
Searching in Rapido

Searching is available from the persistent search box located at the top of every page. You can also save search queries and reuse them at any time (see [Saving and Reusing Search Queries](#)).

Search Options

Depending on your user role(s), you can search many items in Rapido's repository, including:

- Metadata records compiled by Ex Libris or local to your institution or collaborative network. These records include:
 - **Local inventory**, including holdings and electronic portfolios
 - **Bibliographic titles**, including top-level collections, physical titles, electronic collection and portfolio titles, and digital titles

The results appear on the page; see [Repository Search Results](#).

- Depending on your role, you can also search for:
 - **Users** — the results appear on the Find and Manage Users page.
 - **Borrowing Requests** — the results appear in the Borrowing Resource Sharing task list.
 - **Lending Requests** — the results appear in the Lending Resource Sharing task list.

The searchable fields depend on the search type. For example, when you search **All Titles**, the searchable fields are based on metadata that is common to all record formats, but do not include fields that are specific to physical inventory. You can search for these specific fields when searching the relevant format (**Physical Titles**, etc.).

Every physical item and electronic portfolio/collection is indexed with the bibliographic metadata to which it is linked, in addition to its inventory (institution/network) specific data.

The persistent search box offers you the following search methods:

- Simple Search – Search using a single search field (see [Performing a Simple Search](#)).
- Advanced Search – Create search criteria, including search conditions, to refine your search.

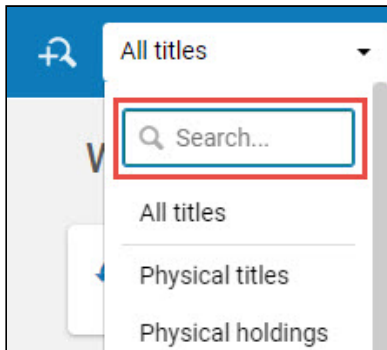
Only simple, free-text indexes can be active for **Simple Search**, whereas complex, rigid, or fixed-value indexes, such as those that are defined in code tables, are supported only for **Advanced Search**.

Performing a Simple Search

The persistent search box appears at the top of each page. This tool initially provides a simple search interface for searching the repository (books, articles, and so forth) and other areas such as users.

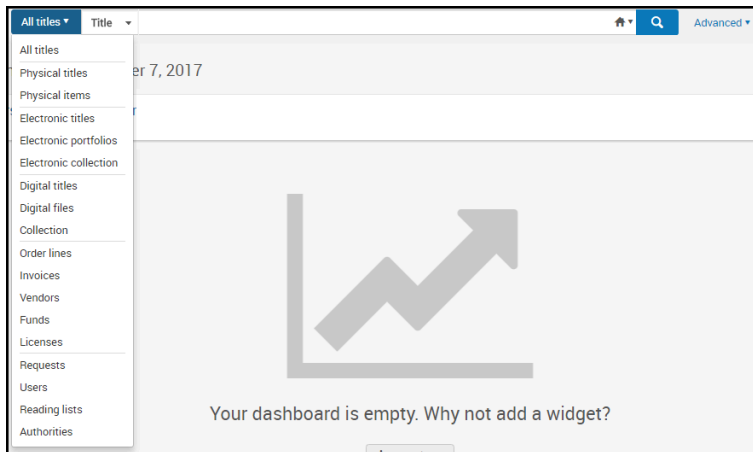
Note

Users can quickly select the type of search (entity type) they are searching by starting to type its name in the **Search** field, for example "Electronic collection", and having it auto-complete in the field.



To perform a simple search:

1. Select the search type from the drop-down list. (Note that this is a fixed list of options and cannot be modified).

**Persistent Search Drop-Down List of Options**

Users with the following roles can perform each type of search.

User Roles for Search Types

Search type	User roles
All titles	All
Physical titles	
Physical items	
Physical holdings	
Electronic titles	
Electronic portfolios	

Search type	User roles
Electronic collection	
Users	User Manager, User Administrator, Circulation Desk Operator, Circulation Desk Limited, Circulation Desk Manager, Fulfillment Services Operator, Fulfillment Services Manager
Borrowing Requests (Resource Sharing)	Fulfillment Services Manager, Fulfillment Services Operator (resource sharing library scope)
Lending Requests (Resource Sharing)	Fulfillment Services Manager, Fulfillment Services Operator (resource sharing library scope)

- Select the field on which to search in the second drop-down list, or select **Keywords** or **All** (depending on the selection in the first drop-down list) for a general search on multiple fields. You can select the default field name and enter part or all of a field name to filter the list of fields.
- Enter a search string in the text box.

Note

To jump to this text field on any page that does not have any other kind of search box, press / (forward slash) on your keyboard.

Regarding the search string:

- Articles (such as *the*, *a*, *an*) in your search are ignored.

Note

Leading articles are not ignored when 'Title' is selected from the second drop-down list for All titles, Physical titles, or Electronic titles search types.

- Special characters, such as hyphen, dash, slash, and so forth, finds strings both with and without the special characters. For example, searching for *a-b* finds records that include either *a-b* or *ab*. Spaces separate search terms, so searching for *a<space>b* finds records that include both *a* and *b* anywhere (not as an exact phrase), but does not return *ab*.
- All variants of apostrophe characters are normalized to the standard ASCII apostrophe `\u0027` in various textual fields such as Subject and Title. This means that, if text in a bibliographic record contains one of the following UNICODE apostrophe characters, this text can be retrieved by searching with either the original apostrophe character or the ASCII standard one `\u0027`:
 - `\u02BB` - MODIFIER LETTER TURNED COMMA
 - `\u02BC` - MODIFIER LETTER APOSTROPHE
 - `\u02B9` - MODIFIER LETTER PRIME
 - `\u2018` - SINGLE QUOTATION MARK
- To use the asterisk (`*`) wildcard character in your search string, place it at the end of the search string. Asterisk may be used at the end of the string with **Contains Keywords** and **Not Contains Keywords**.

Note

- The asterisk is not supported when the string contains a special character, for example dash (-), period, quote or double quote, parentheses, slash, or space, for example: \$a (Aleph)003858461UCD01-Aleph.
- The question mark (?) is not supported as a wildcard character.
- Asterisk is applicable to find ALL the inventories. For example, using asterisk as a keyword to search for ALL titles finds all the resources in Rapido.
- When using an asterisk instead of the entire search string, it is recommended using "Title is not Empty" or "MMS ID > 0" to find all records in the repository in an efficient way. **Note:** Using an asterisk is not recommended, because it is less efficient and more time consuming.

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- You may enter a phrase search by surrounding your search phrase with double quotation marks. This can be done for all search entities and index types that have the option to use phrase search in Rapido's advanced search such as titles and portfolios searches.

Note

If you add other text in the search box before or after a set of words with double quotation marks around them, the text in quotation marks is not treated as a phrase search. The phrase search functionality is limited to a single phrase in double quotation marks.

When you use the phrase search capability, the words *contains phrase* precede the search terms in your search results to indicate the type of search that you performed. The recent searches list shows the quotation marks where you did a phrase search in the simple search box. When you enter a simple search with quotation marks and subsequently switch to the advanced search function, Rapido automatically selects the Contains Phrase option.

- Rapido finds characters with diacritics when you search using standard English characters.

