**ISearch for Librarians Checklist and Guided Notes**

**Use this Guide for the following lessons in the ISearch for Librarians Training Class:**

* Getting to Know ISearch
* Finding ISearch on the INFOhio Website
* Search Basics
* Getting the Results You Want
* Saving Items
* Getting to Know ISearch Mobile
* Searching in ISearch Mobile
* Accessing My Account from ISearch Mobile
* ISearch Customizations
* Linking to Your ISearch Landing Page
* Embedding the ISearch Widget on a Webpage
* ISearch Use Data

**Fill in the blanks in the text below using words from the training site.**

**Getting to Know ISearch**

ISearch is your school library \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + INFOhio.

Label the main components of the ISearch landing page:

Graphical user interface, text

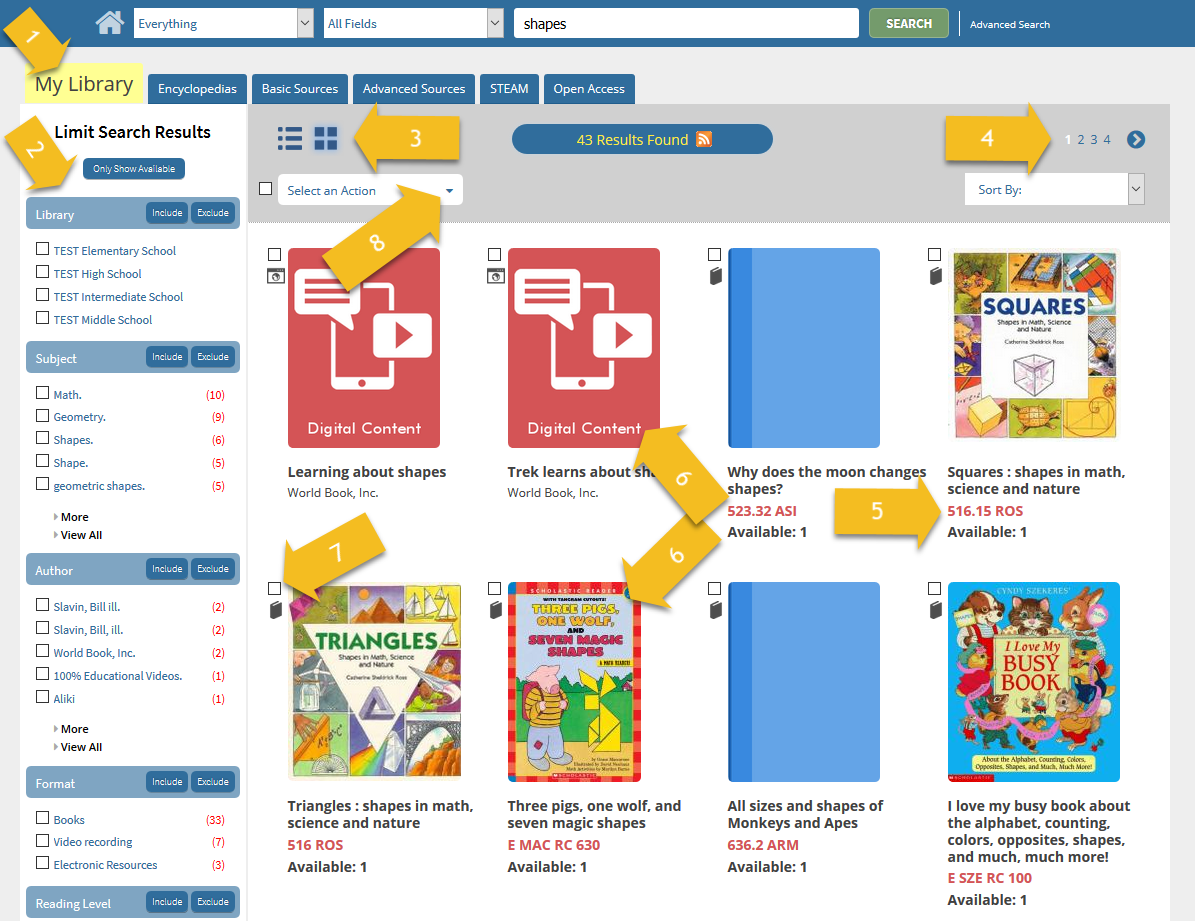
Description automatically generated

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Label the main components of the ISearch My Library tab results screen.



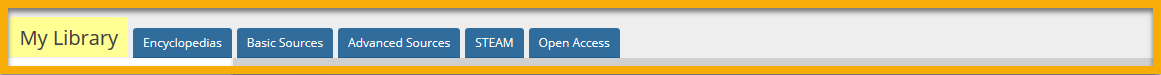
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the kinds of results you’ll find under each of the tabs in ISearch.



