultaneously, use the *Add Row* option. Click *Submit* to run the search.

**TIP**

Use the MARC Expert Search only as a last resort, as it can take much longer to retrieve results than by using indexed fields. For example, rather than running an expert search for "245 a Gone with the wind", simply do a regular title search for "Gone with the wind".

# Chapter 5. Boolean operators

Classic search interfaces (that is, those used primarily by librarians) forced users to learn the art of crafting search phrases with Boolean operators. To a large extent this was due to the inability of those systems to provide relevancy ranking beyond a "last in, first out" approach. Thankfully, Evergreen, like most modern search systems, supports a rather sophisticated relevancy ranking system that removes the need for Boolean operators in most cases.

By default, all terms that have been entered in a search query are joined with an implicit **AND** operator. Those terms are required to appear in the designated fields to produce a matching record: a search for *golden compass* will search for entries that contain both *golden* **and** *compass*.

Words that are often considered Boolean operators, such as *AND*, *OR*, and *NOT*, are not special in Evergreen: they are treated as just another search term. For example, a title search for *golden and compass* will not return the title *Golden Compass*.

However, Evergreen does support Boolean searching for those rare cases where you might require it, using symbolic operators as follows:

Table 1. Boolean symbolic operators

Operator	Symbol	Example
AND	<b>&amp;&amp;</b>	a <b>&amp;&amp;</b> b
OR	<b>  </b>	a <b>  </b> b
NOT	<b>`-`term</b>	a <b>-b</b>

# Chapter 6. Search Tips

Evergreen tries to approach search from the perspective of a major search engine: the user should simply be able to enter the terms they are looking for as a general keyword search, and Evergreen should return results that are most relevant given those terms. For example, you do not need to enter author's last name first, nor do you need to enter an exact title or subject heading. Evergreen is also forgiving about plurals and alternate verb endings, so if you enter *dogs*, Evergreen will also find items with *dog*.

The search engine has no *stop words* (terms are ignored by the search engine): a title search for **to be or not to be** (in any order) yields a list of titles with those words.

- Don't worry about white space, exact punctuation, or capitalization.
  1. White spaces before or after a word are ignored. So, a search for [ **golden compass** ] gives the same results as a search for [**golden compass**].
  2. A double dash or a colon between words is reduced to a blank space. So, a title search for *golden:compass* or *golden — compass* is equivalent to *golden compass*.
  3. Punctuation marks occurring within a word are removed; the exception is `_`. So, a title search for *\_gol\_den com\_pass\_* gives no result.
  4. Diacritical marks and solitary `&` or `|` characters located anywhere in the search term are removed. Words or letters linked together by `.` (dot) are joined together without the dot. So, a search for *go|l|den & comp.ass* is equivalent to *golden compass*.
  5. Upper and lower case letters are equivalent. So, *Golden Compass* is the same as *golden compass*.
- Enter your search words in any order. So, a search for *compass golden* gives the same results as a search for *golden compass*. Adding more search words gives fewer but more specific results.
  - This is also true for author searches. Both *David Suzuki* and *Suzuki, David* will return results for the same author.
- Use specific search terms. Evergreen will search for the words you specify, not the meanings, so choose search terms that are likely to appear in an item description. For example, the search *luxury hotels* will produce more relevant results than *nice places to stay*.
- Search for an exact phrase using double-quotes. For example "golden compass".
  - The order of words is important for an exact phrase search. *golden compass* is different than *compass golden*.
  - White space, punctuation and capitalization are removed from exact phrases as described above. So a phrase retains its search terms and its relative order, but not special characters and not case.
  - Two phrases are joined by and, so a search for "golden compass" "dark materials" is equivalent to *golden compass and dark materials*.
- **Truncation** Words may be right-hand truncated using an asterisk. Use a single asterisk `*` to truncate any number of characters. (example: *environment\* agency*)

# Chapter 7. Search Methodology

## 7.1. Stemming

A search for *dogs* will also return hits with the word *dog* and a search for *parenting* will return results with the words *parent* and *parental*. This is because the search uses stemming to help return the most relevant results. That is, words are reduced to their stem (or root word) before the search is performed.

The stemming algorithm relies on common English language patterns - like verbs ending in *ing* - to find the stems. This is more efficient than looking up each search term in a dictionary and usually produces desirable results. However, it also means the search will sometimes reduce a word to an incorrect stem and cause unexpected results. To prevent a word or phrase from stemming, put it in double-quotes to force an exact search. For example, a search for *parenting* will also return results for *parental*, but a search for "*parenting*" will not.

Understanding how stemming works can help you to create more relevant searches, but it is usually best not to anticipate how a search term will be stemmed. For example, searching for *gold compass* does not return the same results as *golden compass*, because *-en* is not a regular suffix in English, and therefore the stemming algorithm does not recognize *gold* as a stem of *golden*.

## 7.2. Order of Results

By default, the results are listed in order of relevance, similar to a search engine like Google. The relevance is determined using a number of factors, including how often and where the search terms appear in the item description, and whether the search terms are part of the title, subject, author, or series. The results which best match your search are returned first rather than results appearing in alphabetical or chronological order.

In the *Advanced Search* screen, you may select to order the search results by relevance, title, author, or publication date before you start the search. You can also re-order your search results using the *Sort Results* dropdown list on the search result screen.

# Chapter 8. Search Results

The search results are a list of relevant works from the catalogue. If there are many results, they are divided into several pages. At the top of the list, you can see the total number of results and go back and forth between the pages by clicking the links that say *Previous* or *Next* on top or bottom of the list. You can also click on the adjacent results page number listed. These page number links allow you to skip to that results page, if your search results needed multiple pages to display. Here is an example:

The screenshot shows a search results page with a grey header bar containing navigation and filter options. Below the header, the search results are displayed in a list format. On the left, there are two columns for author information: 'Personal Author' and 'Corporate Author'. The main area shows three search results, each with a title, a brief description, and a call number. The results are numbered 1, 2, and 3. The first result is 'Shostakovich Violin Concerto No. 1 / TCHAIKOVSKY : Violin Concerto.' The second is 'Shostakovich, D. Piano Concerto No. 1 / LISZT, F.: Piano Concerto No. 1 / PROKOFIEV, S.: Piano Concerto No. 1 (Salle, Gulbenkian Orchestra, Foster).' The third is 'Shostakovich Cello Concerto No. 2 / PROKOFIEV : Symphony-Concerto (Harrell).' Each result has a green checkmark icon to its right.

**Another Search** **Advanced Search** Sort by  **Show More Details**  **Limit to Available Items**

**Group Formats and Editions**  **Show Results from All Libraries**  **Exclude Electronic Resources**

**Search Results** Results 1 - 10 of about 271 (page 1 of 28) 1 2 3 4 5 6 7 8 Next ▶

Personal Author	More
<a href="#">Shostakovich, Dmitriĭ Dmitrievich 1906-1975</a>	(57)
<a href="#">Mozart, Wolfgang Amadeus 1756-1791</a>	(11)
<a href="#">Brahms, Johannes 1833-1897</a>	(6)
<a href="#">Bartók, Béla 1881-1945</a>	(4)
<a href="#">Beethoven, Ludwig van 1770-1827</a>	(4)

Corporate Author	More
<a href="#">New England Conservatory Philharmonia</a>	(4)

1. **[Shostakovich Violin Concerto No. 1 / TCHAIKOVSKY : Violin Concerto.](#)**   
Musical Sound Recording (Unknown Format) ((2008))  
**Call number:**  
1 of 1 copy available at Example Consortium.
2. **[Shostakovich, D. Piano Concerto No. 1 / LISZT, F.: Piano Concerto No. 1 / PROKOFIEV, S.: Piano Concerto No. 1 \(Salle, Gulbenkian Orchestra, Foster\).](#)**   
Musical Sound Recording (Unknown Format) ((2010))  
**Call number:**  
1 of 1 copy available at Example Consortium.
3. **[Shostakovich Cello Concerto No. 2 / PROKOFIEV : Symphony-Concerto \(Harrell\).](#)**   
Musical Sound Recording (Unknown Format) ((2008))

Brief information about the title, such as author, edition, publication date, etc. is displayed under each title. The icons beside the brief information indicate formats such as books, audio books, video recordings, and other formats. If you hover your mouse over the icon, a text explanation will show up in a small pop-up box.

Clicking a title goes to the title details. Clicking an author searches all works by the author. If you want to place a hold on the title, click *Place Hold* beside the format icons.

On the top right, there is a *Limit to Available* checkbox. Checking this box will filter out those titles with no available copies in the library or libraries at the moment. Usually you will see your search results are re-displayed with fewer titles.

When enabled, under the *Limit to Available* checkbox, there is an *Exclude Electronic Resources* checkbox. Checking this box will filter out materials that are cataloged as electronic in form.

The *Sort by* dropdown list is found at the top of the search results, beside the *Show More Details* link. Clicking an entry on the list will re-sort your search results accordingly.

## 8.1. Facets: Subjects, Authors, and Series

At the left, you may see a list of *Facets of Subjects, Authors, and Series*. Selecting any one of these links filters your current search results using that subject, author, or series to narrow down your current results. The facet filters can be undone by clicking the link a second time, thus returning your original results before the facet was activated.

### Search Results Results 1 - 10

Personal Author	More
<a href="#">Bartók, Béla</a>	(2)
<a href="#">1881-1945</a>	
<a href="#">Beethoven, Ludwig</a>	(2)
<a href="#">van 1770-1827</a>	
<a href="#">Brahms, Johannes</a>	(2)
<a href="#">1833-1897</a>	
<a href="#">Carter, Elliott 1908-</a>	(2)
<a href="#">Mozart, Wolfgang</a>	(2)
<a href="#">Amadeus 1756-1791</a>	

Topic Subject	More
<a href="#">Concertos (Violin)</a>	(15)
<a href="#">Concertos (Piano)</a>	(2)
<a href="#">Music</a>	(2)
<a href="#">Suites (Orchestra)</a>	(2)
<a href="#">Ballets</a>	(1)

Series Title	
<a href="#">Columbia Masterworks</a>	(1)
<a href="#">Digital Classics</a>	(1)
<a href="#">Great recordings of the century</a>	(1)
<a href="#">Hawkes Pocket Scores</a>	(1)
<a href="#">:710</a>	
<a href="#">Student composers' concert</a>	(1)

## 8.2. Availability

The number of available copies and total copies are displayed under each search result's call number. If you are using a catalogue inside a library or accessing a library's online catalogue from its homepage, you will see how many copies are available in the library under each title, too. If the library belongs to a multi-branch library system you will see an extra row under each title showing how many copies are available in all branches.

Keyword

Sort by    Limit to available items

1 - 10 of 25 (page 1 of 3) 1 2 3 Next ▶

- |             |     |  |   |
|-------------|-----|--|---|
| <b>More</b> | 1.  | <b><u>Violin concerto</u></b><br><u>Penderecki, Krzysztof, 1933- 1979.</u><br><b>Call number:</b> 780 B92<br>27 of 31 copies available at Example Consortium.                            |  |
|             | (2) |  |   |
|             | (2) |  |   |
|             | 2.  | <b><u>Violin concerto no. 2 ; Six duos (from 44 Duos)</u></b><br><u>Bartók, Béla, 1881-1945. 1966</u><br><b>Call number:</b> 780 B15<br>27 of 32 copies available at Example Consortium. |  |
|             | (2) |  |   |
|             | (2) |  |   |
|             | (2) |  |   |

Keyword

Sort by    Limit to available items

1 - 10 of 25 (page 1 of 3) 1 2 3 Next ▶

- |             |     |  |   |
|-------------|-----|--|---|
| <b>More</b> | 1.  | <b><u>Violin concerto</u></b><br><u>Penderecki, Krzysztof, 1933- 1979.</u><br><b>Call number:</b> 780 B92<br>27 of 31 copies available at Example Consortium.<br>12 of 14 copies available at Example System 1.<br>6 of 7 copies available at Example Branch 1.                            |  |
|             | (2) |  |   |
|             | (2) |  |   |
|             | (2) |  |   |
|             | 2.  | <b><u>Violin concerto no. 2 ; Six duos (from 44 Duos)</u></b><br><u>Bartók, Béla, 1881-1945. 1966</u><br><b>Call number:</b> 780 B15<br>27 of 32 copies available at Example Consortium.<br>13 of 15 copies available at Example System 1.<br>7 of 8 copies available at Example Branch 1. |  |
|             | (2) |  |   |
|             | (2) |  |   |

You may also click the *Show More Details* link at the top of the results page, next to the *Limit to available items* check box, to view each search result's copies' individual call number, status, and shelving location.