If the users in your institution search using characters with diacritics, ensure that Ex Libris has configured that searches return matches for diacritics. Search language configuration is available for German, Norwegian, Danish, Swedish, Korean, Chinese, and Hong Kong TSVCC.
- Contact Ex Libris to enable the following enhanced search options:
 - Search in traditional Chinese/Kanji or simplified Chinese/Kanji and return results in both traditional Chinese/Kanji and simplified Chinese/Kanj.
 - Search in Hangul (Korean) and return results in both Hangul and Hanja.
 - Search in Hiragana (Japanese) and return results in both Hiragana and Katakana.
- Rapido saves the last 10 searches in the search history for title or inventory entity searches. This list is saved indefinitely. There is currently no way to clear the list (other than to perform new searches).

4. Select the magnifying glass



or press `Return` or `Enter` on the keyboard to perform the search. The items that match your search query appear on the page.

Performing an Advanced Search

An advanced search supports a more powerful, refined search, including multiple fields and search fields of other resource types. For example, when searching physical titles, you can search for a bibliographic title in a particular holdings location.

Using Advanced Search

Use one of the following procedures to perform an advanced search, depending on the type of the search you are performing.

Note

- Advanced search is not available for citations, requests, borrowing requests, lending requests, funds, vendors, and invoices.
- **OR** is not available for advanced searches for licenses, and reading lists.
- When search results are displayed, if Advanced search was used, the + on the Advanced Search icon turns green:



. Click on the icon to display your advanced search and to modify it, if needed.

To perform an advanced search:

1. Select the type of search that supports an advanced search.
2. In the persistent search box, select



Advanced. The persistent search box expands to include the option to add additional rows of search criteria (additional fields and values).

3. Select the search indexes you want to search on.
 4. Select the match type in the comparison drop-down box. Comparators vary depending on the field you select. Typical match types include **Contains Keywords** (words in any order, separated by spaces, disregarding all punctuation including quotes), **Contains Phrase** (the phrase entered is searched in its entirety), **Starts With** (also known as a "left anchored" or "left match" search), **Equals**, **Not Equals**, **Greater Than**, **Greater Than or Equal To**, **Less Than**, **Less Than or Equal To**, **Not In**, **Not Contains Keywords**, **Not Contains Phrase**, **Is Not Empty**, and **Contains exact phrase starting with**.
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Note

- Currently, there is a known issue with conditions for Electronic Collection field searches: **Not Contains**, **Is Not Empty**, and **Not Equals** are not available for: **CDI Search Rights**, **CDI Fulltext Rights**, **CDI Fulltext Link**, **CDI Types**, **CDI Newspapers**, **CDI Collection ID**.
 - Currently, there is a known issue with the Holdings Advanced Search. When searching using multiple search rules for the **Library (Holdings)** and the **Permanent physical location** indexes. To search for multiple values in these indexes, add a single search rule and use multi-select to select all desired values.
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- Currently there is a known issue when doing a **Contains Keywords** search where the value contains a period (.). In this case, Rapido matches the value if you search using the complete value, a search term matching the start of the value up to the first period (with or without the first period), or a search that does not include a period. For example, if the value is `aaa.bbb.ccc`, searching for:
 - `aaa.bbb.ccc` *matches*
 - `aaa bbb ccc` *matches* (no periods in search)
 - `bbb` *matches* (no periods in search)
 - `aaa.` *matches* (matches the value up to and including the first period)
 - `aaa.bbb` *does not match* (search includes a period but is not the full value)
 - `bbb.ccc` *does not match* (search includes a period but is not the full value)
 - The **Starts With** search does not work as expected with special characters (for example, dash (-), period, quote or double quote, parentheses, slash, or space). The **Contains Keywords** search should be used instead in such cases. For example, instead of **Starts With** "Hallermann–Streiff syndrome", use **Contains Keywords** "Hallermann Streiff syndrome".
 The **Starts With** operator, when used for parts of strings, works only if what follows after the string is a stop character (such as "." or "_"), or a character of a different type (letter or number). For example, when searching for a holdings record that has the following info in \$852: "0_ |b CPSLO_MAIN |c stacks |h E184.M5 |i M5496 2018", **starts with "E"** retrieves the record because "E" is a letter followed by digits, but **starts with "E1"** or **"E18"** does not retrieve the record, because "E1" is followed by "84", and "1" is a digit, and "84" are also digits.
 The **Starts with** operator is more useful for entire words and for title search than for call numbers and call number string parts (because when searching for 'E184', you receive results where E184 is located in \$h and also in \$i, and you may not necessarily need that). If accurate call number ranges are important, the recommended best practice is to use the range operators <, >, <=, >=. When using range operators, search for entire phrase and not for phrase parts (for example, search for E184, and not for E1, nor for E18).
 - For institutions that have the CJK (Chinese, Hong Kong, or Korean) searching setup, there is a known issue that searches will not work properly when the **Starts With** and **Contains Phrase** operators are used and the search terms contain punctuation characters.
 - The **Not** clauses may be counterintuitive. For example, if a title has holdings in library A and library B, and a title or item search contains the clause `Holdings - Not in - Library A`, the title or item is returned by this search because there exists an item for the title that is not in library A (you might have expected that it would not be returned because the title has an item in library A).
 - For information on enabling repository searches to include matches to non-preferred terms in any associated authority records.
 - For searching call numbers, see [Searching for an Exact Phrase](#) below.
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5. Depending on the match type you select, enter or select the full or partial value(s) in the last field in the row. This field may be a text field to enter free text, a drop-down list, or a calendar selection tool. For certain drop-down lists, such as library and permanent physical location, you can select multiple matching values (see the example for **Library** above).
6. Select **Search** or press **Return** on your keyboard. The results of an advanced search appear below the advanced search form. You can edit the advanced search and run a new search from the results page. Your current search logic appears at the top of the results.

Note

All Titles search extracts text from a field's subfields according to the alphabetical order of the subfields.




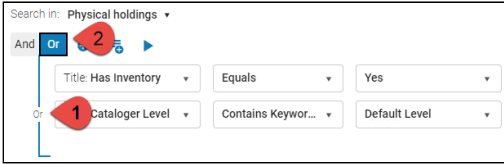
The New Advanced Search

Searches that moved to the new Rapido UI supports a more powerful search query builder.

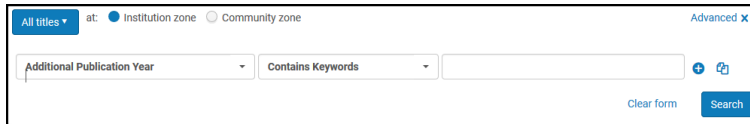
To work with these searches:

Note

Searching for Library code in Physical holdings/Library field is not supported. In Simple search, Library code can be searched as Keywords. In Advanced search, Library name will appear in a drop-down for Library/Library(Holdings) field.

