HOLLIS Advanced Help

This page includes content not covered in the HOLLIS Research Guide guide.

HOLLIS versus HOLLIS Classic

HOLLIS contains many more sources of content that HOLLIS Classic, including millions of articles from peer-reviewed journals. To omit these, choose "Library Catalog" from the dropdown when doing your search. To have "Library Catalog" pre-selected when going to HOLLIS, use this bookmark: http://nrs.harvard.edu/urn-3:hul.ois:hollistab

For records that are in both systems, HOLLIS has these additional enhancements:

- **Additional tables of Contents.** Added through a subscription service.
- **Authority Record Expansion.** For example, a search for "landscape architecture" will return this record even though those terms are not present in the display. HOLLIS+ expands the corporate name "Harvard University. Urban Design Program" to include the cross-references from the authority record: Harvard University. Department of Landscape Architecture. Urban Design Program. (See full LC record here: http://lccn.loc.gov/n85812692). More details on authority record expansion.
- **Synonyms and numbers.** E.g. two for 2. A limited number of English language synonyms are configured in the system.

Searching

**Search by HOLLIS number**

- Option 1: Type or paste the HOLLIS number into the simple search box
- Option 2: Choose "HOLLIS number" from the dropdown list in the Advanced Search box.

**Starts With / Browse**

- When browsing by LC call number, enter at least two characters after the decimal point for best results (with or without leading zeros)

**Monographic series**

Series are included in the title browse. Go to the Starts with / Browse option and Browse by Title and enter the series name. Clicking on the entry will take you to that result set where you can sort by year. (We're investigating an option to sort by volume).

**Advanced searches by code**

- MARC language code - see the Library of Congress list of MARC language codes
- MARC place of publication - see the Library of Congress list of MARC country codes
- Library+collection codes
  - To search by library only use the 3-character code with an asterisk
  - To search by library and location code use the 3-character library code followed by the location code, with no spaces in between them
- Local call numbers (compressed with no spaces and no punctuation)
  - This is NOT designed to find a specific call number. This is designed to find a group of records with the same class number (e.g. beginning part of the call number)
  - Includes local call number schemes (852 1st ind 7.8)
  - E.g. FilmS830 (instead of Film S 830)
  - Your search must include at least 3 characters
  - To find an individual call number, use the HOLLIS browse for call number. Currently the "Other" call number browse in HOLLIS is a combination of Widener, Yenching, Tozzer, and Other. Staff have reported that they can generally still find the call number they are looking for using the HOLLIS Other Call Number browse. In July 2018 the Call Number Browses will be implemented.

See also:

- HOLLIS Known Issues (includes features and fixes implemented in July 2018)
- About HOLLIS on older browsers
- HOLLIS as a browser search engine
Place vs. Place of publication keyword searches

- Place includes geographic LC subject headings and subdivisions (controlled headings), as well as geographic and hierarchical place name added entries.
- Place of publication includes the place from the transcribed statement of publication/production/distribution/etc., as well as geographic and hierarchical place name added entries.
- For details on MARC fields or other data elements, visit https://wiki.harvard.edu/confluence/x/AgJjCQ

Relevancy

On the Everything tab, local records are boosted over PCI records. Records that are boosted can appear from the second position onwards. The top position is always reserved for the top record based on the hit rank. Hit rank is determined by a number of factors, such as in which fields the matching terms appear, how many times the terms appear, etc.

Exact matches for journal titles are boosted over other resource types.

Book reviews are ranked lower than other resources unless a user is explicitly searching for book reviews by searching for "book review" OR "book reviews" in title or subject.

Refine / filtering options (facets)

General usage

Clicking on one of the facets immediately filters the current search results set to include only the items that match that facet. For instance, selecting the "Book" facet under Resource Type will limit the results to books. Multiple facets of different types may be combined to fine-tune the results list further, for instance limiting results to books in English that are held at Widener. Currently selected facets appear at the top of the search results list, where each one can be cleared by clicking the X.

Once a facet has been selected, you can "lock" it in for your entire session by clicking on the padlock icon. This will make it persist even if you conduct new searches.

To select multiple facets at once (having the effect of an "OR" search), use the checkboxes that appear when you have over the facet, then choose Apply Filters.

To exclude a facet, use the red crossed-out checkbox icon that appears on the right of a facet when you hover over it.

Subject subdivisions in facets

HOLLIS+ uses the topical heading in the subject facet list, and after clicking on it, offers topical headings with subdivisions. For example, if a search results in a subject facet of "Manuscripts, Medieval", after clicking on it the user will be offered the option of narrowing by "Manuscripts, Medieval - England" (if that heading with subdivision is included in a record in the search results).

HOLLIS+ uses the dash between subdivision as a way of navigating hierarchy .

(On the technical end, multiple subfields are chained together as appropriate, such as a,b,c, which are then separated by hyphens with further subfields.)

New records facet

Added as a beta test in Dec. 2016. This facet includes records added to HOLLIS+ in the last week, month, and 3 months. It includes both local content and PCI records. It does not include records that have been updated.
Peer-reviewed and Open access

These are applicable to data from PCI and get applied to articles from journals indicated as peer-reviewed or open access, based on Ulrich's data.