### 8.3. Viewing a record

Click on a search result's title to view a detailed record of the title, including descriptive information, location and availability, current holds, and options for placing holds, add to my list, and print/email.

# Violin concerto

Penderecki, Krzysztof, 1933- (Author).

 Musical Sound Recording (Unknown Format)

## Electronic resources

[Link text here](#) - Public note here

 [Place Hold](#)

 [Add to my list](#)

 [Print / Email](#)

 [Permalink](#)

## Available copies

## Current holds

- 26 copies at Example Consortium.      1 current hold with 31 total copies.

Location	Call Number / Copy Notes	Barcode	Shelving Location	Status	Due Date
<a href="#">Example Branch 1</a>	780 B92 ( <a href="#">Text</a> )	CONC40000628	Stacks	Available	-
<a href="#">Example Branch 1</a>	780 B92 ( <a href="#">Text</a> )	CONC41000628	Stacks	Available	-
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 ( <a href="#">Text</a> )	CONC40000128	Stacks	Checked out	05/12/2015
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 ( <a href="#">Text</a> )	CONC41000128	Stacks	Available	-
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 ( <a href="#">Text</a> )	CONC42000128	Stacks	Available	-
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 ( <a href="#">Text</a> )	CONC43000128	Stacks	Available	-
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 ( <a href="#">Text</a> )	CONC44000128	Stacks	Available	-
<a href="#">Example Branch 2</a>	780 A92 ( <a href="#">Text</a> )	CONC50000728	Stacks	Available	-
<a href="#">Example Branch 2</a>	780 A92 ( <a href="#">Text</a> )	CONC51000728	Stacks	Available	-
<a href="#">Example Branch 2</a>	ML1263F92 ( <a href="#">Text</a> )	CONC50000228	Stacks	Checked out	04/28/2015

[Next 10 »](#)

 [Show more copies](#)

## Record details

- **Physical Description:** 1 sound disc (37 min.) : 33 1/3 rpm, stereo.
- **Publisher:** New York, NY : Columbia [Records], 1979.

## Content descriptions

**General Note:** Program notes by M.A. Feldman.

## Search for related items by subject

**Subject:** [Concertos \(Violin\)](#)

## Search for related items by series

- [Columbia Masterworks](#)

# Chapter 9. Details

The record shows details such as the cover image, title, author, publication information, and an abstract or summary, if available.

Near the top of the record, users can easily see the number of copies that are currently available in the system and how many current holds are on the title.

If there are other formats and editions of the same work in the database, links to those alternate formats will display. The formats used in this section are based on the configurable catalog icon formats.

## Ready player one / Ernest Cline.

[Cline, Ernest](#). (Author).



Book

### Available copies

- 18 of 18 copies available at Example Consortium. ([Show](#))
- 12 of 12 copies available at Example System 1. ([Show](#))
- 10 of 10 copies available at Example Branch 1.

### Current holds

0 current holds with 18 total copies.

### View other formats and editions

[Book \(2\)](#)                      [English \(4\)](#)

[E-audio \(1\)](#)

[Large Print Book \(1\)](#)

[View all formats and editions \(4\)](#)

The Record Details view shows how many copies are at the library or libraries you have selected, and whether they are available or checked out. It also displays the Call number and Copy Location for locating the item on the shelves. Clicking on Text beside the call number will allow you to send the item's call number by text message, if desired. Clicking the location library link will reveal information about owning library, such as address and open hours.

Below the local details you can open up various tabs to display more information. You can select Reviews and More to see the book's summaries and reviews, if available. You can select Shelf Browser to view items appearing near the current item on the library shelves. Often this is a good way to browse for similar items. You can select MARC Record to display the record in MARC format. If your library offers the service, clicking on Awards, Reviews, and Suggested Reads will reveal that additional information.

#### NOTE

Copies are sorted by (in order): org unit, call number, part label, copy number, and barcode.

## 9.1. Placing Holds

Holds can be placed on either title results or search results page. If the item is available, it will be

pulled from the shelf and held for you. If all copies at your local library are checked out, you will be placed on a waiting list and you will be notified when items become available.

On title details page, you can select the *Place Hold* link in the upper right corner of the record to reserve the item. You will need your library account user name and password. You may choose to be notified by phone or email.

In the example below, the phone number in your account will automatically show up. Once you select the Enable phone notifications for this hold checkbox, you can supply a different phone number for this hold only. The notification method will be selected automatically if you have set it up in your account references. But you still have a chance to re-select on this screen. You may also suspend the hold temporarily by checking the Suspend box. Click the *Help* beside it for details.

You can view and cancel a hold at anytime. Before your hold is captured, which means an item has been held waiting for you to pick up, you can edit, suspend or activate it. You need log into your patron account to do it. From your account you can also set up a *Cancel if not filled by* date for your hold. *Cancel if not filled by* date means after this date, even though your hold has not been fulfilled you do not need the item anymore.

## Place Hold

Harry Potter and the goblet of fire / by J.K. Rowling ; illustrations by Mary GrandPré.

Pickup location:

Notify when hold is ready for pickup?

Yes, by Email

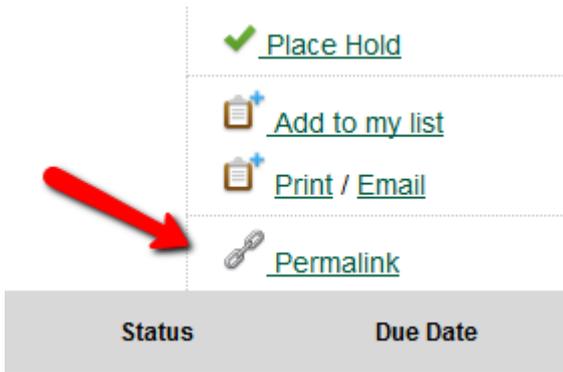
Email Address: jane@yahoo.com

Yes, by Phone

Phone Number:

## 9.2. Permalink

The record summary page offers a link to a shorter permalink that can be used for sharing the record with others. All URL parameters are stripped from the link with the exception of the `locg` and `copy_depth` parameters. Those parameters are maintained so that people can share a link that displays just the holdings from one library/system or displays holdings from all libraries with a specific library's holdings floating to the top.



### 9.3. SMS Call Number

If configured by the library system administrator, you may send yourself the call number via SMS message by clicking on the **Text** link, which appears beside the call number.

#### Available copies

- 26 copies at Example Consortium.

#### Current holds

1 current hold with 31 total copies.

Location	Call Number / Copy Notes	Barcode
<a href="#">Example Branch 1</a>	780 B92 <a href="#">(Text)</a>	CONC40000628
<a href="#">Example Branch 1</a>	780 B92 <a href="#">(Text)</a>	CONC41000628
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 <a href="#">(Text)</a>	CONC40000128
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 <a href="#">(Text)</a>	CONC41000128
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 <a href="#">(Text)</a>	CONC42000128
<a href="#">Example Branch 1</a>	ML 2533 B34 C92 <a href="#">(Text)</a>	CONC43000128

#### WARNING

Carrier charges may apply when using the SMS call number feature.

### 9.4. Going back

When you are viewing a specific record, you can always go back to your title list by clicking the link *Search Results* on the top right or left bottom of the page.

Subject: [Concertos \(Violin\)](#)

### Search for related items by series

- [Columbia Masterworks](#)

[▶ AWARDS, REVIEWS, & SUGGESTED READS](#)

[▶ SHELF BROWSER](#)

[▶ MARC RECORD](#)

[◀ Search Results](#) Showing Item 1 of 25 [Next ▶](#)

You can start a new search at any time by entering new search terms in the search box at the top of the page, or by selecting the *Another Search* or *Advanced Search* links in the left-hand sidebar.

# Chapter 10. Search URL

When performing a search or clicking on the details links, Evergreen constructs a GET request url with the parameters of the search. The url for searches and details in Evergreen are persistent links in that they can be saved, shared and used later.

Here is a basic search URL structure:

```
[hostname]/eg/opac/results?query=[search term]&qtype=keyword&fi%3Aitem_type=&locg=[location id]
```

## 10.1. locg Parameter

This is the id of the search location. It is an integer and matches the id of the location the user selected in the location drop down menu.

## 10.2. qtype Parameter

The *qtype* parameter in the URL represents the search type values and represent one of the following search or request types:

- Keyword
- Title
- Journal Title
- Author
- Subject
- Series
- Bib Call Number

These match the options in the search type drop-down box.

## 10.3. Sorting

The *sort* parameter sorts the results on one of these criteria.

- `sort=pubdate` (publication date) - chronological order
- `sort=titlesort` - Alphabetical order
- `sort=authorsort` - Alphabetical order on family name first

To change the sort direction of the results, the *sort* parameter value has the ".descending" suffix added to it.

- `sort=titlesort.descending`

- `sort=authorsort.descending`
- `sort=pubdate.descending`

In the absence of the *sort* parameter, the search results default to sorting by relevance.

# Chapter 11. My Account

## 11.1. Logging In

Logging into your account from the online catalog:

1. Open a web browser and navigate to your Evergreen OPAC.
2. Click *My Account* .
3. Enter your *Username* and *Password*.
  - By default, your username is your library card number.
  - Your password is a 4 digit code provided when your account was created. If you have forgotten your password, contact your local library to have it reset or use the the section called [Password Reset](#) tool.
4. Click Login.
  - At the first login, you may be prompted to change your password.
  - If you updated your password, you must enter your *Username* and *Password* again.
5. Your *Account Summary* page displays.

To view your account details, click one of the *My Account* tabs.

To start a search, enter a term in the search box at the top of the page and click *Search!*

**CAUTION** | If using a public computer be sure to log out!

## 11.2. Password Reset

To reset your password:

1. click on the *Forgot your password?* link located beside the login button.
2. Fill in the *Barcode* and *User name* text boxes.
3. A message should appear indicating that your request has been processed and that you will receive an email with further instructions.
4. An email will be sent to the email addressed you have registered with your Evergreen library. You should click on the link included in the email to open the password reset page. Processing time may vary.

**NOTE**

You will need to have a valid email account set up in Evergreen for you to reset your password. Otherwise, you will need to contact your library to have your password reset by library staff.

5. At the reset email page you should enter the new password in the *New password* field and re-enter it in the *Re-enter new password* field.
6. Click *Submit*.
7. A message should appear on the page indicating that your password has been reset.
8. Login to your account with your new password.

## 11.3. Account Summary

In the **My Account** → **Account Summary** page, you can see when your account expires and your total number of items checked out, items on hold, and items ready for pickup. In addition, the Account Summary page lists your current fines and payment history.

## 11.4. Items Checked Out

Users can manage items currently checked out, like renew specific items. Users can also view overdue items and see how many renewals they have remaining for specific item.

As of Evergreen version 2.9, sorting of selected columns is available in the *Items Checked Out* and *Check Out History* pages. Clicking on the appropriate column heads sorts the contents from "ascending" to "descending" to "no sort". (The "no sort" restores the original list as presented in the screen.) The sort indicator (an up or down arrow) is placed to the right of the column head, as appropriate.

Within **Items Checked Out** → **Current Items Checked Out**, the following column headers can be sorted: *Title, Author, Renewals Left, Due Date, Barcode, and Call Number*.

Within **Items Checked Out** → **Check Out History**, the following column headers can be sorted: *Title, Author, Checkout Date, Due Date, Date Returned, Barcode, and Call Number*

**NOTE**

To protect patron privacy, the Check Out History will be completely blank unless the patron has previously opted in under the *Account Preferences* tab, in the *Search and History Preferences* area.

## 11.5. Holds

From **My Account**, patrons can see **Items on Hold** and **Holds History** and manage items currently

being requested. In **Holds** → **Items on Hold**, the content shown can be sorted by clicking on the following column headers: *Title*, *Author*, and *Format* (based on format name represented by the icon).

Actions include:

- Suspend - set a period of time during which the hold will not become active, such as during a vacation
- Activate - manually remove the suspension
- Cancel - remove the hold request

Edit options include:

- Change pick up library
- Change the *Cancel unless filled by* date, also known as the hold expiration date
- Change the status of the hold to either active or suspended.
- Change the *If suspended, activate on* date, which reactivates a suspended hold at the specified date

To edit items on hold:

1. Login to *My Account*, click the *Holds* tab.
2. Select the hold to modify.
3. Click *Edit* for selected holds.
4. Select the change to make and follow the instructions.