Option	Description
To add additional search condition	<ul style="list-style-type: none">• Select  above the condition to add another condition.• Select  to the right of the condition and duplicate this condition; then edit the new condition as necessary.
To add a group of search conditions	Select  above the search query and add as many conditions as necessary. However, note that you can only add up to 3 nested levels of conditions.
To change the relationship between groups of search conditions	<p>Baseline conditions default to an AND relationship, meaning that <i>each condition</i> must be true to retrieve the searched item. When adding a group of conditions, you can change the relationship within the group to OR. In this case, the search item will be retrieved when <i>either of these conditions</i> is true.</p> <p>Click on any Boolean operator between the conditions. Flags for AND and OR will appear at the top of the list. Click a flag to select this type of relationship. To stop displaying these flags, click again on the Boolean operator.</p>  <p>While it is permissible to include multiple Boolean Operators, when many Boolean operators are selected, slower performance is likely to result. Thus, each search query should include no more than 200 Boolean operators.</p>
To remove a search condition	Select the X right of the search condition to remove it from the query.

The Classic Advanced Search



The search starts with a single row. Each row contains a search field drop-down list (you can enter text to filter the options), a comparison drop-down list, a search criteria text box/selection list, and some icons. Fields in the field drop-down list may be grouped by the entity to which they apply. For example, when searching electronic titles, the fields in each row are grouped into title, electronic collection, and electronic portfolio fields.

- To add additional rows, select the duplicate row icon or add row icon. By default, each row represents additional search criteria that must also match (**AND**).
- Select **OR** in any row (other than the first) to change the combination type to **OR**. **Implied parentheses are added around all search rows connected by ANDs.**
- To remove a row (other than the first), select the delete row icon.

Searching for an Exact Phrase

The **Contains exact phrase starting with** operator is available under for Physical Titles and Holdings searches with the following indexes:

- Dewey decimal class number
- Other Classification Number
- Other System Number
- Permanent call number (holdings)
- LC Call Number
- Local call numbers
- NLM-type Call Number

Note: When searching for call numbers, it is possible to search by permanent call number without specifying the type, except when searching by a call number range. When searching by call number range, you must add to the advanced search conditions the "Permanent call number type" condition. Otherwise you might not get the correct results. Permanent call number is not indexed for keywords search.

Note

The search value **Exact phrase starting with** operator for the "Heading Information" index refers to the first (approximately) 55 characters of the search term. It is not a permanent number, as the system's internal, calculated search query contains more information based on the other parameters specified in the Heading Information search component.

In this case, a *phrase* is a block of contiguous non-space characters. For example, a call number E184.M5 M5496 2018 contains the three phrases E184.M5 and M5496 and 2018. Use **Contains exact phrase starting with** to search for terms that occur at the start of any of these phrases. You can search using a minimum of two characters and up to 15 characters.

For example, consider the record that contains the call number E184.M5 M5496 2018 in the relevant index. The below searches using **Contains exact phrase starting with** will find this record:

- Search for E184.M5 or E184.M or E184., etc.

- Search for M5496 or M549 for M54, etc.
- Search for 2018 or 201, etc.

By default, a *phrase* does not contain space characters. However, you can ask Ex Libris to configure your institution so that space is considered to be part of your phrases. In this case, any space within the search string is considered to be part of the string. In this case, the below searches using **Contains exact phrase starting with** will find this record:

- Search for E184.M5 M5496 2 (note that this search string contains 15 characters, which is the maximum length of search string for this operator)
- Search for E184.M5 M5496
- Search for M5496 2018

Note

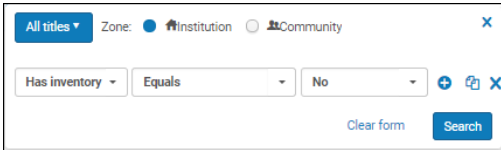
- After asking Ex Libris to enable (or disable) this alternative feature, Ex Libris must perform a full re-indexing for your institution.
- When enabled, spaces are considered against the length limit of 2 to 15 characters.
- This alternative feature, when enabled, does not apply to the **Other System Number** index.
- The **Equal** operator does not support special characters in call numbers.

Search Fields

Most of the fields are self-explanatory. See the following table for additional information. For a list of search indexes for BIBFRAME, MARC, and non-MARC bibliographic tag mappings, see [Search Indexes](#).

Additional Information for Advanced Search

Option	Description
Access Rights (Electronic Portfolios)	The search index for Access Rights (Electronic Portfolios) is NOT supported. Users are to refrain from using this index. Updates or changes will be communicated as they become available.
Binding Note	Search the 563 \$a
Brief Level	Select a specific brief level to search for.
Content Related Data	Search the 580 \$a, 773 \$t
Contributed By (for electronic collections and electronic portfolios)	Use in the Community Zone tab to locate electronic resources that were contributed.
Coverage In Use	Select Only Local , Global AND Local , Global OR Local , or Only Global . Locate electronic resources based on the type of coverage used.
Current location	Search for items in the current location.
Date Information	Select No or Yes

Option	Description
Override	
DOI - Digital Object Identifier	Stored in \$a of the 024 if \$2 contains doi .
Free (Electronic Collection) Free (Service)	<p>The Free advanced search option for electronic collections is implemented for both the electronic collection level and the electronic service level advanced searches.</p> <p>It is possible to search for electronic collections whose Free (service) or Free (electronic collection) is not defined using the Is Empty qualifying option.</p> <p>Note that when an electronic collection is not set as Free or Not Free but all of its services are set to Free, the Is free? parameter on the Additional tab of the Electronic Collection Editor is identified as Free; and if there is at least one service that is defined as Not Free, the electronic collection is shown as Not Free.</p>
General retention policy	When searching for physical titles, search for position 12 of the 008 field in the holdings record.
Has inventory (All titles)	<p>Select No or Yes to search for bibliographic titles without or with inventory.</p>  <p>Note that searching "Has Inventory = No" shows results with Related inventory. This is expected.</p>
Has Items	<p>Select No or Yes to search for holdings without items or holdings with items, respectively.</p> <p>The index in the Physical Titles search refers to Physical Titles which have at least one holdings record that answers the condition.</p> <p>A complete result can be achieved in the Holdings search.</p>
Has Local Coverage Information	<p>Select from date override or embargo.</p> <p>Locate electronic resources that have local coverage.</p>
Is Local (for local electronic collections and local portfolios)	<p>Select No or Yes</p> <p>Locate locally managed electronic resources.</p>
ISNI - International Standard Name Identifier	May be stored in \$0 of various fields, especially the 1XX, 6XX, and 7XX.
Item PID	Search the internal, system-generated ID for the item.
Language of Cataloging	<p>Use this to locate records based on the language that you select from the drop-down list.</p> <p>Note that the language is cataloged as a three-letter abbreviation. However, the Advanced Search drop-down list shows the full language name.</p>