Number of results used to construct facets

Per the Ex Libris documentation, a specified number of top-ranked results will be used to create the list of facet values that are displayed. At Harvard this setting is 10,000 records. Therefore, the first 10,000 records are used to evaluate which facet values should appear in the facet list. After the facet values have been determined, the full result set is used to populate the facet counts. For example, if a search yields 20,000 results, and the first 15,000 results include subject headings for 'History' and 'Art,' and the last 100 records have a subject heading for 'Astronomy,' only facets for 'History' and 'Art' will display.

Newspapers

(Feature coming in 2019). FAQ from Ex Libris.

Requesting

Note

Note: we may continue to refine the presentation of request links as we settle into our new Alma/Primo environment. We will keep the information here up to date with the current configurations.

Changes from Aleph

- Introduction of title level requests (vs. item level requests)
- Changes to placement and conditions for BD, S&D, and ILL links
- Requirement to sign in before seeing certain links

Standard item requests

For standard item requests, the link may appear at the "title-level," i.e. above the holdings, directly beneath the Get It heading. Alternatively, they may appear next to each individual item record. The placement will depend on whether any of the item records contain a description, such as "v.23 (2004)" or "Includes CD." If none contain a description, the request link is at the title-level and Access Services staff will choose the most appropriate copy (i.e. not checked out, longest loan period, etc.). Otherwise, the link will appear next to the individual item.

Scan & Deliver

For Scan & Deliver requests, these will always be at the title-level for technical reasons. The S&D form will auto-populate with bib-level information, and the user must add the volume, issue, year and pages that are of interest to them. Also:

- You must be logged in to see the S&D option
- Record must be for either a book or a journal (LTS is also investigating adding this for articles when we have print holdings)
- No consideration is given to what library or collection holds the item
- If an Aeon link is present ("View in Library"), S&D will never be offered as an option (to avoid confusion)

If a user needs an eligible Scan & Deliver item for which there is no link, please direct them to the Scan & Deliver option on the ILLiad request form.

Borrow Direct
A Borrow Direct option will only appear if the Harvard copy is unavailable. Also:

- You must be logged in to see the BD option
- No consideration is given to what library or collection holds the item
- If there is an ISBN, the link will invoke a search in BD for that ISBN

If a user needs an item via Borrow Direct and no request link is provided in HOLLIS, please have them access the Borrow Direct catalog directly. (HOLLIS now links to the Borrow Direct catalog from the “More options” ellipsis in the top menu.)

**Special Collections (Aeon) requests**

Aeon request links (“View in Library”) appear in the Get It section when a library and location are configured for Aeon requestability per this list: [https://wiki.harvard.edu/confluence/x/8BiFDQ](https://wiki.harvard.edu/confluence/x/8BiFDQ).

Once a user clicks on View in Library, they are taken to a separate page. For an item to be presented in this page, it must meet both these criteria:

- Be part of an Aeon eligible library+location
- Have item policy 91

**Signing-in**

Signing in allows you to see all request links for Harvard affiliates, and also expands the number of search results. You will see all results from Library Catalog without signing in, but in the Everything scope, some article content from certain sources do not appear in your search results until after signing in (due to license restrictions). Users will not know what they are missing.

**How long is a session?**

7 hours / 420 minutes of continuous inactivity will terminate your session, as will signing out. Closing your browser (not just the tab) also ends your session.

**Saved search alerts**

Alerts are sent every 7 days. Alerts may contain records for material that is still On Order at the library.

**Expanded search results**

The system automatically expands search results, where possible, when there are no or very few results. In the past there was no notification in the interface that this occurred. A new notification has been added to the search results page. Note that if there is also a "Did you mean" alert, this will override the "expanded search" alert. Search expansion methods include:

- Local content (HOLLIS tab), for zero results:
  - Stemming (based on predefined algorithm)
  - OR query (some search words may be dropped according to predefined algorithm)
- Article content (Primo Central Index), for fewer than 2 results, or for fewer than 10 results and relevancy rank is less than 0.000001.
  - Full-text searching (where available)

"View all versions"

"View all versions" links may appear for PCI content. Ex Libris uses a conservative de-duping algorithm for PCI records. Aleph records are not de-duped, and will always appear as separate entries in the results list.
Authority record expansion

During the Alma-to-Primo publishing process, controlled headings in record are checked against authority files. The Alma bibliographic record is "expanded" with cross-reference information for names, subjects, and series. These cross-references are added as searchable fields. If the heading in the bib record is the non-preferred term, it will be flipped to the preferred term. Cross-references do display in the Browse feature. Headings are configured as follows:

- 100, 600, 700, 800 – Cross-references for searching and browsing
- 110, 610, 710, 810 – Cross-references for searching and browsing
- 130, 630, 730, 830 – Cross-references for searching and browsing
- 650 – Cross-references for searching and browsing. Related terms in separate display field.
- 655 – Cross-references for searching and browsing. Related terms also searchable.

NEED TO VERIFY WHETHER THIS IS STILL TRUE FOR ALMA: Authority expansion does not occur for these fields:

- 111, 611, 711, 811
- 651