**NOTE**

To protect patron privacy, the Holds History will be completely blank unless the patron has previously opted in under the *Account Preferences* tab, in the *Search and History Preferences* area.

## 11.6. Account Preferences

From here you can manage display preferences including your **Personal Information**, **Notification Preferences**, and **Search and History Preferences**. Additional static information, such as your *Account Expiration Date*, can be found under Personal Information.

For example:

- Personal Information
  - change password - allows patrons to change their password
  - change email address - allows patrons to change their email address.
- Notification Preferences
  - *Notify by Email* by default when a hold is ready for pickup?

- *Notify by Phone* by default when a hold is ready for pickup?
- *Default Phone Number*
- Search and History Preferences
  - Search hits per page
  - Preferred pickup location
  - Keep history of checked out items?
  - Keep history of holds?

**WARNING**

Turning off the *Keep history of checked out items?* or *Keep history of holds?* features will permanently delete all entries in the relevant patron screens. After this is unchecked, there is no way for a patron to recover those data.

After changing any of these settings, you must click *Save* to store your preferences.

### 11.6.1. Authorize other people to use your account

If your library has enabled it, you can authorize other people to use your account. In the Search and History Preferences tab under Account Preferences, find the section labeled "Allow others to use my account". Enter the name and indicate that the specified person is allowed to place holds, pickup holds, view borrowing history, and check out items on their account. This information will also be visible to circulation staff at your library.

## 11.7. Patron Messages

The Patron Message Center provides a way for libraries to communicate with patrons through messages that can be accessed through the patron's OPAC account. Library staff can create messages manually by adding an OPAC visible Patron Note to an account. Messages can also be automatically generated through an Action Trigger event. Patrons can access and manage messages within their OPAC account. See *Circulation - Patron Record - Patron Message Center* for more information on adding messages to patron accounts.

### Viewing Patron Messages in the OPAC

Patrons will see a new tab for **Messages** in their OPAC account, as well as a notification of **Unread Messages** in the account summary.

EVERGREEN Spencer Graham Messages<sup>2</sup> My Account My Lists Logout

1 Checked Out 1 On Hold 0 Ready for Pickup \$6.00 Fines

Link 1 Link 2 Link 3 Link 4 Link 5

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search:  Type: Keyword Format: All Formats

Library: Apex Branch Search

Account Summary **Messages** Items Checked Out Holds Account Preferences My Lists

### Account Summary

Items Currently Checked out (1) [View All](#)

Items Currently on Hold (1) [View All](#)

Items ready for pickup (0) [View All](#)

Fines: \$6.00 [Pay Fines](#)

Fines Payments

Title	Author	Checkout Date	Due Date	Date Returned	Balance Owed	Pay Fines
<a href="#">The jasmine moon murder</a>	<a href="#">Childs, Laura</a>	05/15/2013	05/30/2013	(fines accruing)	\$5.00	<input checked="" type="checkbox"/>

Patrons will see a list of the messages from the library by clicking on the **Messages** tab.

EVERGREEN Spencer Graham Messages<sup>2</sup> My Account My Lists Logout

1 Checked Out 1 On Hold 0 Ready for Pickup \$6.00 Fines

Link 1 Link 2 Link 3 Link 4 Link 5

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search:  Type: Keyword Format: All Formats Library: Apex Branch

Search

Account Summary **Messages** Items Checked Out Holds Account Preferences My Lists

### Messages

Marked 1 message(s) as unread.

-- Actions for selected messages -- [Go](#) [?](#)

<input type="checkbox"/>	Date	Library	Subject
<input type="checkbox"/>	05/11/2015	Apex Branch	<a href="#">Lost keys</a>
<input type="checkbox"/>	04/23/2015	Apex Branch	<a href="#">Lost backpack?</a>

Patrons can click on a message **Subject** to view the message. After viewing the message, it will automatically be marked as read. Patrons have the options to mark the message as unread and to delete the message.

The screenshot shows the Evergreen library patron interface. At the top, the user is logged in as Spencer Graham. Navigation buttons include Messages (with a red notification badge), My Account, My Lists, and Logout. A summary bar displays: 1 Checked Out, 1 On Hold, 0 Ready for Pickup, and \$6.00 Fines. Below this are five links (Link 1 to Link 5). The main navigation area includes 'Search the Catalog', 'Advanced Search', and 'Browse the Catalog'. A search bar is present with fields for 'Search:', 'Type: Keyword', 'Format: All Formats', and 'Library: Apex Branch', along with a 'Search' button. A secondary navigation bar contains 'Account Summary', 'Messages', 'Items Checked Out', 'Holds', 'Account Preferences', and 'My Lists'. The 'Message' section is active, showing buttons for 'Return to Message List', 'Delete', and 'Mark Unread'. The message details are as follows:

<b>Date</b>	04/23/2015
<b>Library</b>	Apex Branch
<b>Subject</b>	Lost backpack?
<b>Message</b>	A backpack was left at the library. Please call the library at 555-555-5555 to confirm that it is your or please stop by. [ EJ 2015-04-23 @ APEX ]

**NOTE** Patron deleted messages will still appear in the patron’s account in the staff client under Other → Message Center.

## 11.8. Reservations

When patrons place a reservation for a particular item at a particular time, they can check on its status using the **Reservations** tab.

After they initially place a reservation, its status will display as *Reserved*. After staff capture the reservation, the status will change to *Ready for Pickup*. After the patron picks up the reservation, the status will change to *Checked Out*. Finally, after the patron returns the item, the reservation will be removed from the list.

**NOTE** This interface pulls its timezone from the Library Settings Editor. Make sure that you have a timezone listed for your library in the Library Settings Editor before using this feature.

# Chapter 12. My Lists

The **My Lists** feature replaces the bookbag feature that was available in versions prior to 2.2. The **My Lists** feature is a part of the Template Toolkit OPAC that is available in version 2.2. This feature enables you to create temporary and permanent lists; create and edit notes for items in lists; place holds on items in lists; and share lists via RSS feeds and CSV files.

There is now a direct link to **My Lists** from the **My Account** area in the top right part of the screen. This gives users the ability to quickly access their lists while logged into the catalog.

As of version 3.2, [Batch Actions from Search Results](#) has replaced the old Temporary Lists feature, as well as enabled multiple selections from a search results list.

The screenshot shows the top navigation bar of the Evergreen OPAC. The user is logged in as Annette Ramos. The navigation bar includes buttons for Messages, My Account, My Lists (highlighted with a red box), and Logout. Below the navigation bar, there are statistics for the user's account: 6 Checked Out, 6 On Hold, 0 Ready for Pickup, and \$8.00 Charges. The main content area shows a search bar with a search type of Keyword and a format of All Formats. The search results area shows a table with columns for Account Summary, Messages, Items Checked Out, Holds, Account Preferences, and My Lists.

## Account Summary

Charges: \$8.00

Account Expiration Date	12/06/2021
Items Currently Checked out (6)	<a href="#">Items Currently Checked out (6)</a>
Items Currently on Hold (6)	<a href="#">Items Currently on Hold (6)</a>
Items ready for pickup (0)	<a href="#">Items ready for pickup (0)</a>

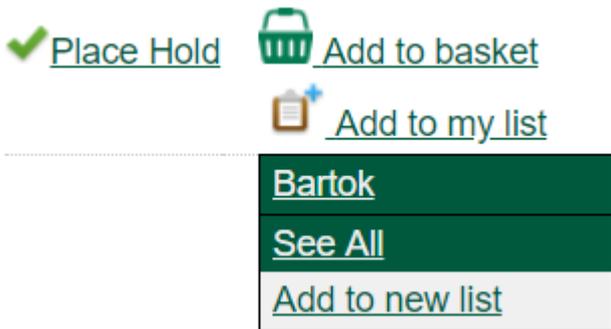
## 12.1. Create New Lists

- 1) Log in to your account in the OPAC.
- 2) Search for titles.
- 3) Choose a title to add to your list. Click **Add to My List**.

1. [Violin concerto no. 1, op. posth](#)  
[Bartók, Béla 1881-1945](#)  
 Music Score (c1959.)  
**Call number:** 780 A38

Place Hold Add to basket  
 Add to my list

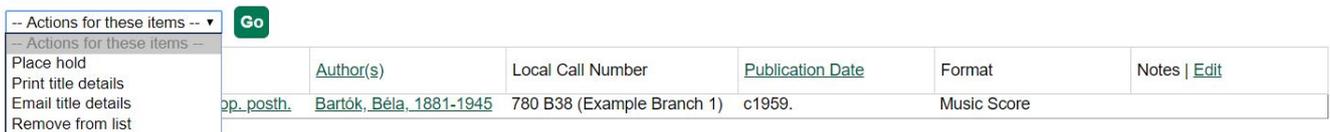
- 4) Select an existing list, or create the a new list.



5) Scroll up to the top of the screen and click **My Lists**. Click on the name of your list to see any titles added to it.

6) The **Actions for these items** menu on the left side of the screen demonstrates the actions that you can apply to this list. You can place holds on titles in your list, print or email title details of titles in your list, and remove titles from your list.

To perform actions on multiple list rows, check the box adjacent to the title of the item, and select the desired function.



7) Click **Edit** to add or edit a note.

8) Enter desired notes, and click **Save Notes**.



9) You can keep your list private, or you can share it. To share your list, click **Share**, and click the orange RSS icon to share through an RSS reader. You can also click **HTML View** to share your list as an HTML link.

You can also download your list into a CSV file by clicking **Download CSV**.

16) When you no longer need a list, click **Delete List**.

## 12.2. Local Call Number in My Lists

When a title is added to a list in the TPAC, a local call number will be displayed in the list to assist patrons in locating the physical item. Evergreen will look at the following locations to identify the most relevant call number to display in the list:

1) Physical location - the physical library location where the search takes place

2) Preferred library - the Preferred Search Location, which is set in patron OPAC account Search and History Preferences, or the patron's Home Library

3) Search library - the search library or org unit that is selected in the OPAC search interface

The call number that is displayed will be the most relevant call number to the searcher. If the patron is searching at the library, Evergreen will display a call number from that library location. If the patron is not searching at a library, but is logged in to their OPAC account, Evergreen will display a call number from their Home Library or Preferred Search Location. If the patron is not searching at the library and is not signed in to their OPAC account, then Evergreen will display a call number from the org unit, or library, that they choose to search in the OPAC search interface.

The local call number and associated library location will appear in the list:

The screenshot shows the Evergreen OPAC interface. At the top, there is a navigation bar with the Evergreen logo, language settings (English (Canada)), and user information (Joe Smith, My Account, My Lists, Logout). Below this is a search bar with options for Search the Catalogue, Advanced Search, and Browse the Catalog. The search bar includes fields for Search, Type (Keyword), Format (All Formats), and Library (Maple Library). Below the search bar is a navigation menu with tabs for Account Summary, Messages, Items Checked Out, Holds, Account Preferences, and My Lists. The My Lists section is active, showing a 'Create New List' form and a 'My Existing Lists' section. Under 'My Existing Lists', there is a 'Saved Lists' section with a list titled 'To read 2015'. This list has options to Share, Delete List, Download CSV, and Make Default List. Below the list title, there are options to sort list items by Title (A to Z) and a 'Sort' button. The list itself has a 'Name' field (To read 2015) and a 'Description' field. Below the list, there is a table with columns: Title, Author(s), Local Call Number (highlighted in red), Publication Date, Format, Notes | Edit, and Place hold. The table contains three rows of book entries.

<input type="checkbox"/>	Title	Author(s)	Local Call Number	Publication Date	Format	Notes   Edit	Place hold	Go
<input type="checkbox"/>	<a href="#">A Game of Thrones</a>	<a href="#">Martin, George R. R.</a>		2011	Book			
<input type="checkbox"/>	<a href="#">A storm of swords: book three of a song of ice and fire</a>	<a href="#">Martin, George R. R.</a>	FIC MAR (Maple Library)	2011, c2000.	Book			
<input type="checkbox"/>	<a href="#">A clash of kings</a>	<a href="#">Martin, George R. R.</a>	FIC MAR (Maple Library)	2000, c1999.	Book			

## 12.3. My Lists Preferences

Patrons can adjust the number of lists or list items displayed in a page. This setting can be found under the **Account Preferences** tab, in the **My Lists Preferences** section.