Option	Description												
	This is sourced from the MARC 21/KORMARC 040 \$b and the UNIMARC/CNMARC 100 \$a, positions 22-24.												
MMS Creation Date	Available when doing an Authorities Advanced Search. You may find this helpful when working with the Authority Control Task List.												
Modification Date	From the MMS record's modification date column												
OCLC Control Number (019) OCLC Control Number (035a) OCLC Control Number (035a+z) OCLC Control Number (035z)	<p>With these indexes, you can locate specific OCLC numbers.</p> <p>These fields are indexed based on the presence of one of the following prefixes and only the number is indexed: ocm, ocn, on, or (OCoLC). So, for example, 035 \$\$a (OCoLC)ocm232354470 is indexed as 232354470. Note that even though only the number is indexed, you can still search with or without the prefix.</p> <p>These indexes are available for MARC 21, KORMARC, UNIMARC (except for 019), and CNMARC (except for 019).</p>												
ORCID - Open Researcher and Contributor ID	This ID may be stored in \$0 of various fields, especially the 1XX, 6XX, and 7XX.												
Original Cataloging Agency	<p>Use this to locate records for a certain, original cataloging agency.</p> <p>This is sourced from the MARC 21/KORMARC 040 \$a and (under construction) the UNIMARC/CNMARC 801 \$b, when the second indicator is 0.</p>												
Originating system	Search the name of the system from which the item was imported into Rapido.												
Originating system ID	Search the record ID created in the system from which the item was imported.												
Other Classification Number	Search any classification number from a scheme not covered by one of the other number fields.												
Other System Number	<p>Search the 035 fields.</p> <p>When the 035 contains a prefix, the 035 is indexed with and without the prefix. As a result, searching for the other system number with or without the prefix will find a successful match. See the table below for examples.</p> <table border="1"> <thead> <tr> <th>Record's 035 Value</th> <th>Value Searched</th> <th>Search Result</th> </tr> </thead> <tbody> <tr> <td>(OCoLC)556677</td> <td>(OCoLC)556677</td> <td>Finds the record</td> </tr> <tr> <td>(OCoLC)556677</td> <td>556677</td> <td>Finds the record</td> </tr> <tr> <td>(OCoLC)556677</td> <td>(NMC)556677</td> <td>Does not find the record</td> </tr> </tbody> </table> <p>By default, Rapido removes the trailing zeros from system numbers. To have the trailing zeros retained, contact Ex Libris support. Note that this is only possible when there are exactly 7 trailing zeros.</p>	Record's 035 Value	Value Searched	Search Result	(OCoLC)556677	(OCoLC)556677	Finds the record	(OCoLC)556677	556677	Finds the record	(OCoLC)556677	(NMC)556677	Does not find the record
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(OCoLC)556677	556677	Finds the record											
(OCoLC)556677	(NMC)556677	Does not find the record											
Peer reviewed	Search the 500 for a match of the following:												

Option	Description
	500 __ \$a Refereed/Peer-reviewed
Portfolio access type	Select Current or Perpetual .

Borrowing/Lending Search Fields

When searching for resource sharing requests (borrowing or lending), you can enter the following additional criteria:

- External Request ID
- Author
- DOI
- Internal Identifier (for borrowing requests)
- ISBN/ISSN
- Item barcode
- Journal Title
- LCCN
- Notes
- OCLC Number
- Other Standard ID
- PMID
- Remote Record ID
- Requester (for borrowing requests)
- Title
- User Identifier (for borrowing requests)

Users Search Fields

- Birth date
- Campus
- Create date
- Email
- Phone number

Note

- Since phone numbers are encrypted upon save, a phone search is an exact match search (e.g. if country code is entered in the phone number, use it when searching) on numeric values only (any non-numeric values, e.g. hyphens, spaces or brackets, do not affect the search).
- The phone number field is considered protected data and can only be searched using the exact phone number index. It is not included in the "All" user search.

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- Expiration date

- Fine/fee total sum
 - First name
 - Has block type
 - Identifiers
 - Job category
 - Last activity date
 - Last name
 - Middle name
 - Note
 - Primary identifier (Search for the full ID when it contains numbers and letters.)
 - Purge date
 - Statistical category — If more than 1000 statistical categories exist, an auto-complete option appears after the user types in the first three characters. If fewer than 1000 statistical categories exist, a drop-down list that can be managed appears.
 - User group
-

Note

This feature is not deployed in the sandboxes; it is available only on production environments.

Rerunning a Previous Search

To rerun a previous simple or advanced search:

- Select the text box and select a previous search from the drop-down list that appears. All recent repository searches appear when **All Titles** is selected as your search type; otherwise, only recent searches for the selected type appear. The search runs immediately.
 - When no recent searches appear, you may be able to select a previous search string using your browser history.
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Searching for Special Characters

When using the Rapido repository search (or when searching users, purchase requests, and fulfillment requests), you can search for special characters and characters with diacritics. Search language configuration (set by Ex Libris) is available in Rapido for many languages. For most of these languages, Rapido uses the standard implementation for working with special characters.

For specific information on each language, see [Search Configurations for Different Languages](#).

Note

- Rapido's handling of special characters is relevant for searching in the institution zone only.
 - Only one language for special characters search can be defined.
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Normalization for these languages is specific to text fields such as title and author. Normalization, however, is not done for numeric fields or fields that contain a normalized value such as a call number.

Searching for Special Symbols

Special symbols are characters, such as @, &, !, that are not alphabetic or numeric. In some types of searches, like "Keywords" simple search or "Contains Keywords" operator for the different indexes, special symbols are omitted from the inputted search term.

Special symbols are treated as fully independent characters for repository search, browse bibliographic headings/F3, and sort, and they are not substituted with words. For example, if you have a record in your inventory titled "Crime and Punishment", **all Titles where (Title contains keywords "Crime & Punishment")** will not return "Crime and Punishment" because "&" is not substituted by the word "and".

On the other hand, if you have the record "War and Peace" in your inventory, then **All Titles where (Title contains keywords "War & Peace")** is translated in the Rapido search engine to **All Titles where (Title contains keywords "War Peace")**, and returns the record "War and Peace", because its title contains all the words in the search term. **All Titles where (Title starts with "War & Peace")** or **All Titles where (Title equals "War & Peace")** will not return the record, as its title is not equal nor starts with "War Peace".

Repository Search Results

Rapido's repository search is gradually being upgraded with new UI concepts, resulting in faster, simpler searches and streamlined workflows. Some search types are still in the classic search UI.

- For reference to the new UI search results, see [Saving and Reusing Search Queries](#).
- For reference to Rapido's Classic Repository Search Results.

Repository Search Opt Out

To turn off the new title searches, click on your user icon (

) in the persistent bar, select **Feature Rollout Preferences**, and activate the **New Title Search** toggle. For information on the coming search experience, see [Introduction to the New Title Search Experience](#).

New Titles Search activation

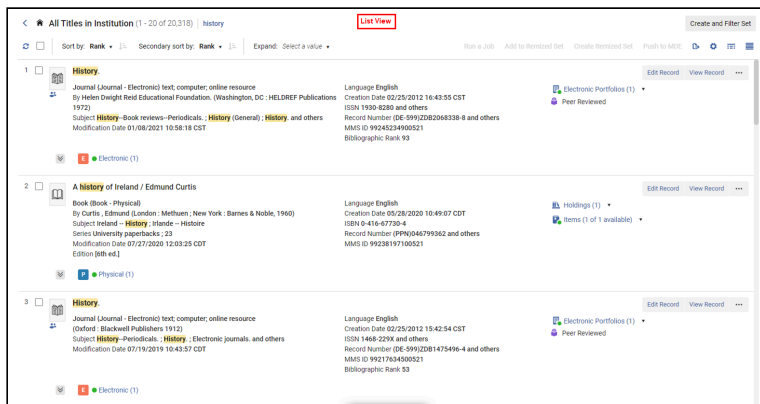
Repository Search Result Views

Search results display information according to the type of resource chosen for your search. You can configure the information and actions that appear for each result; for more information see [Display Configuration](#).

