HOLLIS Advanced Help

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

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.

Stop words

- Stop words are included in phrase searches and omitted from keyword searches (regardless of whether you in Advanced or Basic mode).
- In Advanced Searches, if any of your terms include a stop word, make sure to use the option "exact phrase" rather than "contains" to include the stop word in the search.
- Technical details from Ex Libris
- Common stop words for English are: a, and, the, is.
- Included stop words in keyword searches will not affect the number of results, though it may affect relevancy.

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)
  - Search strings should omit spaces and punctuation, and include an asterisk, 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 / Starts With for call number.

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/AgJ/CQ

Relevancy

See also:

- HOLLIS Known Issues and Enhancement Requests (includes features and fixes implemented in July 2018)
- About HOLLIS on older browsers
- HOLLIS as a browser search engine
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.

Course Reserves

- The Course Reserves dropdown option ("scope") includes Reading List items that are associated with an Alma bibliographic record. It does not include other citations from a course's Reading List (e.g. article citations). Only items for active courses are included.
- Alma records associated with courses will have a Course Information line in the Details page, which includes course ID, number, name, and instructor(s)
- The Reserves scope includes 4 new facets: Course name, instructor, department and ID. These 4 values are also searchable in Advanced Search.
Map It

- This feature is supported through a third-party vendor, StackMap
- Map It buttons appear for Widener, Lamont, and Law (some location codes are excluded, such as offsite storage)
- If an item’s circulation status is “Unavailable,” the Map It button will NOT appear
- If a record has holdings for multiple eligible libraries, multiple buttons will appear in the search results (introduced Dec 4, 2019 - you may need to clear your browser cache to see this)
- For errors in maps, please contact HL Access Services

Record clusters for journals (for records from Alma)


Requesting

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.

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

"Online access not found"

Read more about this scenario here: "Online access not found"

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.

Graduating Students

When you graduate, your role in HOLLIS "expires." This means that you can no longer request materials or access restricted materials such as many journal articles. You can continue to log in to HOLLIS to see your Favorites.

Expanded search results

Search Expansion with Controlled Vocabulary

This feature uses LC and MeSH subject lists to provide the expanded search term suggestions. Users are provided with an option to revert to using only their original search term. Full documentation from Ex Libris.

Search Expansion for No / Low 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. Alma 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
Unpaywall

- This service allows user to check to see if there is an Open Access version of an article available, through a tool called Unpaywall.
- It will appear for PCI records that have DOIs, and for which we do not have online access. The link will appear with this note:
  - "If no OA version is found this link may take you to a paywall. Do not pay. Let us get it for you through Scan & Deliver or ILL"
- This note will not appear if we have any print holdings for the journal (known issue)
- If the Unpaywall service finds an OA version it takes the user to it. If it does not it leads the user to the paywall version.

Contextual Relationships

- This feature allows users to explore certain types of relationships between records:
  - Chapters of a book (for either Central Index or local data)
    - this varies from Tables of Contents links which appear for local records
  - Other chapters in a book (for Book Chapter records from Central Index)
  - Reviews of a book (for either Central Index or local data)
- These links display in Full View only (not in search results)
- These relationships are built in a "graph database" that is continually being updated with new data

More Topics

- "Online access not found"
- About HOLLIS on older browsers
- HOLLIS as a browser search engine
- Moving from PCI to CDI
- HathiTrust Emergency Temporary Access Services - Ended 8/30/21
- Book covers in HOLLIS - where do they come from? (DRAFT)
- HOLLIS Digital Reserves user instructions
- Resource Recommender Guidelines
- Newspapers