# Chapter 13. Batch Actions from Search

## 13.1. Introduction

The public catalog and staff interface display checkboxes on the search results pages, both for bibliographic records and metarecord constituents. Selecting one or more titles with these checkboxes adds the titles to a basket, which is viewable on the search bar as an icon. Users can then take a variety of actions on titles within the basket: place holds, print or email title details, add the items to a permanent list (from the public catalog) or add the titles to a bucket (from the staff interface).

## 13.2. Using Batch Actions from Search in the Public Catalog

1. Perform a search in the public catalog and retrieve a list of results.

Checkboxes appear to the left of the number of each result. In the case of a metarecord search, checkboxes only appear on the list of metarecord constituents, as metarecords themselves cannot be placed in lists or in baskets. If you want to place the entire page of results on the list, click the *Select All* checkbox at the top of the results list.

2. Select one or more titles from the results list by clicking on the checkboxes.

Selected titles are automatically added to the basket. A link above the results list tracks the number of titles selected and added to the basket.

The screenshot shows a search results page with a list of titles. On the left, there is a column of checkboxes and numbers. The first two items are checked, and the third is unchecked. On the right, there is a summary of the selected items, including a link to view the selected titles and a link to clear the cart.

Select 1 - 4

1.  **Stardust**  
Gaiman, Neil.  
CD Audiobook (p2006..)  
**Call number:** FIC 217  
18 of 18 copies available at Example Consortium.

2.  **Coraline**  
Gaiman, Neil.  
Large Print Book (2003.)  
**Call number:** FIC 218  
16 of 16 copies available at Example Consortium.

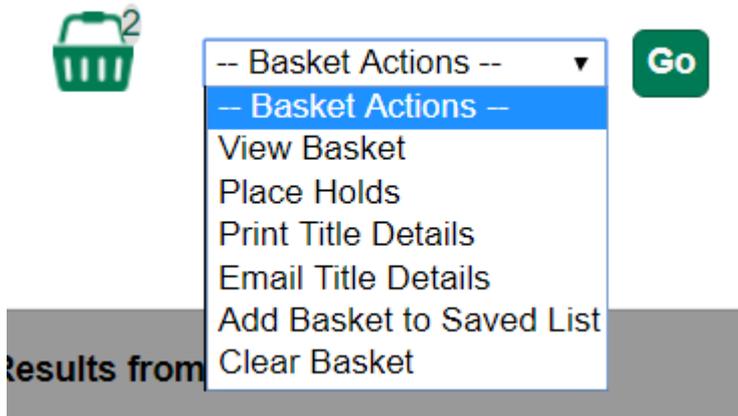
3. **Blueberry girl**  
Gaiman, Neil.  
CD Audiobook (2009.)  
**Call number:** [E] AUD GAI

[2 selected titles](#) [Clear cart](#)

3. The number of items can also be found with the basket icon above the search bar, next to the *Basket Actions* drop-down.



4. Click on the *Basket Actions* drop-down next to the basket icon to take any of the following actions on titles within the basket: View Basket, Place Hold, Print Title Details, Email Title Details, Add Basket to Saved List, Clear Basket.



### 13.2.1. Actions Initiated with the Basket Actions Drop-down

- **View Basket** - This opens the basket in a new screen. Checkboxes allow for the selection of one or more titles within the basket. A drop-down menu appears above the list of titles that can be used to place holds, print title details, email title details, or remove titles from the basket. This menu reads *Actions for these items*. (See the next section for more information about this menu.)
- **Place Hold** - This allows for placement of holds in batch for all of the items in the basket. If not already authenticated, users will be asked to login. Once authenticated, the holds process begins for all titles within the basket. Users can set *Advanced Hold Options* for each title, as well as set the pickup location, hold notification and suspend options.
- **Print Title Details** - This allows for printing details of all titles within the basket. A confirmation page opens prior to printing that includes a checkbox option for clearing the basket after printing.
- **Email Title Details** - This allows for emailing details of all titles within the basket. If not already authenticated, users will be asked to login. Once authenticated, the email process begins. A confirmation page opens prior to printing that includes a checkbox option for clearing the basket after emailing.
- **Add Basket to Saved List** - This allows basket items to be saved to a new permanent list. If not already authenticated, users will be asked to login. Once authenticated, the creation of a new permanent list begins.
- **Clear Basket** - This removes removes all titles from the basket

### 13.2.2. View Basket → Actions for These Items Drop-down Menu

Most actions described above can be taken on titles from within the basket with the *Actions for these items* drop-down menu. This menu offers additional flexibility, as users can select some or all of the individual titles in the basket on which to place holds, print or email details, or remove from the basket. Users cannot add titles to permanent lists with this menu.

#### Basket

Sort cart items by:

Clear entire basket when action complete

	Author(s)
Place hold	
Print title details	
Email title details	<a href="#">Gaiman, Neil.</a>
Remove from basket	<a href="#">Gaiman, Neil.</a>
Add to new list	

## 13.3. Using Batch Actions from Search in the Staff Interface

1. Perform a search in the staff interface and retrieve a list of results.

Checkboxes appear to the left of the number of each result. In the case of a metarecord search, checkboxes only appear on the list of metarecord constituents, as metarecords themselves cannot be placed in lists or in baskets. If you want to place the entire page of results on the list, click the Select All checkbox at the top of the results list.

2. Select one or more titles from the results list by clicking on the checkboxes. Selected titles are automatically added to the basket. A link above the results list tracks the number of titles selected and added to the basket.

Select 1 - 4

2 selected titles [Clear cart](#)

1. **Stardust**  
Gaiman, Neil.  
CD Audiobook (p2006..)  
**Call number:** FIC 217  
18 of 18 copies available at Example Consortium.

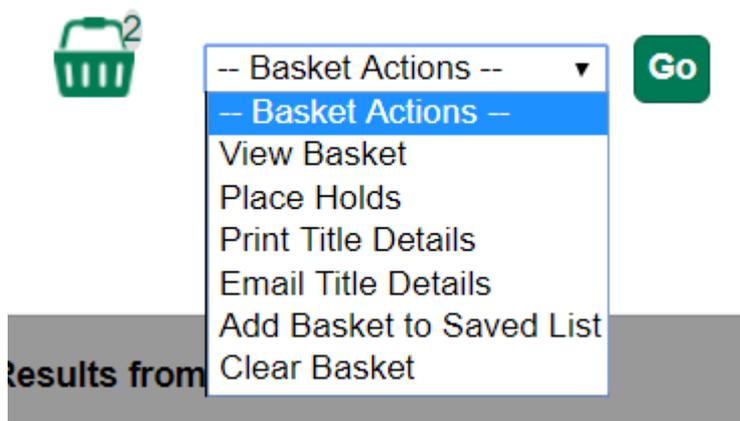
2. **Coraline**  
Gaiman, Neil.  
Large Print Book (2003.)  
**Call number:** FIC 218  
16 of 16 copies available at Example Consortium.

3. **Blueberry girl**  
Gaiman, Neil.  
CD Audiobook (2009.)  
**Call number:** [E] AUD GAI

3. The number of items can also be found with the basket icon above the search bar, next to the *Basket Actions* drop-down.



4. Click on the *Basket Actions* drop-down next to the basket icon to take any of the following actions on titles within the basket: View Basket, Place Hold, Print Title Details, Email Title Details, Add Basket to Saved List, Clear Basket.



### 13.3.1. Actions Initiated with the Basket Actions Drop-down

- **View Basket** - This opens the basket in a new screen. Checkboxes allow for the selection of one or more titles within the basket. A drop-down menu appears above the list of titles that can be

used to place holds, print title details, email title details, or remove titles from the basket. This menu reads *Actions for these items*. (See the next section for more information about this menu.)

- **Place Hold** - This allows for placement of holds in batch for all of the items in the basket. When initiated, the holds process begins for all titles within the basket. Staff can set *Advanced Hold Options* for each title placed on hold, as well as set the pickup location, hold notification and suspend options.
- **Print Title Details** - This allows for printing details of all titles within the basket. A confirmation page opens prior to printing that includes a checkbox option for clearing the basket after printing.
- **Email Title Details** - This allows for emailing details of all titles within the basket. A confirmation page opens prior to printing that includes a checkbox option for clearing the basket after printing.
- **Add Basket to Bucket** - This allows for titles within the basket to be added to an existing or new Record Bucket.
  - Click the *Basket Actions* drop-down and choose *Add Basket to Bucket*
  - To add the titles in your basket to an existing bucket, select the bucket from the *Name of existing bucket* dropdown and click *Add to Selected Bucket*.
  - To add the titles in your basket to a new bucket, enter the name of your new bucket in the text box and click *Add to New Bucket*.

The screenshot shows a modal dialog box titled "Add To Bucket" with a close button (X) in the top right corner. The dialog contains two rows of input fields and buttons. The first row has a dropdown menu labeled "Name of existing bucket" and a blue button labeled "Add To Selected Bucket". The second row has a text input field labeled "Name For New Bucket" and a blue button labeled "Add To New Bucket". At the bottom right of the dialog is an orange button labeled "Cancel".

- **Clear Basket** - removes all items from the basket

### 13.3.2. View Basket → Actions for These Items Drop-down Menu

Most of the basket actions can be taken on titles from within the basket with the *Actions for these items* drop-down menu. This menu offers additional flexibility, as staff can select some or all of the individual titles within the basket on which to place holds, print or email details, or remove from the basket. Staff cannot place titles in Records Buckets from this menu.

## 13.4. Additional Information

The basket used to be called a **Temporary List** in previous versions of Evergreen.

Titles also may be added from the detailed bibliographic record with the *Add to Basket* link.

Javascript must be enabled for checkboxes to appear in the public catalog; however, users can still add items to the basket and perform batch actions without Javascript.

The default limit on the number of basket titles is 500; however, a template config.tt2 setting (`ctx.max_basket_size`) can be used to set a different limit. When the configured limit is reached, checkboxes are disabled unless or until some titles in the basket are removed.

The permanent list management page within a patron's account also now includes batch print and email actions.

# Chapter 14. Catalog Browse

## Abstract

Catalog Browse enables you to browse bibliographic headings available in your catalog. You can click the hyperlinked bibliographic headings to retrieve catalog records that contain these headings. Also, if a given bibliographic heading is linked to an authority record, and if that authority is linked to another one via the first authority's See and See Also tags, the additional variants of (e.g.) an author's name will appear in your search results.

## Use Catalog Browse

1. To access this feature, navigate to the catalog search page, and click the link, **Browse the Catalog**. By default, you can browse by title, author, subject, or series. System administrators can revise this list by editing the file at the location *opac/parts/qtype\_selector.tt2*, and they can even make use of custom indices based on definitions in the database's *config.metabib\_field* table.
2. Enter a term or part of a term to browse. Evergreen will retrieve a list of bibliographic headings that match your query. Click the **Back** and **Forward** buttons to page through your results. To limit your browse results to a specific branch or copy location group, select the appropriate unit from the drop down menu, and click **Go**.
3. Select a link from the search results. Each linked heading displays the number of bibliographic records associated with the heading. Appropriate information from linked authority records, if any, appears below the main entry heading.
4. To return to your list of results, click the browser's back button or **Browse the Catalog**. Evergreen will return you to your previous position in your list of results.

## Administration

A new global flag warns users when they are entering a browse term that begins with an article. Systems administrators can create a regular expression to configure articles matched with specific indices that would prompt a warning for the user. By default, this setting is not enabled.

1. To enable this feature, click **Administration** → **Server Administration** → **Global Flags**.
2. Double click **Map of search classes to regular expressions to warn user about leading articles**.
3. Make changes, and click **Save**.

# Chapter 15. TPAC Metarecord Search and Metarecord Level Holds

Metarecords are compilations of individual bibliographic records that represent the same work. This compilation allows for several records to be represented on a single line on the TPAC search results page, which can help to reduce result duplications.

## Advanced Search Page

Selecting the **Group Formats and Editions** checkbox on the Advanced Search page allows the user to perform a metarecord search.

