

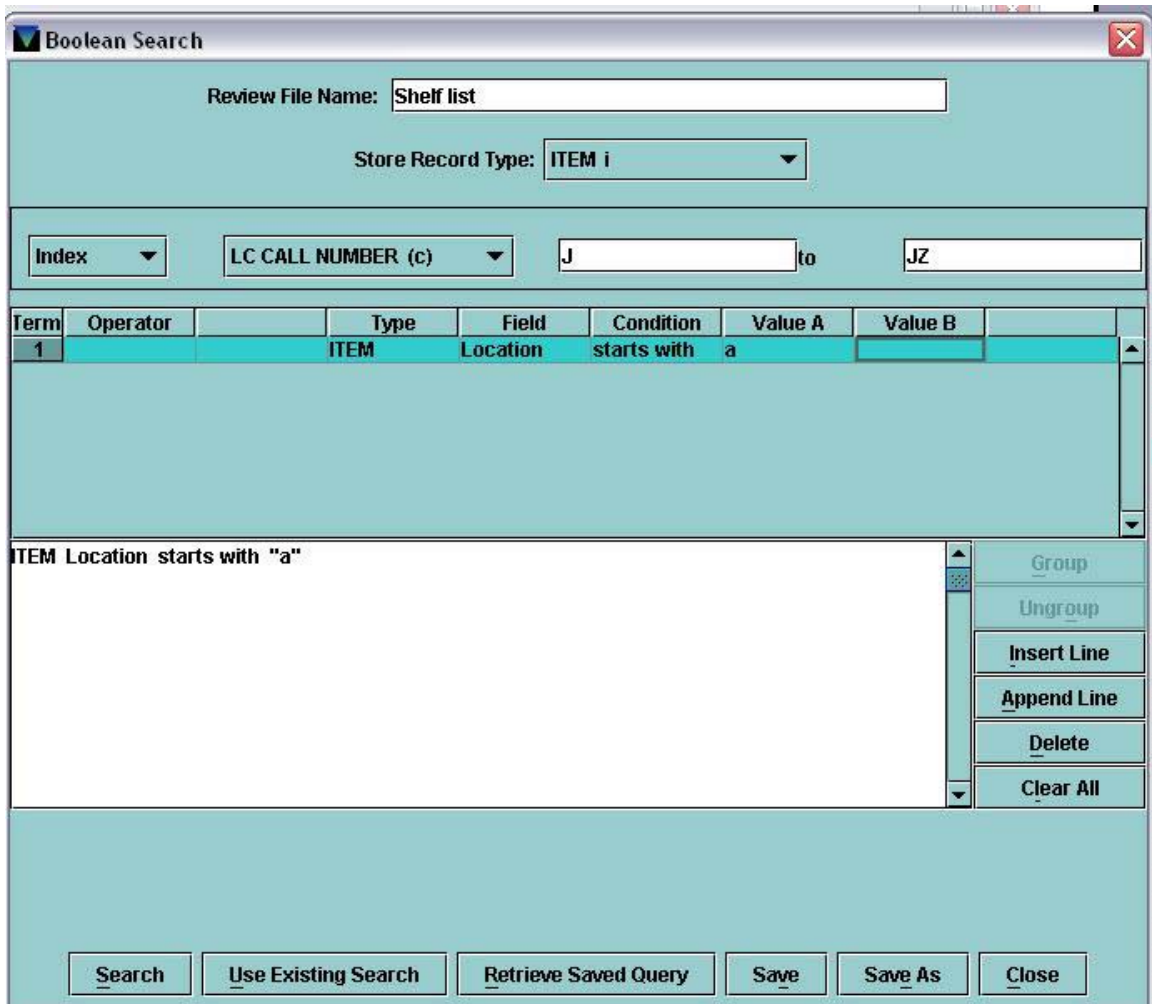
Millennium Create Lists – Shelf List

Call Number Range

You can use the Create Lists module to create a shelf list on a specific range of call numbers.

1. From the Create Lists module, select an empty review file
2. Name review file
3. Choose “item” as stored record type
4. Instead of “Range”, choose “Index”
5. Select the “LC Call Number” index
6. Type the range of call numbers for the shelf list.

** The size of the review file does matter. Be sure to select an empty file that can hold more records than you expect to retrieve.



The screenshot shows the 'Boolean Search' window with the following configuration:

- Review File Name: Shelf list
- Store Record Type: ITEM i
- Index: Index
- LC CALL NUMBER (c)
- Value A: J
- to
- Value B: JZ

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	Location	starts with	a	

ITEM Location starts with "a"

Buttons: Search, Use Existing Search, Retrieve Saved Query, Save, Save As, Close

Right-side buttons: Group, Ungroup, Insert Line, Append Line, Delete, Clear All

7. To make the search campus specific, it will have to be limited by location. Use the “starts with” condition if you want to search on all of your library locations (Ex: a for Aiken).

Specific Location

You can also choose to limit to one specific location (Ex: Beaufort North Juvenile).

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	Location	equal to	bj	

In this case, you would want to use the “Equal to” condition.

Saving Frequent Searches

If you have a specific search that you will want to run regularly in Millennium, your search strategy can be saved and retrieved at any time.

Other Useful Resources for Create Lists

NOBLE Swap Shop <http://www.noblenet.org/swapshop/lists/>

- Provides tutorials and sample reports for Millennium Create Lists

Millennium ILS Support Page <http://www.sc.edu/library/ilssupport.html>

- The Create Lists section contains instructions on exporting reports in Millennium

Millennium User Manual http://csdirect.iii.com/manual_2005/

(username: passc password: extra7)

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