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| --- | --- |
| Operator | Usage |
| Equals | Find in: Book Search and QueriesHow it works: Finds only **exact** matches to the search term.Use for: Exact searches where you know exactly what you’re looking for, such as looking up a book by KLAS ID. Search on checkboxes by Equals TRUE (checked) or FALSE (blank). |
| Does Not Equal | Find in: QueriesHow it works: Finds everything other than exact matches to the search term.Use for: Excluding something specific from the query results, such as an exception Patron Type or a certain city. |
| Begins | Find in: Book Search, Queries, and FindHow it works: Finds everything that equals or begins with the search term.Use for: Quickly entering the first part of a long search term or entering only as much as you are sure of the spelling. This is especially useful for author or patron names. |
| Is Between | Find in: QueriesHow it works: Finds everything between two search terms. Note: For the range “A - Z,” “Zebra” will not be returned. For “A - ZZ,” “Zebra” will be but “ZZ Top” will not. Numbers are ordered before letters.Use for: Finding a range, such as an age range or a set of patrons with last names in the first half of the alphabet. You can also use this to search for all patrons who have *anything* for that field by entering the entire range: 0 to ZZZZZ. |
| Is Blank | Find in: QueriesHow it works: Finds everything where that field was left blank.Use for: Checking for incomplete records or patrons who do not have an email address. |
| Keyword | Find in: Book SearchHow it works: Finds everything that has the search term as a whole word somewhere in a longer string. For Example: if you search for “Every,” you will find “With Every Breath” but not “Everything Nice.”Use for: Searching for long titles by one or two words, searching for authors by first name.  |
| Matches | Find in: QueryHow it works: Finds everything that has the search term anywhere in it. Use for: Similar to Keyword, but the search term doesn’t need to be a whole word. This is a good, general search—however, it can be slower that more specific search types. |
| In | Find in: QueryHow it works: Finds everything that Equals *any* of the listed search terms. Separate each term with a comma and space. For example: “PA, PY”Use for: Searching a few specifics, such as specific patron types or several area codes. |
| Not In | Find in: QueryHow it works: Finds everything that Does Not Equal *any* of the listed search terms. Use for: Excluding a few specifics from your search. |