EVERGREEN My Account

Link 1 Link 2 Link 3 Link 4 Link 5

Search the Catalog [Basic Search](#) [Browse the Catalog](#)

Advanced Search Numeric Search Expert Search

**Search Input**

Keyword Contains [ ] X

And Title Contains Harry Potter and th X

And Author Contains [ ] X

[Add Search Row](#)

Search Clear Form

**Search Filters**

Item Type	Item Form	Language	Audience
Cartographic material	Braille	Abkhaz	Adolescent
Computer file	Direct electronic	Achinese	Adult
Kit	Electronic	Acoli	General
Language material	Large print	Adangme	Juvenile

Video Format	Bib Level	Literary Form	Shelving Location
8 mm.	Collection	Comic strips	Quick Read
Beta	Integrating resource	Dramas	Stacks
Betacam	Monograph/Item	Essays	
Betacam SP	Monographic component p.	Fiction (not further specifie	

Search Library: Example Branch 1

Publication Year: Is

Sort Results: Sort by Relevance

Limit to Available

Group Formats and Editions

### TIP

Administrators can also configure the catalog to default to a **Group Formats and Editions** search by enabling the relevant config.tt2 setting on the server. Setting this option will pre-select the checkbox on the Advanced Search and Search Result Pages. Users can remove the checkmark, but new searches will revert to the default search behavior.

## Search Results Page

Within the Search Results page, users can also refine their searches and filter on metarecord search

results by selecting the **Group Formats and Editions** checkbox.

The screenshot shows the Evergreen library catalog interface. At the top, there is a navigation bar with the Evergreen logo and a 'My Account' link. Below this is a search bar with the text 'title:Harry Potter and the G'. The search results are displayed on page 1 of 1. The search criteria are: Type: Keyword, Format: All Formats, Library: Example Branch 1. The search results are sorted by Relevance. The 'Group Formats and Editions' checkbox is checked and highlighted with a red box. The search results for 'Harry Potter and the goblet of fire' (3) by Rowling, J. K. are shown. The formats listed are Book, CD Audiobook, and Musical Sound Recording (Unknown Format) (2002). The call number is AUD ROW. The availability information is: 15 of 15 copies available at Example Consortium, 6 of 6 copies available at Example System 1, and 4 of 4 copies available at Example Branch 1.

The metarecord search results will display both the representative metarecord bibliographic data and the combined metarecord holdings data (if the holdings data is OPAC visible).

The number of records represented by the metarecord are displayed in parenthesis next to the title.

The formats contained within the metarecord are displayed under the title.

This screenshot is similar to the one above, but the search results for 'Harry Potter and the goblet of fire' (5) by Rowling, J. K. are shown. The formats listed are Book, CD Audiobook, Large Print Book, Musical Sound Recording (Unknown Format), and Blu-ray (2002). The call number is AUD ROW. The availability information is: 15 of 15 copies available at Example Consortium. The number of records represented by the metarecord is 5, and the formats are highlighted with a red box.

For the metarecord search result, the **Place Hold** link defaults to a metarecord level hold.

<b>Personal Author</b> <a href="#">Rowling, J. K.</a> (1)	1. 	<b>Harry Potter and the goblet of fire</b> (5) <a href="#">Rowling, J. K.</a> Book CD Audiobook Large Print Book Musical Sound Recording (Unknown Format) Blu-ray (2002.) Call number: AUD ROW 15 of 15 copies available at Example Consortium.	<span style="border: 2px solid red; padding: 2px;">Place Hold</span> <a href="#">Add to my list</a>
<b>Topic Subject</b> <a href="#">More</a> <a href="#">Granger, Hermione (Fictitious character)</a> (1)			

To place a metarecord level hold:

1. Click the **Place Hold** link.
2. Users who are not logged into their accounts will be directed to the **Log in to Your Account** screen, where they will enter their username and password. Users who are already logged into their accounts will be directed to the **Place Hold** screen.
3. Within the **Place Hold** screen, users can select the multiple formats and/or languages that are available.
4. Continue to enter any additional hold information (such as Pickup Location), if needed.
5. Click **Submit**.

## Place Hold

Harry Potter and the goblet of fire / by J.K. Rowling ; illustrations by Mary GrandPré.

Select your desired format(s). If none are selected, any available formats may be used.	Select your desired language(s). If none are selected, any available languages may be used.
<div style="border: 1px solid #ccc; padding: 5px;">                 Blu-ray                  Book                  CD Audiobook                  Large Print Book             </div>	<div style="border: 1px solid #ccc; padding: 5px;">                 English             </div>

Selecting multiple formats will not place all of these formats on hold for the user. For example, a user cannot select CD Audiobook and Book and expect to place both the CD and book on hold at the same time. Instead, the user is implying that either the CD format or the book format is the acceptable format to fill the hold. If no format is selected, then any of the available formats may be used to fill the hold. The same holds true for selecting multiple languages.

## Advanced Hold Options

When users place a hold on an individual bibliographic record they will see an **Advanced Hold Options** link within the Place Hold screen. Clicking the **Advanced Hold Options** link will take the users into the metarecord level hold feature, enabling them to select multiple formats and/or languages.

## Place Hold

Harry Potter and the goblet of fire [video recording]/ J.K. Rowling.

[Advanced Hold Options](#)

Pickup location:

Notify when hold is ready for pickup?

Yes, by Email

No configured Email address. See "My Account" for setting your Email address.

Yes, by Phone

Phone Number:

**Submit**

**Cancel**

## Metarecord Constituent Records Page

The TPAC now includes a Metarecord Constituent Records page, which displays a listing of the individual bibliographic records grouped within the metarecord. Access the Metarecord Constituent Records page by clicking on the metarecord title on the Search Results page.

The screenshot shows the Evergreen library catalog interface. At the top, there is a green header with the 'EVERGREEN' logo and a 'My Account' button. Below the header, there are navigation links: 'Link 1', 'Link 2', 'Link 3', 'Link 4', and 'Link 5'. The main navigation area includes 'Search the Catalog', 'Advanced Search', and 'Browse the Catalog'. A search bar contains the text 'title:Harry Potter and the Gr' and is set to 'Type: Keyword', 'Format: All Formats', and 'Library: Example Consortium'. A 'Search' button is to the right. Below the search bar, there are options to 'Refine My Original Search', 'Another Search', 'Advanced Search', 'Sort by' (set to 'Sort by Relevance'), 'Show More Details', 'Limit to available items', and 'Group Formats and Editions'. The search results section shows 'Search Results Results 1 - 1 of about 1 (page 1 of 1)'. The first result is '1. Harry Potter and the goblet of fire (5)' by Rowling, J. K. The title is highlighted with a red box. To the right of the title are 'Place Hold' and 'Add to my list' buttons. Below the title, there are icons for 'Book', 'CD Audiobook', 'Large Print Book', and 'Musical'. The format is listed as 'Sound Recording (Unknown Format) Blu-ray (2002.)'. The call number is 'AUD ROW' and it notes '15 of 15 copies available at Example Consortium'. On the left side of the result, there are sections for 'Personal Author' (Rowling, J. K. (1)) and 'Topic Subject' (Granger, Hermione (Fictitious character) (1)).

This will allow the user to view the results for grouped records.

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search:  Type: Keyword Format: All Formats Library: Exan

[Refine My Original Search](#) ]

Viewing Results for Grouped Record: [Return to Grouped Search Results](#)

**Search Results** Results 1 - 5 of about 5 (page 1 of 1)

1.



**[Harry Potter and the goblet of fire](#)**  
[Rowling, J. K.](#)

 Book (2002.)

**Call number:** G880 210  
 10 of 10 copies available at Example Consortium.

 [Place Hold](#)  [Add to my list](#)
2.



**[Harry Potter and the goblet of fire](#)**  
[Rowling, J. K.](#)

 CD Audiobook (p2000.)

**Call number:** AUD ROW  
 1 of 1 copy available at Example Consortium.

 [Place Hold](#)  [Add to my list](#)
3.



**[Harry Potter and the goblet of fire](#)**  
[Rowling, J. K.](#)

 Large Print Book (2002.)

**Call number:** LGPRINT FIC ROW  
 2 of 2 copies available at Example Consortium.

 [Place Hold](#)  [Add to my list](#)
4.



**[Harry Potter and the goblet of fire](#)**  
[Rowling, J. K.](#)

 Blu-ray

**Call number:** dvd  
 1 of 1 copy available at Example Consortium.

 [Place Hold](#)  [Add to my list](#)
5.



**[Harry Potter and the goblet of fire](#)**  
[Rowling, J. K.](#)

 Musical Sound Recording (Unknown Format)

**Call number:** quickread  
 1 of 1 copy available at Example Consortium.

 [Add to my list](#)

**Search Results** Results 1 - 5 of about 5 (page 1 of 1)

### Show Holds on Bib

Within the staff client, **Show Holds on Bib** for a metarecord level hold will take the staff member into the Metarecord Constituent Records page.

### Global Flag: OPAC Metarecord Hold Formats Attribute

To utilize the metarecord level hold feature, the Global Flag: OPAC Metarecord Hold Formats Attribute must be enabled and its value set at mr\_hold\_format, which is the system's default configuration.

#### Global Flags

[Back](#) [Next](#) [Filter](#)

#	Label	Enabled	Value
1	OPAC Metarecord Hold Formats Attribute	True	mr_hold_format

# Chapter 16. Bibliographic Search Enhancements

Enhancements to the bibliographic search function enable you to search for records that were created, edited, or deleted within a date range. You can use the catalog interface or the record feed to search for records with specific date ranges.

Note that all dates should be formatted as YYYY-MM-DD and should be included in parentheses.

## 16.1. Use the Catalog to Retrieve Records with Specified Date Ranges:

### 16.1.1. Search by Create Date or Range

To find records that were created on or after a specific date, enter the term, `create_date`, and the date in the catalog search field. For example, to find records that were created on or after April 1, 2013, enter the following into the catalog search field:

```
create_date(2013-04-01)
```

To find records that were created within a specific date range, enter the term, `create_date`, followed by comma-separated dates in parentheses. For example, to find records that were created between April 1, 2013 and April 8, 2013, enter the following into the catalog search field:

```
create_date(2013-04-01,2013-04-08)
```

### 16.1.2. Search by Edit Date or Range

To find records that were edited on or before a specific date, enter the term, `edit-date`, and the date in the catalog search field. The date should be preceded by a comma. For example, to find records that were edited on or before April 1, 2013, enter the following into the catalog search field:

```
edit_date(,2013-04-01)
```

To find records that were edited on or after a specific date, enter the term, `edit_date`, and the date in the catalog search field. For example, to find records that were edited on or after April 1, 2013, enter the following into the catalog search field:

```
edit_date(2013-04-01)
```

To find records that were edited within a specific range, enter the term, `edit_date`, followed by comma-separated dates in parentheses. For example, to find records that were edited between April 1, 2013 and April 8, 2013, enter the following into the catalog search field:

```
edit_date(2013-04-01,2013-04-08)
```

### 16.1.3. Search by Deleted Status

To search for deleted records, enter in your catalog search field the term, `edit_date`, the date that you want to search, and the term, `#deleted`. For example, to find records that were deleted on or after April 1, 2013, enter the following into the catalog search field:

```
edit_date(2013-04-01)#deleted
```

To find records that were deleted within a specific range, enter the term, `edit_date`, followed by comma-separated dates in parentheses. For example, to find records that were deleted between April 1, 2013 and April 8, 2013, enter the following into the catalog search field:

```
edit_date(2013-04-01,2013-04-08)#deleted
```

## 16.2. Use a Feed to Retrieve Records with Specified Date Ranges:

You can use a feed to retrieve records that were created, edited, or deleted within specific date ranges by adding the dates to the catalog's URL. You can do this manually, or you can write a script that would automatically retrieve this information.

To manually retrieve records that were created, edited, or deleted within a specific date, enter the terms and dates as specified above within the search terms in the URL. For example, to retrieve records created on or after April 1, 2013, enter the following in your URL:

```
http://test.esilibrary.com/opac/extras/opensearch/1.1/-/html-full?searchTerms=create\_date\(2013-04-01\)&searchClass=keyword
```

**NOTE** | To retrieve deleted records, replace the `#` with `%23` in your URL.

# Chapter 17. Binary MARC21 Feeds

Evergreen's OpenSearch service can return search results in many formats, including HTML, MARCXML, and MODS. As of version 2.4, it can also return results in binary MARC21 format.

When making an HTTP request to an Evergreen system using the OpenSearch API, you must include the term "marc21" in the appropriate location within the URL to retrieve a feed of MARC21 records in a binary format. The following example demonstrates the appropriate form of the URL:

[http://test.esilibrary.com/opac/extras/opensearch/1.1/-/marc21?searchTerms=create\\_date%282013-04-01%29&searchClass=keyword](http://test.esilibrary.com/opac/extras/opensearch/1.1/-/marc21?searchTerms=create_date%282013-04-01%29&searchClass=keyword)

You can add this term manually to the URL produced by a catalog search, or you can create a script that would retrieve this information automatically.