The UX aims to keep users in context, minimize the need to leave the screen to check information or perform tasks, and improve navigation and efficiency. It therefore offers users a selection of possible views, allowing each person to choose the view most comfortable to them when fulfilling their tasks. Many resources and operations are integrated directly into the search page via the details side-pane, and users can easily switch between different views of the search results:

- **List View:** Provides a brief view, with expandable inventory "tabs" for easy scanning while scrolling.
- **Table View:** Displays limited information in a convenient table for easy comparison.
- **Split View:** Shows search results (in either list or table view) and the details side-pane side by side.
- **Full Page View:** Displays the details pane only, offering more space for details.

Split View View and Switching View Modes



List View

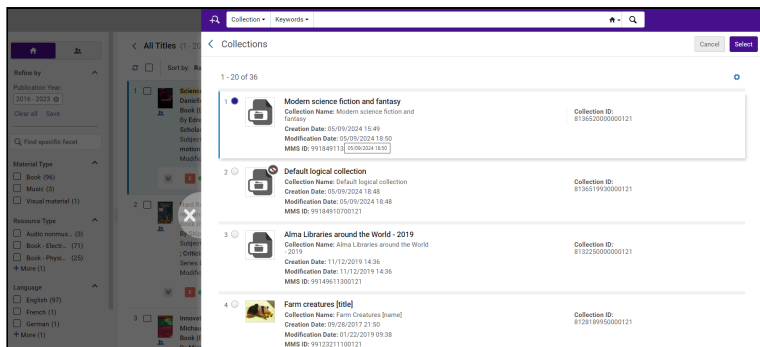
Table View

Full Page View

The Sliding Panel

To keep users in context and minimize the need to navigate away, many actions open the relevant pages in a sliding panel. This allows users to perform more complex operations without navigating away and losing search context, as a "side quest" - seamlessly returning to the list of resources to continue their main work once they are done.

The sliding panel is used in various workflows such as editing an item, placing an order, adding a title to a collection, and so forth.



The Sliding Panel

Display Configuration

The search results display can be configured at both the user and institution levels.

Administrators can establish institutional defaults, eliminating the need for individual users to configure their display with data relevant to the entire institution. Users, in turn, have the flexibility to adjust these preferences according to their specific needs, enhancing efficiency and usability.

The available configurations include:

- **Sections:** Reorder or hide sections in the details pane to prioritize the most relevant information.
- **Actions:** Reorder or hide actions for quick access to primary actions with a single click, and easy access to other commonly used actions.
- **Records:** Customize which fields from the results list are displayed and their positioning, ensuring easy access to essential information for your tasks.

Note

The fields in the first column are always displayed, fields in the second column are hidden if the list view is narrow

- **Facets:** Reorder or hide facets to ensure relevant tools for your work are readily accessible.
- **Table:** Customize which of the available metadata fields are displayed as table columns in the table view and where, to make working with the table more efficient.

Expanding Tabs

The inventory tabs can be expanded to display up to five entries. While viewing a search result, you can:

- Recognize tabs that are color-coded by inventory type.
- Select a tab to view a specific type of inventory (for example, physical holdings), or the collections the title belongs to. If you select a different tab later, the first one closes before opening the new one.
- Select the **Expand all** button



to view all types of inventory and collections associated with the title at the same time. Rapido arranges the tabs vertically.

- Perform actions in each tab's table, according to its type (e.g. activate an electronic portfolio, remove a title from a collection, etc.).

The example below shows a search result with all tabs open.

Library	Location	Call Number	Accession Number	Item Availability	Related Record
1	MAIN	main	Z6205	0 Items not available	...

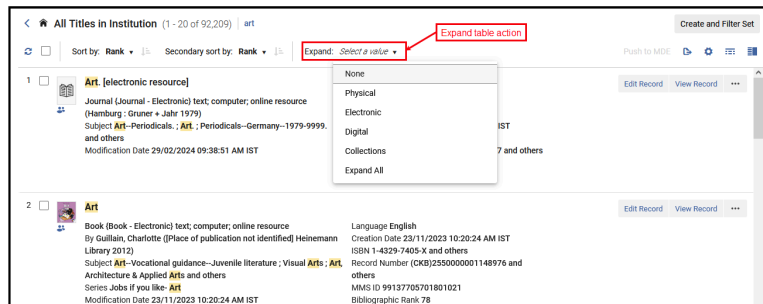
Interface Name	Collection Name	Service Type	Availability	Portfolio ID	
1	PhoQuest	Research Library	Full Text	Active	S8950R244000921

Collection Name	Collection ID	
1	Art History Books	818180000000521

Search result with all inventory tabs expanded using the Expand all button

Additionally, you can use the **Expand** table action to expand the tabs for all results in your search. You can select:

- A specific tab type
- All tab types
- None (this closes all tabs)



The Expand table action in search results

The options available in the Expand table action vary depending on which scope you are searching in (for example, Institution, Network, or Community). Rapido remembers your setting across sessions for each search type and scope.

When you select **Expand All**, Rapido displays the search results first and then loads the expanded tabs gradually. This sequence allows you to start reviewing the results right away while the tabs finish loading.

Note

Tabs are available in the Record view only; they are not available in the Table view. When you open the Split view, the tabs automatically close. If you click on a tab or the **Expand all** button, Rapido closes the right pane to expand the tabs.

Saving and Reusing Search Queries

You can save repository searches for later use by creating a *logical set*. A logical set is a dynamic search query, recalculated each time it is accessed—in other words, the search is rerun and the results are the set. When you save a query (set), you are saving a set of search criteria that can be reused - whether manually or in automated processes. Each time you run a query, the results may be different if the records have changed since the previous run. In contrast, an *itemized set* is a fixed collection of items that may have been entered by hand, uploaded from a file, or the result of a previous search (but no longer associated with the query terms). Note that you can turn logical sets into itemized sets.

To save a query:

1. After performing a search, select **Create and Filter Set** on the search results.

The Logical Set Details pop-up appears.

Logical Set Details Pop-Up

2. Enter the search parameters, since this is the search query you are saving.

Performing a Search Using a Saved Query

To run a saved query; on the Manage Sets page ([Administration > Manage Jobs and Sets > Manage Sets](#)), locate the saved query (logical set) and select **Content** in the row actions list.

Note

Your most recent searches (saved or unsaved) can be run by selecting one from the drop-down list that appears when you select in the search text field. To rerun a recent simple or advanced repository search (including the search type, field, and search string), select the text box and select a previous search from the drop-down list that appears; the search runs immediately. This feature is not available for non-repository searches (PO lines, funds, and so forth), but you may be able to select a previous search string using your browser history.

Itemized Sets in Search Results

Itemized sets are fixed lists - each time you check their content or use them, the content is the same. You can use selected search results to create a new itemized set, or add to an existing set's content.

For consortia members, itemized set actions are only available when searching in the institution scope (not in network or combined scopes).

Create an Itemized Set

To create an *itemized set* of selected results, select the records you want to include in the set by checking the checkbox next to the record - a counter shows the number of selected records.

From the bulk action buttons, select **Create Itemized Set** to open the Itemized Set Details pop-up.

