

**ISearch – “Featured Titles” for Book River – NEW ITEM display**

**SEE:** <https://www.infohio.org/campus/learning-pathways/course/isearch> for details about ISearch

This report will let you generate a list of items in your library for many purposes (as desired). These titles will appear in your local library ISearch link as a “Book River”.

You may run this report whenever you want to update the list – the list should be updated overnight.

You can generate a **new report** each time, or set up a **template for a specific need** (such as CIVIL WAR items, or DR. SEUSS items). Or you can **set a date range** to select your NEW ITEMS for display in the Book River.

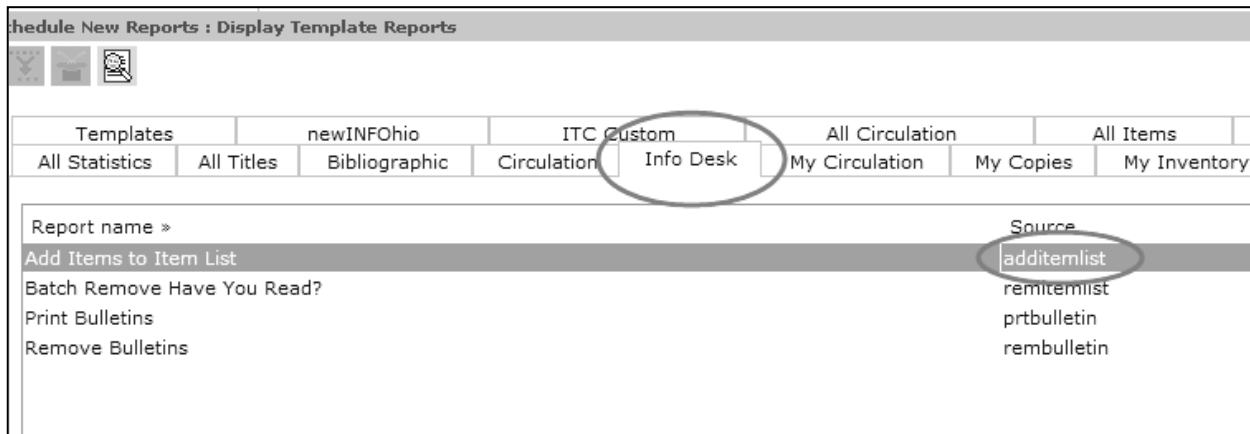
**NOTE:** Each library can have their OWN Book River selection in ISearch, selecting the items to be displayed as desired. EACH TIME YOU RUN A NEW REPORT, THE OLDER ITEMS ON THE BOOK RIVER ARE REMOVED, THE NEW ITEMS ON THE BOOK RIVER ARE SET UP.

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This report setup will set the book river to your **NEW items** – you will use the DATE CREATED selection in your report.

Procedure (set report for **NEW items** to the library):

1. **Notify** your ITC to turn on ISearch Book River. *ITC staff will need one day prior notification to set necessary policies/reports.*
2. **Select** from Schedule New Reports / **Info Desk** tab the “Add Items to Item List” (additemlist) report.



3. Selections for report:

- a. Basic tab - set name of report to **"ISearch NEW items"** (use a term you will recognize). In description line **add ITEM SELECTION TAB - USE DATE CREATED** as a reminder.

Basic Information Desk Item IDs Order Line Selection Item Selection

Report name: ISEARCH NEW items

Description: ITEM SELECTION TAB - USE DATE CREATED

Title: Add Item List

Footer:

- b. Information Desk tab:

**Select** YOUR library **ISRCH** code from the drop-down menu.

Basic Information Desk Item IDs Order Line Selection

Information Desk: ISRCHDLFN

Type: ISRCHDLFN

Search string:

- c. **Select** the "Item" radio button.

Basic Information Desk Item IDs Order Line Selection Item Selection

Information Desk: ISRCHDLFN

Type:  Bibliographic  Item  Order

Search string:

**d. Item Selection tab**

Enter your **Library**.

Enter **Item Group** (if preferred): Fiction / Easy/Nonfiction ...etc.

Use the **Date Created gadget** to select the time period you desire: **after** a certain date or a specific date range selection.  
(You may wish to eliminate such items as **EQUIPMENT** or **TEXTBOOKS** from your **Item group** selection.)

Information Desk | Item IDs | Order Line Selection | **Item Selection** | Title Selection

Library: **DLFN**

Shelf location:

Current status:

Item group:

Material type:

Funding source:

Curricular area:

Grade level:

Genre:

Permanent:  Yes  No

Circulate:  Yes  No

Extended info:

blank field matches with Not Equal qualifier

Use shadow catalog:  Yes  No  Both

Accountable:  Yes  No  Both

Number of pieces:

Date created: **>07/25/2015**

Date modified:

Last activity date:

**gadget : Item Group**

Includes selected policies  
 Excludes selected policies  
 Contains invalid policy  
 Contains no policy

List to choose from

- LITERACY
- MISC
- NONFICTION
- OFFICE
- OVERSIZED
- PAPERBACK
- PERIODICAL
- PROFESSIONAL
- REALIA

List selected

- EQUIPMENT
- TEXTSEM
- TEXTYEAR

**gadget : Date Range**

On Before After

Range No date Any

Use data for this period [ ] thru [ ]

**d. Save report as a template (change DATE selection each time you run this NEW ITEMS template).**

**NOTE:** Before you actually run the Add Items to Item List report, you may wish to run a CAT: Shelflist with the same selection criteria to verify that you will be selecting the items that you expect.

- e. **Run** the report. This will update the MARC records for ISearch. *Older Book River titles (if they exist) will be removed and your new ones added.*
- f. The updated book river will appear in your library's ISearch the next day.

**NOTE:** *You will not be presented with a list of titles in your finished reports. This report only updates the ISearch Book River.*