# Chapter 18. Library Information Pages

The branch name displayed in the copy details section of the search results page, the record summary page, and the kids catalog record summary page will link to a library information page. This page is located at <http://hostname/eg/opac/library/<SHORTNAME>> and at <http://hostname/eg/opac/library/<ID>>.

Evergreen automatically generates this page based on information entered in **Administration** → **Server Administration** → **Organizational Units** (actor.org\_unit).

The library information page displays:

- The name of the library
- Opening hours
- E-mail address
- Phone number
- Mailing address
- The branch's parent library system

An Evergreen site can also display a link to the library's web site on the information page.

To display a link:

1. Go to **Administration** → **Local Administration** → **Library Settings Editor**.
2. Edit the **Library Information URL** setting for the branch.

## NOTE

If you set the URL at the system level, that URL will be used as the link for the system and for all child branches that do not have its own URL set.

3. Enter the URL in the following format: <http://example.com/about.html>.

An Evergreen site may also opt to link directly from the copy details section of the catalog to the library web site, bypassing the automatically-generated library information page. To do so:

1. Add the library's URL to the **Library Information URL** setting as described above.
2. Go to **Administration** → **Local Administration** → **Library Settings Editor**.
3. Set the **Use external "library information URL" in copy table, if available** setting to true.

The library information pages publish schema.org structured data, as do parts of the OPAC bibliographic record views, which can enable search engines and other systems to better understand your libraries and their resources.

# Kids OPAC

# Chapter 19. Introduction

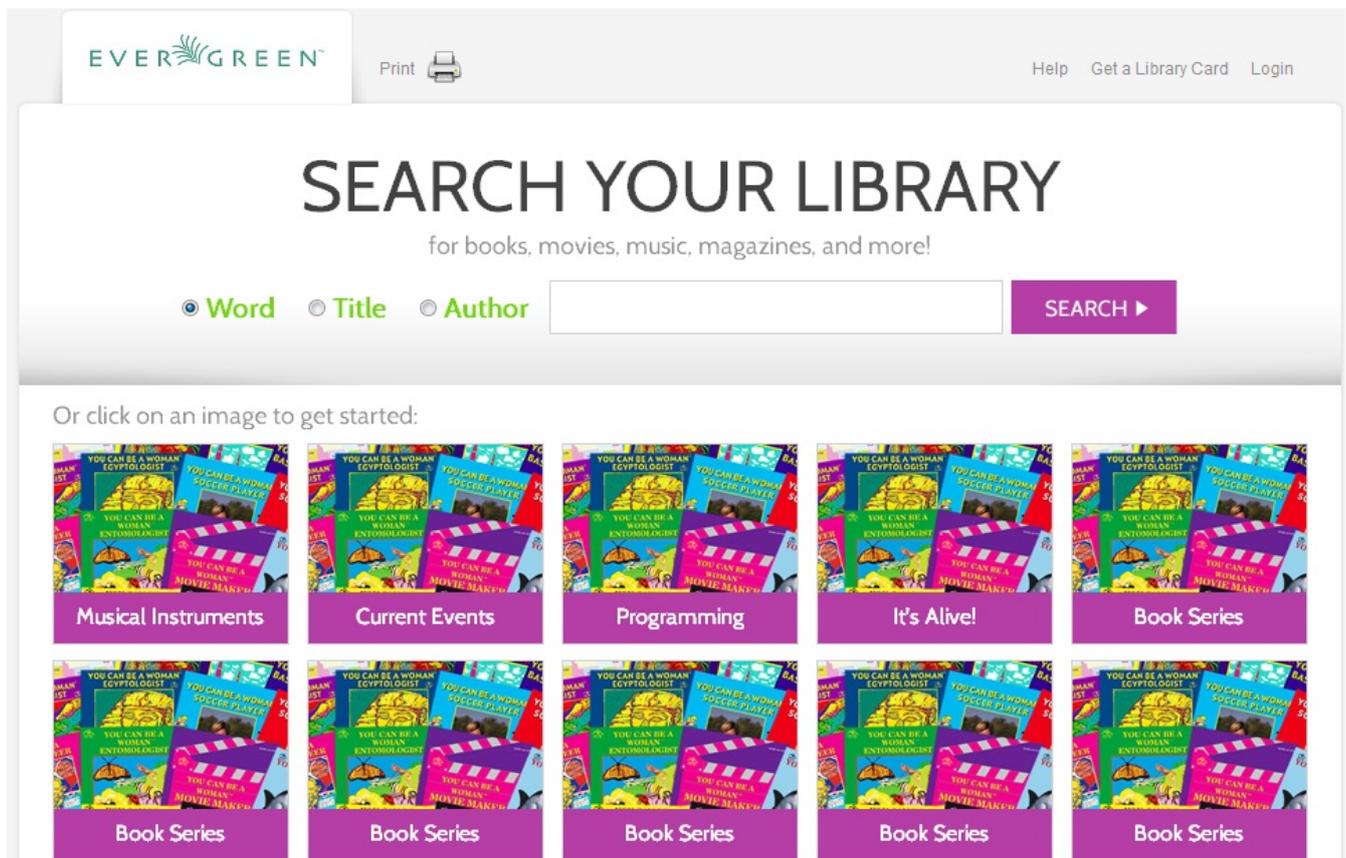
The Kids OPAC (KPAC) is a public catalog search that was designed for children and teens. Colorful menu items, large buttons, and simple navigation make this an appealing search interface for kids. Librarians will appreciate the flexible configuration of the KPAC. Librarians can create links to canned search results for kids and can apply these links by branch. The KPAC uses the same infrastructure as the Template Toolkit OPAC (TPAC), the adult catalog search, so you can easily extend the KPAC using the code that already exists in the TPAC. Finally, third party content, such as reader reviews, can be integrated into the KPAC.

# Chapter 20. Choose a Skin

Two skins, or design interfaces, have been created for the KPAC. The KPAC was designed to run multiple skins on a single web server. A consortium, then, could allow each library system to choose a skin for their patrons.

## Default Skin:

In this skin, the search bar is the focal point of the top panel and is centered on the screen. The search grid appears beneath the search bar. Help and Login links appear at the top right of the interface. You can customize the appearance and position of these links with CSS. After you login, the user name is displayed in the top right corner, and the Login link becomes an option to Logout.



## Alternate Monster Skin:

In this skin, the search bar shares the top panel with a playful monster. The search grid appears beneath the search bar. Help and Login links appear in bold colors at the top right of the interface although you can customize these with CSS. After you login, the Login button disappears.

# SEARCH YOUR LIBRARY

FOR BOOKS, MOVIES, MUSIC, MAGAZINES, AND MORE!

  
 WORD  TITLE  AUTHOR 

OR [click on an image to get started:](#)



Musical Instruments



Current Events



Programming



It's Alive!



Book Series

# Chapter 21. Search the Catalog

You can search the catalog using only the search bar, the search grid, or the search bar and the collection drop down menu.

## Search using the Search Bar

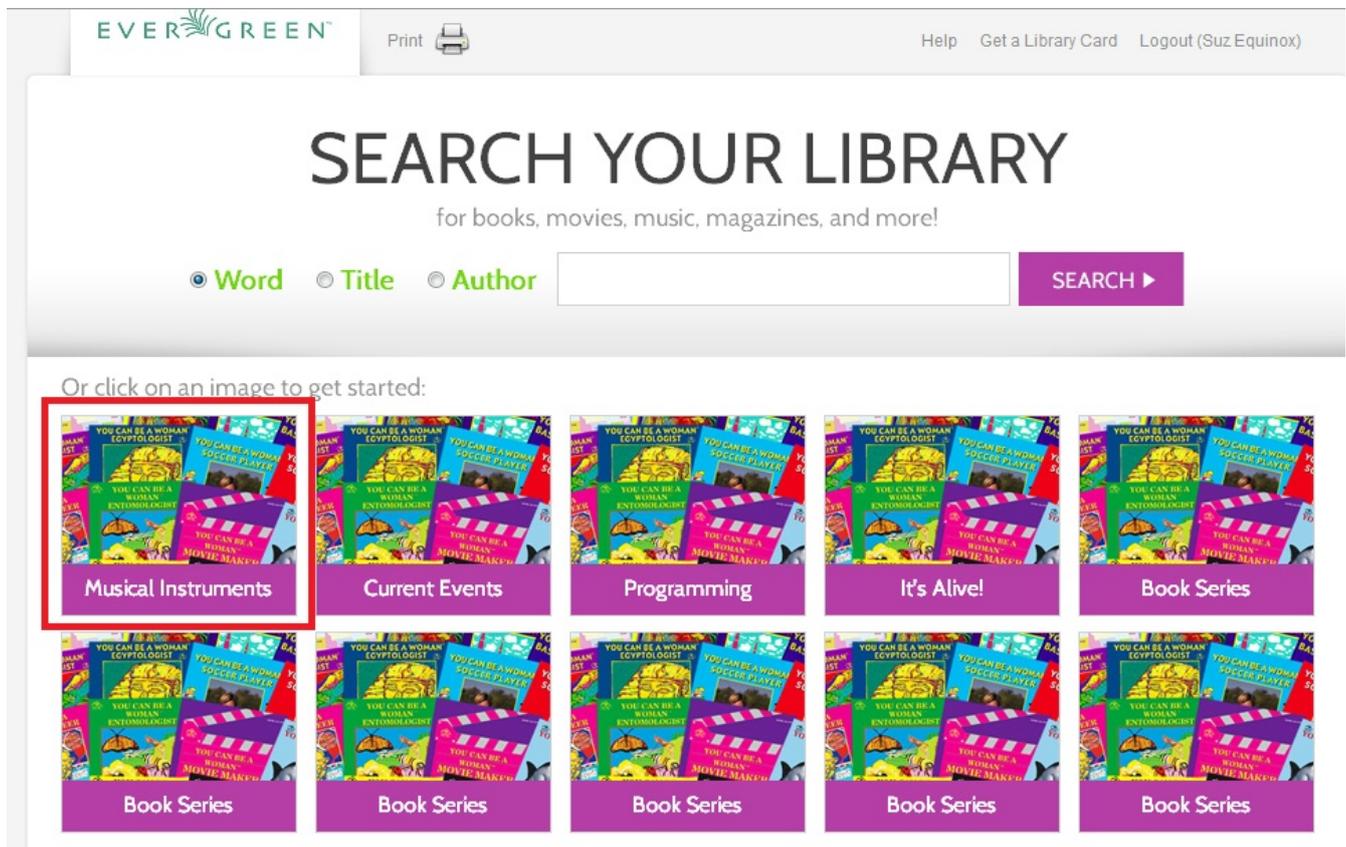
To search the catalog from the home page, enter text into the search bar in the center of the main page, or enter text into the search bar to the right of the results on a results page. Search indices are configurable, but the default search indices include author, title and (key)word.

You can use this search bar to search the entire catalog, or, using the configuration files, you can apply a filter so that search queries entered here retrieve records that meet specific criteria, such as child-friendly copy locations or MARC audience codes.

## Search using the Grid

From the home page, you can search the catalog by clicking on the grid of icons. An icon search can link to an external web link or to a canned search. For example, the icon, Musical Instruments, could link to the results of a catalog search on the subject heading, Musical instruments.

The labels on the grid of icons and the content that they search are configurable by branch. You can use the grid to search the entire catalog, or, using the configuration files, you can apply a filter so that search queries entered here retrieve records associated with specific criteria, such as child-friendly copy locations or MARC audience codes.



You can add multiple layers of icons and searches to your grid:



# MUSICAL INSTRUMENTS



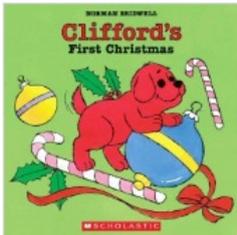
## Search using the Search Bar and the *Collection* Drop Down Menu

On the search results page, a search bar and drop down menu appear on the right side of the screen. You can enter a search term and into the search bar and select a collection from the drop down menu to search these configured collections. Configured collections might provide more targeted searching for your audience than a general catalog search. For example, you could create collections by shelving location or by MARC audience code.

SEARCH RESULTS

# SEARCH RESULTS

Page 1 of 12 [NEXT >](#)



**Clifford's first Christmas**  
by Bridwell, Norman.  
XLSMPOCR-JB60  
Scholastic, c1994.  
1 v. (unpaged) :col. ill. ;21 cm.