Fill in the set information and **Save**.

Title	Creator / Imprint	MMS ID	Physical Availability	Electronic Availability	Digital Availability	Badges and icons
History	By Helen Dwight Reid Educational Foundation. (Beverly Hills, CA: HELDREF Publications 1972)	99245234900021	Physical version at main, MARK, Z5205	Electronic version at ProQuest, Research Library, Full Text Available. (099202688338-8 and others)		Holdings (1) • Electronic Portfol... (1) • Collections (1) Peer Reviewed
A History of Ireland / Edmund Curtis	By Curtis, Edmund. London: Methuen, New York: Barnes & Noble, 1960	99238197100021	Physical version at main, MARK, (u4)			Holdings (1) • Items (1 of 1 available) •
History	(Oxford: Blackwell Publishers 1992)	99217634500021		Electronic version at JSTOR, JSTOR Asia & Science, Xiv, Full Text Available. (99217634500021)		Electronic Portfol... (1) • Peer Reviewed
The new American history / edited for the American Historical Association by Eric Foner	(Philadelphia: Temple University Press, 1997)	99238726800021				
A History of Egypt (Coptic inspired) / W. M. Flinders Petrie	By Petrie, William Matthew Flinders (London: Methuen & Co., 1904-1905)	99238696600021				

Table View Bulk Actions - Create Itemized Set

Itemized Set Details

history

Set name*

Description

Note

Set Content Type

Set Type **Itemized**

Content Origin **Institution only**

Private

Active

Cancel Create

Itemized Set Details Pop-Up

Add to Itemized Set

You can add selected results to an existing itemized search that you are allowed to edit.

Select the records you want to include in the set by selecting the checkbox next to the record. A counter displays the number of selected records.

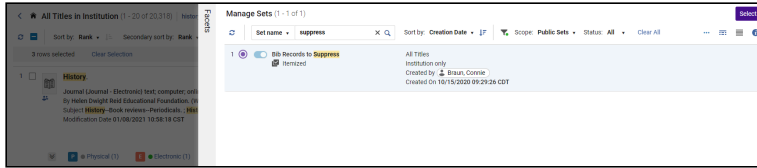
From the bulk action button, select Add to Itemized Set to open a sliding panel with the list of relevant itemized sets according to the search type.

Locate the desired set. Search and filters are available.

Select a set to add the records to it.

Title	Creator / Imprint	MMS ID	Physical Availability	Electronic Availability	Digital Availability	Badges and icons
History	Journal Journal - Electronic text, computer, online resource By Helen Dwight Reid Educational Foundation. (Beverly Hills, CA: HELDREF Publications 1972) Subject: History - Book reviews - Periodicals. History (Genre). History and others Modification Date: 01/08/2020 15:08:18 CST	99245234900021		Language English Creation Date: 02/25/2012 16:43:55 CST ISSN: 1140-8290 and others Record Number: (09-99202688338-8 and others) MMS ID: 99245234900021 Bibliographic Rank: 93		Holdings (1) • Electronic Portfolios (1) • Collections (1) Peer Reviewed
A History of Ireland / Edmund Curtis	Book (Book - Physical) By Curtis, Edmund. London: Methuen, New York: Barnes & Noble, 1960 Subject: Ireland - History. Ireland - History Series: University paperbacks. 23 Modification Date: 07/27/2020 15:08:35 CST Edition: (6th ed.)	99238197100021		Language English Creation Date: 02/25/2012 10:49:57 CST ISSN: 014-87766-4 Record Number: (99046799362 and others) MMS ID: 99238197100021		Holdings (1) • Items (1 of 1 available) •
History	Journal Journal - Electronic text, computer, online resource (Oxford: Blackwell Publishers 1912) Subject: History - Periodicals. History - Electronic journals, and others Modification Date: 07/19/2019 15:08:35 CST	99217634500021		Language English Creation Date: 02/25/2012 15:42:54 CST ISSN: 1468-2794 and others Record Number: (09-99202688338-8 and others) MMS ID: 99217634500021 Bibliographic Rank: 93		Electronic Portfolios (1) • Peer Reviewed

List View Bulk Actions - Add to Itemized Set



Add to Itemized Set - Selection Sliding Panel

Sorting Search Results

By default, search results are sorted according to an internal ranking mechanism that is based on Apache Solr. Ranking factors include:

- **Term Frequency** - The higher the term frequency in the document, the higher the document score.
- **Inverse Document Frequency** - The rarer a term is across all documents in the index, the higher its contribution to the score.
- **Coordination Factor** - The more query terms found in a document, the higher its score.
- **Field Length** - The more words a field contains, the lower its score. This factor penalizes documents with longer field values.

For some search types, you can change the sort using the **Sort by** and **Secondary Sort by** drop-down lists, using the following options (where Asc=ascending and Desc=descending):

- Rank
- Title – Asc
- Title – Desc
- Creator – Asc
- Creator – Desc
- Publication Date – Asc
- Publication Date – Desc
- Uniform Title – Asc
- Uniform Title – Desc
- Series – Asc
- Series – Desc

These options are available for search types:

- All titles
- Physical titles
- Physical items
- Electronic titles
- Electronic collections (**Sort by** only)
- Electronic portfolios (**Sort by** only for titles)

- Digital titles
- Collections (**Sort by** only)

Filtering Search Results

You can filter search results using the facets in the left pane of the search results. The available facets depend on the type of search and the items in the search results. Some facets include a count of records in parentheses next to the facet entry.

Facets

The **Facets** panel helps you filter the search results to only see results that meet selected conditions. The facets enable you to:

- Select multiple values to include in the search results
- Exclude a value from the search results
- Search in the Facets - users can easily and quickly find the value they want to facet on
- Save Facets - users who commonly filter their search results in a specific way can now save this, so it will automatically apply to future searches of the same type. The saves facets can be cleared when the user wants to see the unfiltered search results.

Search Result Facets

Search Type	Facets Provided
Title Searches (all types)	Material type
	Resource Type
	Language (determined by the contents in the 008 field positions 35-37 and one or more 041 \$a entries)
	<p>Note</p> <p>The Language Facets currently take the language name from the MARC Code List for Languages.</p>
	Publication year: The user can select a range suggested by Rapido, or manually enter a year or a range to facet to.
	Collections
	Record format (facet displays only when an institution has more than one record format activated in the Active Registry).
Physical Titles	<p>Library Scope - limits the scope of physical search results to specific libraries. This reduces the need to define the library in the Advanced search or to use facets for every search, for users that only work with physical resources of specific libraries.</p> <p>The library scope is a persistent filter that applies to all physical searches (items, holdings and titles).</p> <ul style="list-style-type: none"> • To select a scope, click the LS banner to open the list of libraries, select the desired libraries and select Apply. The selections apply to all future Physical Items, Holdings and Titles searches, until you modify your selection. • To reset the selection, select Clear. When you select a different scope, the facets selected from the previous scope are reset, since they are only relevant to the previous scope.

