Searching for a SRC Box

1. Log into Infolinx and go to the **SRC Boxes** tab.

2. Use the quick search fields at the top of the screen. The fields available here are the most commonly used for searches.

   You can search on as many fields as you need to. For many searches, simply the barcode number will be adequate.

3. Enter the information into the associated field, and either click the green **Search** button or press **Enter** on your keyboard.

4. For a more refined search, use the orange **Search** button. This will take you to a page that looks similar to the New SRC Box view. Enter any information you would like to use in the search and click **Execute**. The results will display on the home page.

   Unlike the Quick Search, a few of these fields (such as Department) are dropdown menus.

Searching with the Wildcard

> - If you're not sure of a complete box number, department name, etc., use the wildcard (%) at the beginning or end of a search term to allow you to use partial words/numbers.

  - For example, if you search on *123%*, your search results will come up with any number starting with 123 in that field.

  - A search on *%456* will return results that end in 456.

  - If you search on *%2345%*, your results will be anything with 2345 in the middle of the number.

> - The same rule applies to search terms. If you search on *buil%*, your results will return words in that field that start with 'buil.' If there might be text before those letters, you'd use the same wildcard at the beginning as well.

  - As an example *%admin%* could bring up office of administration, administrative services, etc.

> - If you only put a wildcard in a field and leave the other fields blank, you will get a list of all boxes that you have available in Infolinx.

Sorting Search Results

➢ When there are multiple search results, those can be put in order by any of the column headings by clicking on that heading.

➢ If you click a single time on the heading, items will be in an *ascending* order. If you click a second time on the same column heading, items will be in a *descending* order.

Tips

➢ Some older barcodes have a B before the seven digit number. That letter is not entered into Infolinx as a part of the barcode number, only the seven digit number starting with 2. Any records for boxes or files created in Infolinx will have an RCB or RCF at the beginning of the number. Those letters are part of Infolinx's numbering system and are required as part of the search.

➢ Boxes that were in storage with the Library of Virginia before the SRC opened in 1999 have a different type of code that was used to show the location. This is a letter A-F (or RF in some cases) followed by a six digit number. Some of these have a dash in between the numbers, and some just have the numbers. This information was replaced by seven digit barcode numbers; however, that old location is still listed and can be searched.

If you want to search on this information, that number should be searched in the **Old Location (legacy)** field. Since there is little consistency as far as the dash that might be in the middle of the number, the wildcard (%) could come in useful.