[MORE INFO >](#) [GET IT >](#)



Language material

NEW SEARCH

Word
  Title
  Author

Full Collection  
 Full Collection  
**Children's Materials**  
 Young Adult Materials  
 General/Adult Materials

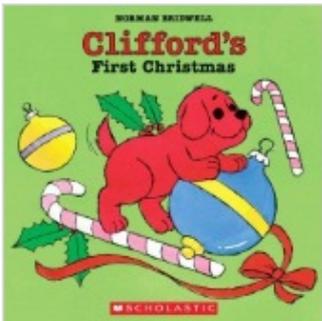
Using any search method, the search results display in the center of the screen. Brief information displays beneath each title in the initial search result. The brief information that displays, such as title, author, or publication information, is configurable.

EVERGREEN™  

SEARCH RESULTS

# SEARCH RESULTS

Page 1 of 12 [NEXT >](#)

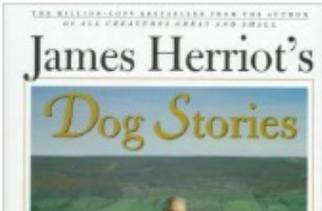


**Clifford's first Christmas**  
by Bridwell, Norman.  
XLSMPOCR-JB60  
Scholastic, c1994.  
1 v. (unpaged) :col. ill. ;21 cm.

[MORE INFO >](#) [GET IT >](#)



Language material



**James Herriot's dog stories.**  
by Herriot, James.  
17PL7WP2-XRYM  
St. Martin's Press, c1986.  
xxxiii, 426 p. :ill. ;24 cm.

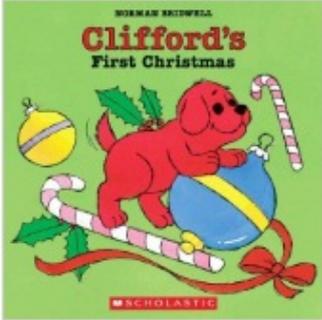


Language material

For full details on a title, click **More Info**. The full details displays the configured fields from the title record and copy information. Click **Show more copies** to display up to fifty results. Use the breadcrumbs at the top to trace your search history.

EVERGREEN™

SEARCH RESULTS > CLIFFORD'S FIRS... > GET IT



**Clifford's first Christmas**  
by Bridwell, Norman.

Language material

[Rate or review](#) |  
XLSMPOCR-JB60  
Scholastic,, c1994.  
1 v. (unpaged) :col. ill. ;21 cm.

GET IT >

< GO BACK

You can find this item at these locations:

LOCATION		STATUS	CALL NUMBER
Bothell	<a href="#">View Library Info</a>	Available	XLSMPOCR-JB60
Foster	<a href="#">View Library Info</a>	Available	5XMDVN34-FNZF
Foster	<a href="#">View Library Info</a>	Available	5XMDVN34-FNZF
Foster	<a href="#">View Library Info</a>	Available	5XMDVN34-FNZF

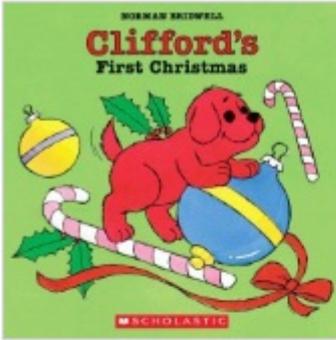
# Chapter 22. Place a Hold

From the search results, click the **Get it!** link to place a hold.



The screenshot shows a library search results page. At the top left is the 'EVERGREEN' logo. To the right are icons for a printer and a help/question mark. Below the logo is a green navigation bar with a home icon and the text 'SEARCH RESULTS'. The main heading is 'SEARCH RESULTS' in large, bold, black letters. Below the heading is a grey bar with 'Page 1 of 12' and a green arrow labeled 'NEXT >'. The search results list includes a book cover for 'Clifford's first Christmas' by Norman Bridwell. The cover shows a red dog (Clifford) with a blue and yellow ball, surrounded by Christmas decorations. To the right of the cover is the title 'Clifford's first Christmas' in purple, followed by the author 'by Bridwell, Norman.', the call number 'XLSMPOCR-JB60', the publisher 'Scholastic, c1994.', and the format '1 v. (unpaged) : col. ill. ; 21 cm.'. Below the title and author information are two buttons: a green 'MORE INFO >' button and a purple 'GET IT >' button, which is highlighted with a red border. To the right of the book information is a grey box with an open book icon and the text 'Language material'.

The brief information about the title appears, and, if you have not yet logged in, the **Get It!** panel appears with fields for username and password. Enter the username and password, and select the pick up library. Then click **Submit**. If you have already logged into your account, you need only to select the pick up location, and click **Submit**.



## Clifford's first Christmas

by Bridwell, Norman.

XLSMPOCR-JB60

Scholastic., c1994.

1 v. (unpaged) :col. ill. ;21 cm.

# GET IT!

If you would like to place a hold on this item, please enter the following information and click Submit below:

Library Card Number without spaces:



Password



Choose a Pickup Library:



SUBMIT >

If you  
requ



A confirmation of hold placement appears. You can return to the previous record or to your search results.



SEARCH RESULTS

CLIFFORD'S FIRS...

GET IT

# HOLD SUCCESSFUL!

Your request for **Clifford's first Christmas** was successful.

You will be notified when your item is ready for pickup. You will be able to pick your item up at Algona-Pacific.

[← BACK TO SEARCH RESULTS](#)

[← BACK TO CLIFFORD'S FIRST C...](#)

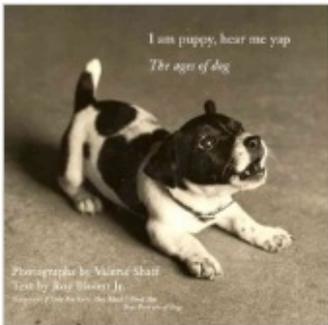
# Chapter 23. Save Items to a List

You can save items to a temporary list, or, if you are logged in, you can save to a list of your own creation. To save items to a list, click the **Get it** button on the Search Results page.

[SEARCH RESULTS](#)

## SEARCH RESULTS

Page 1 of 2 [NEXT >](#)



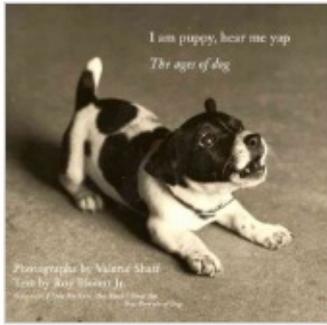
**I am puppy, hear me yap : the ages of a dog**  
by Shaff, Valerie.  
47KUO5MG-X84J  
HarperCollinsPublishers., c2000.  
1 v. (unpaged) : chiefly ill. ;21 cm.

[MORE INFO >](#) [GET IT >](#)



Language material

Select a list in the **Save It!** panel beneath the brief information, and click **Submit**.



**I am puppy, hear me yap : the ages of a dog**  
 by Shaff, Valerie.  
 47KU05MG-X84J  
 HarperCollinsPublishers., c2000.  
 1 v. (unpaged) : chiefly ill. ; 21 cm.



## GET IT!

If you would like to place a hold on this item, please enter the following information and click Submit below:

Choose a Pickup Library:

Renton

SUBMIT >

## SAVE IT!

If you would like to save this item to a list to be requested later, please choose a location and click Submit below.

Add to one of your lists?

-- Temporary List --

SUBMIT >

A confirmation of the saved item appears. To save the item to a list or to manage the lists, click the **My Lists** link to return to the list management feature in the TPAC.

# YOU SAVED IT!

You successfully saved I am puppy, hear me yap : the ages of a dog .  
 To manage your lists, go to [My Lists](#)

< BACK TO SEARCH RESULTS

< BACK TO I AM PUPPY, HEAR M...

# Chapter 24. Third Party Content

Third party content, such as reader reviews, can be viewed in the Kids OPAC. The reviews link appears adjacent to the brief information.

EVERGREEN™



The screenshot shows a library catalog interface with a green navigation bar at the top. The bar contains a home icon, 'SEARCH RESULTS', 'HARRY POTTER AN...', and 'GET IT'. Below the bar, the search results for 'Harry Potter and the deathly hallows' by Rowling, J. K. are displayed. The book cover is on the left, and the title and author are on the right. A 'User rating' section shows four stars and '183 reviews'. Below the rating, the call number 'PP1YCPQN-ODXD' and the publisher 'Arthur A. Levine Books., 2007.' are listed. A 'Language material' icon is also present.

SEARCH RESULTS HARRY POTTER AN... GET IT

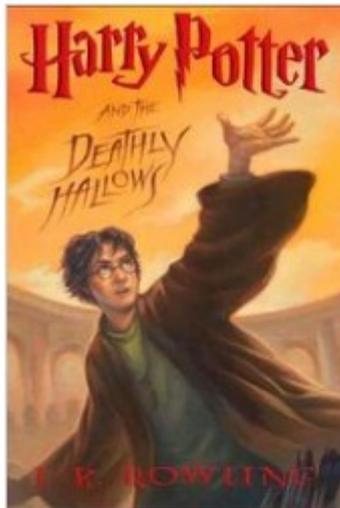
**Harry Potter and the deathly hallows**  
by Rowling, J. K.

**User rating**  
★★★★☆  
[183 reviews](#)

PP1YCPQN-ODXD  
Arthur A. Levine Books., 2007.  
x, 759 p. :ill. ;24 cm.

Language material

Click the Reviews link to view reader reviews from a third party source. The reader reviews open beneath the brief information.



## Harry Potter and the deathly hallows

by Rowling, J. K.



Language material

[Close reviews](#)

PP1YCPQN-ODXD

Arthur A. Levine Books., 2007.  
x, 759 p. :ill. ;24 cm.

[Add a review for this!](#)

**Reader rating:** 4.55 out of 5 (183 reviews, 234 ratings)

### Harry Potter and the deathly hallows /

**Author:** J. K. Rowling ; illustrations by Mary GrandPré.

-sort by- ▼

Rate this item: ★★★★★

0 out of 183 users would recommend this to a friend.

★★★★★

**The best one yet**

July 14, 2010

**By:**

[memyselfandi](#)

Issaquah, Washington (US)

The Deathly Hallows is by far, the best one yet. Full of action, adventure, and well timed comic relief. Loved the series so much I'm now reading it to my daughter. She's gone up 2 1/2 grade levels in reading in one year and I have to give some

Summaries and reviews from other publications appear in separate tabs beneath the copy information.

Just in Time	<a href="#">View Library Info</a>	Available	KPAHXPXO-MPTP
Just in Time	<a href="#">View Library Info</a>	Available	KPAHXPXO-MPTP

#### About this item:

Burdened with the dark, dangerous, and seemingly impossible task of locating and destroying Voldemort's remaining Horcruxes, Harry, feeling alone and uncertain about his future, struggles to find the inner strength he needs to follow the path set out before him.

Summary

Reviews

- **Baker & Taylor**  
Burdened with the dark, dangerous, and seemingly impossible task of locating and destroying Voldemort's remaining Horcruxes, Harry, feeling alone and uncertain about his future, struggles to find the inner strength he needs to follow the path set out before him. At a time when the forces of evil seem to be gaining the upper hand, Harry comes of age in the wizarding world, and must take on and defeat Voldemort—or be killed himself.
- **Baker & Taylor**  
The seventh and final book of the blockbuster Harry Potter series follows the wizard's last year at Hogwarts School of Witchcraft and Wizardry. 12,000,000 first printing.

# Chapter 25. Configuration Files

Configuration files allow you to define labels for canned searches in the icon grid, determine how icons lead users to new pages, and define whether those icons are canned searches or links to external resources. Documentation describing how to use the configuration files is available in the Evergreen repository.