	<p>When you select Save Query to create a set from the search results limited to specific libraries, the set is saved and does not change, even if you change the libraries selection in the future.</p>
	All title search facets
Electronic titles	All title search facets
Physical Holdings	<p>Library Scope - limits the scope of physical search results to specific libraries. This reduces the need to define the library in the Advanced search or to use facets for every search, for users that only work with physical resources of specific libraries.</p> <p>The library scope is a persistent filter that applies to all physical searches (items, holdings and titles).</p> <ul style="list-style-type: none"> To select a scope, click the LS banner to open the list of libraries, select the desired libraries and select Apply. The selections apply to all future Physical Items, Holdings and Titles searches, until you modify your selection. To reset the selection, select Clear. When you select a different scope, the facets selected from the previous scope are reset, since they are only relevant to the previous scope. <p>When you select Save Query to create a set from the search results limited to specific libraries, the set is saved and does not change, even if you change the libraries selection in the future.</p>
	Library
	Location (the location facet becomes available when a library facet is applied)
	Call Number Type


Thumbnails in Search Results



Rapido attempts to display a thumbnail image for titles. Rapido attempts to acquire a thumbnail image of the cover using the title's ISSN/ISBN/LCCN. If no thumbnail is available, a generic image of the material type (book, video, music, and so forth) appears.

Search Result Icons

The following icons may appear beside a search result, depending on the tab you are viewing.

Search Result Icons

Tab	Icon	Record Condition	Select to Open the Item In
Institution		NOT defined in the institution	N/A
		Restricted by an inventory management group	N/A
		<p>Record is suppressed, or digital representation is inactive.</p> <p>When a record is suppressed, only the Library staff can see it. The record does not appear in the</p>	N/A

Tab	Icon	Record Condition	Select to Open the Item In
		Primo search results, and students cannot see and cannot request it.	
		Peer Reviewed When performing an All titles, Electronic titles, Electronic portfolios, Electronic collection, Physical titles, Physical items, Digital titles, Digital files, or Collections search, this icon appears for Community Zone MARC 21 bibliographic records that contain the following: 500 __ \$a Refereed/Peer-reviewed	N/A
		Open access When performing an All titles, Electronic titles, Electronic portfolios, or Electronic collection search, this icon appears for Community Zone MARC 21 bibliographic records that contain the following: 506 0_ \$f Unrestricted online access \$2 star	N/A

Viewing Inventory Information

In title search results, inventory and other information appear in sections in the details pane, as well as tabs below each search result in the list view. These can include:

- Physical inventory
- Electronic inventory

In the list view, each tab displays an icon, the tab name, and the number of results associated with the tab in parentheses. Inventory tabs are color-coded to help users scan the results quickly. If a title does not contain a specific type of inventory or is not a part of a collection, the corresponding tab does not appear.

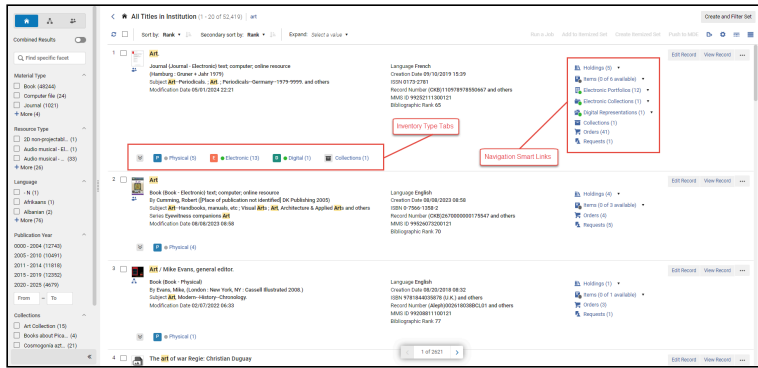
All the record's information is available in all the title searches that are relevant for it. While users can view all inventory types for a title, physical searches only return titles with physical holdings, electronic searches only include titles with electronic inventory, and digital searches only include titles with digital representations. Physical, electronic, and digital title searches offer search options based on data specific to their inventory type.

For details on what information is included on each tab, see the [Search Results Tabs](#) table.

Note

Features dependent on specific inventory information (such as "Library scope" in the Physical Titles search or the "Usage type" facet in the Digital Titles search) will remain exclusive to their respective searches.

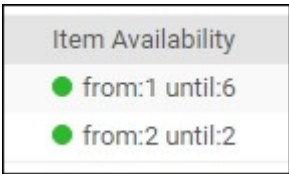
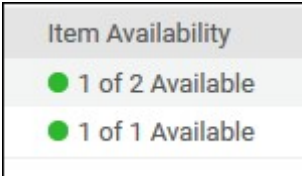
The navigation smart links are displayed on the right side of the screen in search results. These links provide quick access to information related to the record, such as holdings, items, portfolios, and so on.



Search Results

Search Results Tabs

Tab	Description
Physical	<p>Displays title holdings information.</p> <p>A green dot appears in the tab header if there are holdings and, at least, one of the holdings has an item in place. A grey dot appears if there are holdings but none of them has an item in place. The number that appears next to the Physical tab header, identifies the number of holdings records in that tab. Note that the number displayed is a combination of both real holdings, and "virtual" holdings, which represent items in a temporary location.</p> <p>The Physical Holdings table includes:</p> <ul style="list-style-type: none"> • Library • Location - this is a link that opens the record view of the holdings record • Call Number • Accession Number • Item Availability • Related Record indication - indicated whether the holdings record belongs to a related bibliographic record • A row action button - allows users to perform actions on the holdings (depending on their assigned roles) <p>The data that appears in the Item Availability column is determined in the following manner:</p> <ul style="list-style-type: none"> • A green dot appears in the Item Availability column when, at least, one item has availability that is determined by a value in any of the following fields or, at least, one item is in place (Status = Item in place): <ul style="list-style-type: none"> ◦ Holdings Record – 866 \$a or \$z or 867 \$a or \$z or 868 \$a or \$z ◦ Item Editor – Chronology I and/or Enumeration A <p>In the absence of these conditions, a gray dot appears for Item Availability.</p> <ul style="list-style-type: none"> • Fields are evaluated for an existing value in the order specified below, and the text next to the item availability indicator comes from the following: <ul style="list-style-type: none"> ◦ Holdings record's 866 \$a or 867 \$a or 868 \$a ◦ The text that exists in the relevant subfield appears. <hr/> <p>Note</p> <p>\$z is only displayed in the Discovery tool.</p>

Tab	Description
	<ul style="list-style-type: none"> Chronology I and/or Enumeration A <p>Based on the information in these fields, from: <field value> until: <field value> appears.</p>  <p>Item Availability for Chronology/Enumeration</p> <ul style="list-style-type: none"> Status = Item in place (for, at least, one item) <p>Based on the item's status, <x value> of <y value> Available appears.</p>  <p>Status = Item in Place</p>
Electronic	<p>Displays information for electronic portfolios and electronic collections.</p> <hr/> <p>Note</p> <p>A green dot appears in the tab header if there is inventory and at least one of the resources is active. A grey dot appears if there is inventory but none of the resources is active.</p> <hr/> <p>For electronic portfolios, the table includes:</p> <ul style="list-style-type: none"> Interface Name Collection Name Service Type Availability toggle - users with the correct role can select the toggle to activate or deactivate a portfolio Portfolio ID - selecting the ID opens the portfolio in either edit or view mode in a sliding panel (depending on the user's assigned roles) A row action button - allows users to perform actions on the portfolio (depending on their assigned roles) <p>For electronic collections, the table includes:</p> <ul style="list-style-type: none"> Electronic Collection Name Electronic Collection Type Electronic Collection Provider ID Electronic Collection Provider Name Service Type Interface Name

Tab	Description
	<ul style="list-style-type: none"> The number of portfolios in the collection - when greater than zero, selecting this number opens the collection's portfolios list in a sliding panel A row action button - allows users to perform actions on the collection (depending on their assigned roles)


Using Navigation Links

The navigation smart links are displayed on the right side of the screen in search results. These links provide quick access to information related to the record, such as holdings, items, portfolios, and so on. For example:



Navigation links in List View

The navigation links can include both standard hyperlinks and smart links. Standard hyperlinks navigate to a single resource (for example, the Collections section, a list of orders in a sliding panel, courses, licenses, or requests in a sliding panel). The display of the links can be customized from the gear icon (

) and selecting **Records Customization**. In Badges and Icons (Third Column), select the links to hide or display. These links also appear in the Table view (

).