My Library:

Encyclopedias:

Basic Sources:

Advanced Sources:

STEAM:

Open Access:

**Finding ISearch on the INFOhio Website**

What are three different ways users can access ISearch?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the following formula, build your ISearch Welcome Page URL and verify that it works.

https://www.infohio.org/opac/?itc/instance/library

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Search Basics**

More than 85% of INFOhio catalog searches are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ searches. Most of your users type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ words in the search box.

ISearch assumes the Boolean operator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so there is no need to type AND in your search.

ISearch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Boolean operator NOT. However, ISearch honors - (the minus sign) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of NOT.

ISearch honors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ marks.

If you or your users are looking for information on a topic, you will likely need to try \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ searches.

**Getting the Results You Want**

On the My Library tab, there are two ways to apply limiters. List those two ways below.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ limiter on the My Library tab is using the Library of Congress subject headings from your catalog records.

The more limiters you apply, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ results you'll get, but your results will be more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Because the ISearch limiters are using your catalog \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it's important that you maintain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ records.

In order for you and your patrons to be able to use the Reading Level limiter, you need to have catalog records that include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ levels or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ levels.

In order for you and your patrons to be able to use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ limiter, you need to have catalog records that include Accelerated Reader or Reading Counts information.

The limiters are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to each tab. In other words, applying a limiter on the My Library tab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ apply the same limiter on the Encyclopedias tab. As you visit each new tab, you will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the results from your search.

**Saving Items**

Most users will log in to My Account using their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the User ID and their birth month and birthday (MMDD format) as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

What four tabs will you find once you have logged into My Account?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To save items to My Lists you need to log in to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

What two types of lists are available when adding items to My Lists?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Getting to Know ISearch Mobile**

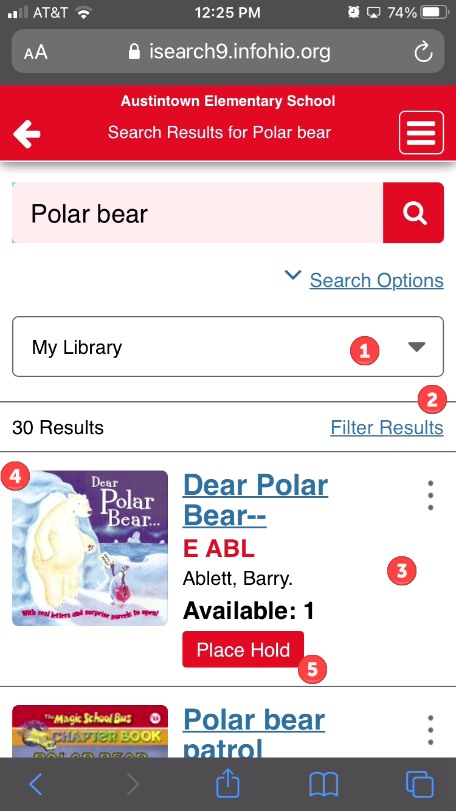
List the three ways to access ISearch Mobile:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To determine your ISearch Mobile link, you will need to locate your school’s unique ISearch URL and add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the end of the URL.

Label the main components of the ISearch Mobile results screen:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To exit Mobile mode click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ menu, and click

Exit Mobile/Accessible Mode. This will take you back to ISearch.

**Searching in ISearch Mobile**

ISearch Mobile is designed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the tabs you would normally see when using ISearch.

This makes for a more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appearance while still maintaining all of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that make ISearch such a powerful research machine.

When a user performs a search, the results default to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab of results.

Results will only come from your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ collection unless you use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to choose from one of the other collections: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Basic Sources, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, STEAM, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Accessing My Account from ISearch Mobile**

To log in to My Account, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ menu to access the Main Menu.

To access My Lists, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ menu to access the Main Menu.

List the two types of lists available in My Account.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ISearch Customizations**

List the options for customizing ISearch:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ River lets you showcase materials in your library on your ISearch landing page. A Book River requires that library staff run a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to periodically maintain a list of "Featured Titles."

To request ISearch customizations, contact your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Linking to Your ISearch Landing Page**

Adding a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will allow your students to get immediate results without having to stop on a landing page.

If your version of ISearch has a "B[ook River](https://isearch2.infohio.org/client/en_US/swoc_bj/?dt=list)" that displays the covers of some of your books, it is a good idea to create a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that will take students to your ISearch landing page where they can view the featured titles.

Most academic libraries in Ohio use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ layer search tool like ISearch and most place it on their library homepage.

**Embedding the ISearch Widget on a Webpage**

To create the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for your ISearch widget, use INFOhio’s ISearch widget generator.

If using Google Sites to create an ISearch widget, you will need to copy and paste the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ code that you generated from the INFOhio website.

**ISearch Use Data**

To find \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for ISearch use, visit the INFOhio Resource Use Data page.

Using the link to the INFOhio Resource Use Data page, which content providers or sites does INFOhio retrieve use data for?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_