Operator	Usage
Equals	**Find in:** Book Search and Queries **How it works:** Finds only **exact** matches to the search term. **Use for:** Exact searches where you know exactly what you're looking for, such as looking up a book by KLAS ID. Search on checkboxes by Equals TRUE (checked) or FALSE (blank).
Does Not Equal	**Find in:** Queries **How it works:** Finds everything other than exact matches to the search term. **Use for:** Excluding something specific from the query results, such as an exception Patron Type or a certain city.
Begins	**Find in:** Book Search, Queries, and Find **How it works:** Finds everything that equals or begins with the search term. **Use for:** Quickly entering the first part of a long search term or entering only as much as you are sure of the spelling. This is especially useful for author or patron names.
Is Between	**Find in:** Queries **How it works:** Finds everything between two search terms. Note: If you end your search range with "A - Z," then "Zebra" will not be returned. If you search for "A - ZZ," then "Zebra" will be, but "ZZ Top" will not. **Use for:** Finding a range, such as an age range or a set of patrons with last names in the first half of the alphabet. You can also use this to search for all patrons who have an email address by entering the entire range: 0 to ZZZZZ.
Is Blank	**Find in:** Queries **How it works:** Finds everything where that field was left blank. **Use for:** Checking for incomplete records or patrons who do not have an email address.
Keyword	**Find in:** Book Search **How it works:** Finds everything that has the search term as a whole word somewhere in a longer string. For Example: if you search for "Every," you will find "With Every Breath" but not "Everything Nice." **Use for:** Searching for long titles by one or two words, searching for authors by first name.
Matches	**Find in:** Query **How it works:** Finds everything that has the search term anywhere in it. **Use for:** Similar to Keyword, but the search term doesn't need to be a whole word. This is a good, general search—if you aren't sure which operator to pick, try this one.
In	**Find in:** Query **How it works:** Finds everything that Equals the listed search terms. Separate each term with a comma and space. For example: "PA, PY" **Use for:** Searching a few specifics, such as specific patron types or several area codes.
Not In	**Find in:** Query **How it works:** Finds everything that Does Not Equal any of the listed search terms. **Use for:** Excluding a few specifics from your search.