Smart links provide access to multiple resources for a specific entity (for example, its section in the details pane, the full list in a sliding panel, or link to conduct a new search). Smart links work in one of two ways:

- Selecting the link takes you to your favorite resource (such as a section in the right pane or a full list in a sliding panel). You can customize what the single-click action is for each smart link.
- Selecting the arrow icon next to the smart link opens a navigation window, which offers all actions available for that smart link. From this window, you can select a link to perform the action or star an action to set it as the favorite (single-click) action for this smart link.

The following image shows the arrow icon and the resulting navigation window that appears when you select it.



Smart link options for holdings

The navigation window can offer the following actions for smart links:

- View section - Open the details pane and navigate to the relevant section (Holdings, Items, Electronic Portfolios, or Electronic Collections).
- View full list - Open the full list of items, holdings, electronic portfolios or electronic collections in a sliding panel.
- Generate a new search - Navigates to a new search for the relevant entities by the bibliographic record's MMS ID.

The star icon specifies the default action used for that smart link. In the example above, the **View section** action is selected, so the Holdings section appears whenever you select the **Holdings** link from a search result. To change the default action, hover over the option you want to use, and select its star icon.

Note

Smart links are available in List View and Table View. In the Split View, Rapido displays the navigation links as icons, and the arrow icon does not appear. Selecting a navigation icon takes you to the default action set for that link.

The Details Pane

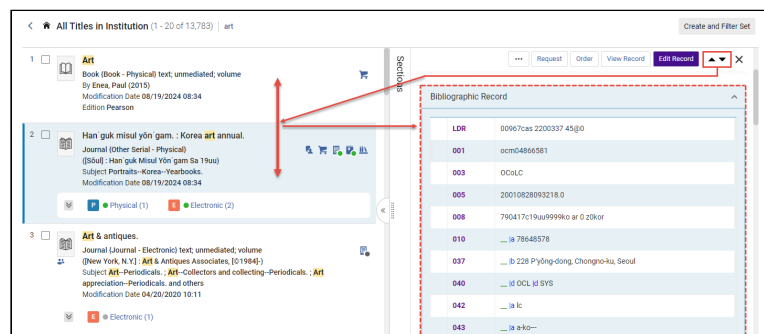
The **Details** pane displays information about the currently selected record, and provides a number of convenient features for processing the record and its inventory. It is divided into sections for enhanced navigation and usability, appearing when relevant and collapsible by the user - sections are further described below.

Previous/Next Buttons

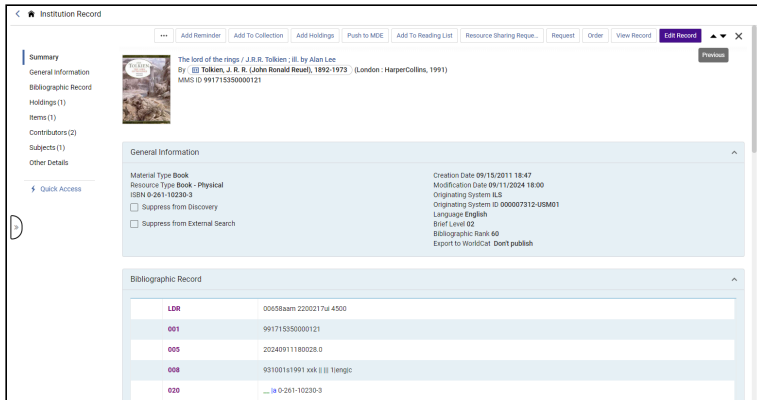
Users can seamlessly navigate between bibliographic records of search result items by utilizing the Previous (



▼
) buttons in the toolbar - in both the split view and the full view.



Navigating Between Search Results with Previous/Next Buttons - Split View



Navigating Between Search Results with Previous/Next Buttons - Full View

Metadata Sections

Summary

Includes the record's title, creator, imprint and MMS ID information, along with links to related records, courses, and licenses (if applicable).

If the record is a linked community record, or a network record in consortia members, a link to the record's community/network view is also provided here.

Summary Section

General Information

The **General Information** section includes essential metadata that librarians may need to access easily.

General Information Section

Bibliographic Record

Displays the complete bibliographic record, enabling librarians to review it directly from the search results. With convenient up/down arrow navigation between records, librarians can easily compare search results and identify the correct record to work on.

The Bibliographic Records are color-coded for easy review of fields and subfields.

Bibliographic Record Section

Inventory Sections

The inventory sections display the record's inventory, enabling librarians to review and perform actions directly from the search. These sections include:

- A list of inventory by type (holdings, items, electronic portfolios, electronic collections, representations), showing the count of entities of each type associated with the record.
- The first 5 entities of each type, with pagination to navigate the rest if applicable.
- Search and navigation capabilities.
- Export to Excel functionality.
- The ability to perform row actions on inventory directly from the title search.

Export, Generate Search and Actions capabilities - Electronic Portfolios Section



Internal Searching, Pagination and Actions Capabilities - Items Section

New Sort Related Holdings Capabilities (applied to both the holdings section and the holdings tab in the list of results) - Holdings Section

Holdings

The **Holdings** section includes a list of all the title's Holdings records as well as the option to:

- Search by



- Call Number
- Library
- Location

- Sort the holdings (a preference remembered for both the holdings section and the holdings tab in the list of results) by:
 - Rapido Ranking
 - Related Records First
 - Related Records Last
- Export the holdings to Excel



- Add a new holdings record — Opens the Metadata Editor with a new Holdings record.
- View the full holdings list in a sliding panel
- Generate a new holdings search by the bib record's MMS ID

Summary

General Information

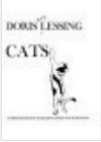
Bibliographic Record

Holdings (1)

Items (1)

Other Details

⚡ Quick Access



Particularly cats / Doris Lessing ; ill. by Tudor Banus.
 By Lessing, Doris, (New York : Simon and Schuster, [1978] c1967.)
 MMS ID 991169070000121

General Information

Bibliographic Record

Holdings (1 - 1 of 1)

Sort by: **Alma Ranking**

1	Main Library / General	...
	Call Number -	
	Holdings ID 225023610000121	
	● 0 items out of 1 available	

+ Add new Holdings

View full holdings list Generate new holdings search

Holdings Section