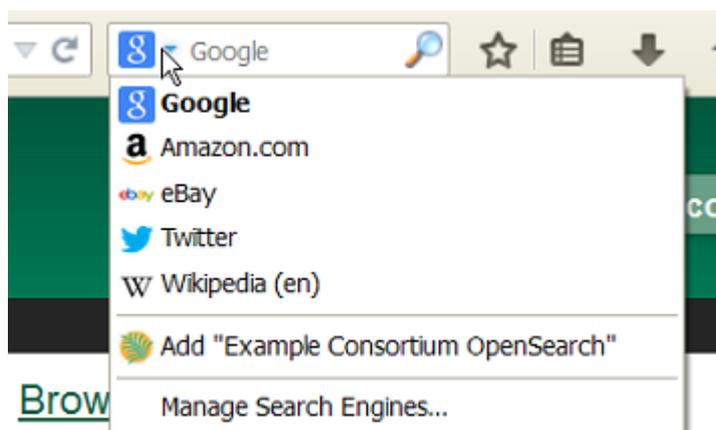
# Adding Evergreen Search to Web Browsers

# Chapter 26. Adding OpenSearch to Firefox browser

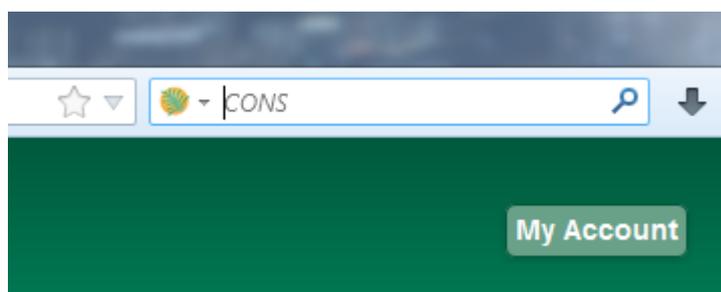
OpenSearch is a collection of simple formats for the sharing of search results. More information about OpenSearch can be found on their [website](#).

The following example illustrates how to add an OpenSearch source to the list of search sources in a Firefox browser:

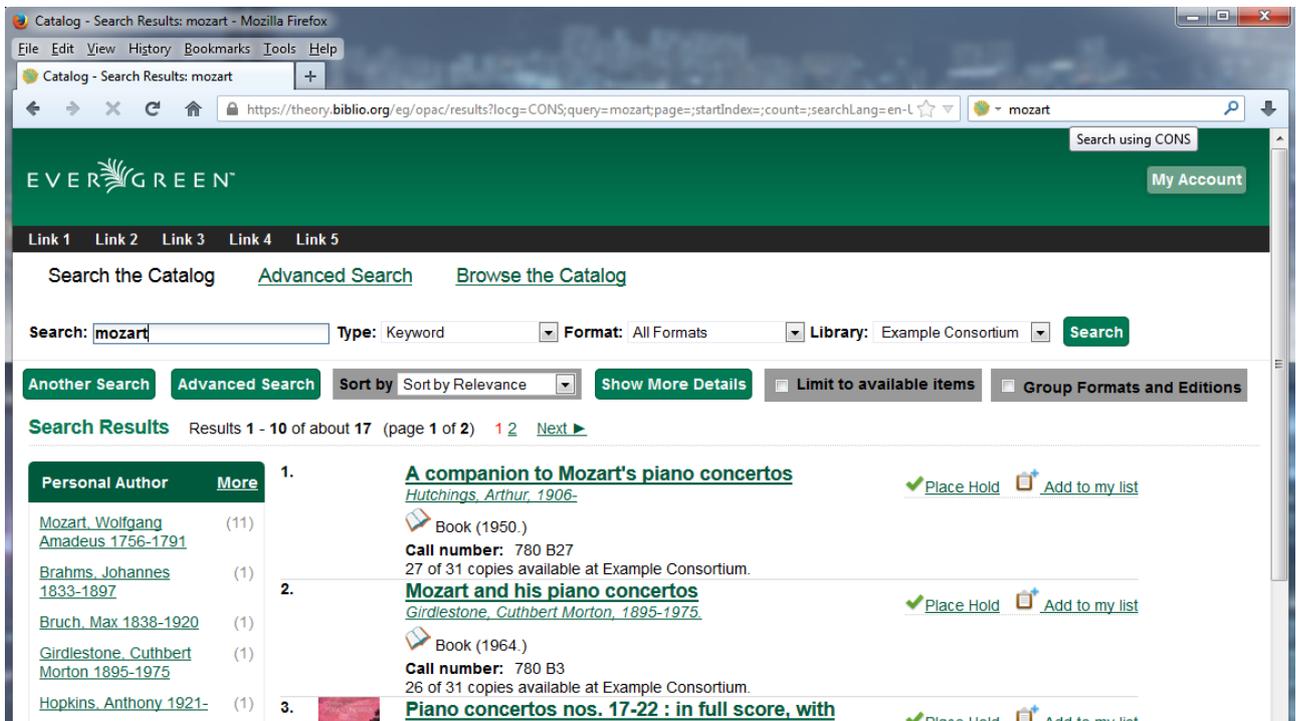
1. Navigate to any catalog page in your Firefox browser and click on the top right box's dropdown and select the option for **Add "Example Consortium OpenSearch"**. The label will match the current scope.



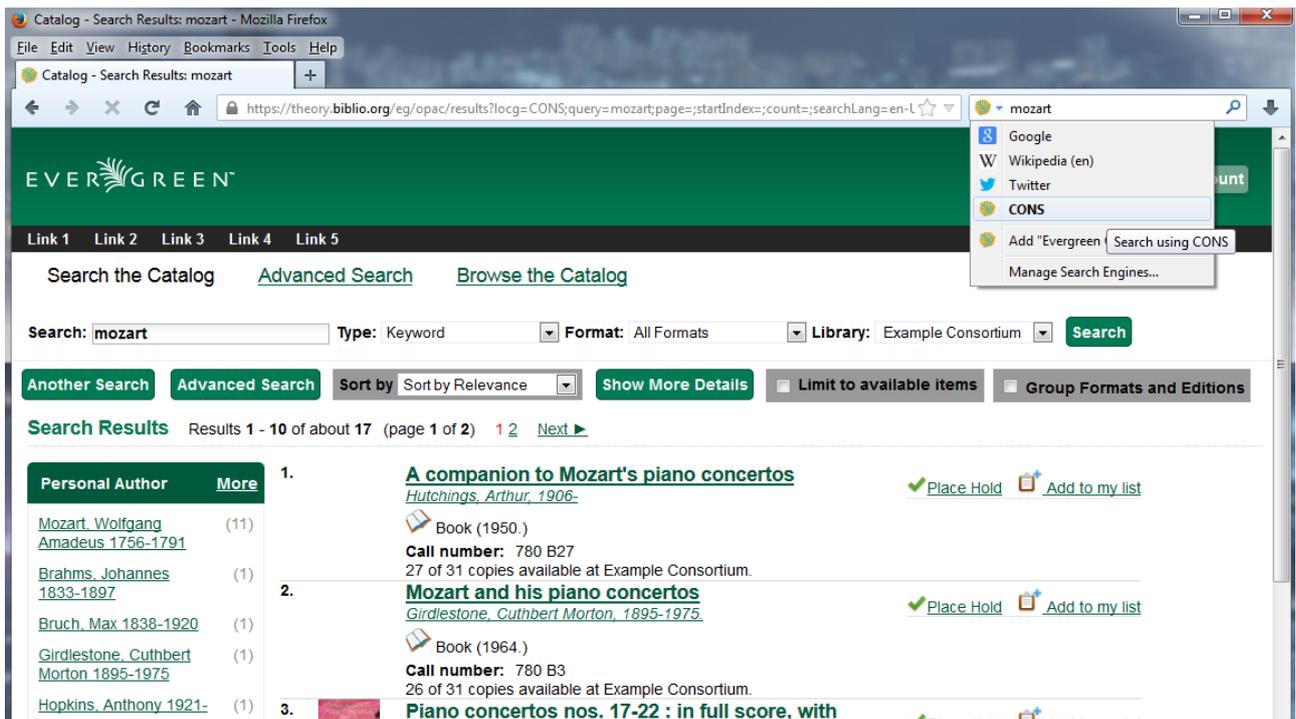
2. At this point, it will add a new search option for the location the catalog is currently using. In this example, that is CONS (searching the whole consortium).



3. Enter search terms to begin a keyword search using this source. The next image illustrates an example search for "mozart" using the sample bib record set.



4. You can select which search source to use by clicking on the dropdown picker.



# Library visibility on the Web

# Chapter 27. Introduction

Evergreen follows a number of best practices to make Library data integrate with the rest of the Web. Evergreen's public catalog pages are designed so that search engines can easily extract meaningful information about your library and collections. Evergreen is also preparing for an eventual shift toward linked open bibliographic data.

# Chapter 28. Catalog data in search engines

Each record in the catalog is displayed to search engines using [schema.org](https://schema.org) microdata.

## IMPORTANT

Make sure your system administrator has not added a restrictive robots.txt file to your server. These files restrict search engines, up to the point of not allowing search engines to index your site at all.

## 28.1. Details of the schema.org mapping

- Each item is listed as a [schema:Offer](https://schema.org/Offer), which is the same category that an online bookseller might use to describe an item for sale. These Offers are always listed with a price of \$0.00.
- Subject headings are exposed as [schema:about](https://schema.org/about) properties.
- Electronic resources are assigned a [schema:url](https://schema.org/url) property, and any notes or link text are assigned a [schema:description](https://schema.org/description) property.
- Given a Library of Congress relator code for 1xx and 7xx fields, Evergreen surfaces the URL for that relator code along with the [schema:contributor](https://schema.org/contributor) property to give machines a better chance of understanding how the person or organization actually contributed to this work.
- Linking out to related records:
  - Given an LCCN (010 field), Evergreen links to the corresponding Library of Congress record using [schema:sameAs](https://schema.org/sameAs).
  - Given an OCLC number (035 field, subfield a beginning with (0CoLC)), Evergreen links to the corresponding WorldCat record using [schema:sameAs](https://schema.org/sameAs).
  - Given a URI (024 field, subfield 2 = 'uri'), Evergreen links to the corresponding OCLC Work Entity record using [schema:exampleOfWork](https://schema.org/exampleOfWork).

## 28.2. Viewing microdata

You can learn more about how Evergreen publicizes these data by viewing them directly. The [structured data linter](https://linter.structured-data.org) is a helpful tool for viewing microdata.

1. Using your favorite Web browser, navigate to a record in your public catalog.
2. Copy the URL that displays in your browser's address bar.
3. Go to <http://linter.structured-data.org>
4. Under the *Lint by URL* tab, paste your URL into the text box.
5. Click *Submit*

## 28.3. Other helpful features for search engines

- Titles of catalog pages follow a "Page title - Library name" pattern to provide specific titles in search engine results pages, browser bookmarks, and browser tabs.

- Links that robots should not crawl, such as search result links, are marked with the [@rel="nofollow"](#) property.
- Catalog pages for record details and for library descriptions express a [@rel="canonical"](#) link to simplify the number of variations of page URLs that could otherwise have been derived from different search parameters.
- Catalog pages that do not exist return a proper 404 "HTTP\_NOT\_FOUND" HTTP status code, and record detail pages for records that have been deleted now return a proper 410 "HTTP\_GONE" HTTP status code.
- Record detail and library pages include [Open Graph Protocol](#) markup.
- Each library has its own page at [http://localhost/eg/opac/library/LIBRARY\\_SHORTNAME](http://localhost/eg/opac/library/LIBRARY_SHORTNAME) that provides machine-readable hours and contact information.

## Chapter 29. SKOS support

Some vocabularies used (or which could be used) for stock record attributes and coded value maps in Evergreen are published on the web using SKOS. The record attributes system can now associate Linked Data URIs with specific attribute values. In particular, seed data supplying URIs for the RDA Content Type, Media Type, and Carrier Type has been added.

This is an experimental, "under-the-hood" feature that will be built upon in subsequent releases.

# Chapter 30. Sitemap generator

A [sitemap](#) directs search engines to the pages of interest in a web site so that the search engines can intelligently crawl your site. In the case of Evergreen, the primary pages of interest are the bibliographic record detail pages.

The sitemap generator script creates sitemaps that adhere to the <http://sitemaps.org> specification, including:

- limiting the number of URLs per sitemap file to no more than 50,000 URLs;
- providing the date that the bibliographic record was last edited, so that once a search engine has crawled all of your sites' record detail pages, it only has to reindex those pages that are new or have changed since the last crawl;
- generating a sitemap index file that points to each of the sitemap files.

See the Command Line System Administration Manual for details about running this script.

# Appendix A: Attributions

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- Steve Sheppard
- Ben Shum, Bibliomation
- Roni Shwaish, eiNetwork
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- Remington Steed, Calvin College
- Jeanette Lundgren, CW MARS
- Tim Spindler, CW MARS

- Jane Sandberg, Linn-Benton Community College
- Lindsay Stratton, Pioneer Library System
- Yamil Suarez, Berklee College of Music
- Jenny Turner, PALS

# Appendix B: Admonitions

- Note



- warning



- caution



- tip



# Appendix C: Licensing



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