



Adding New Browse Categories from Search Results

Let's learn how to create some basic browse categories. For these examples, we will be creating two browse categories, "New Fiction" and "New Non-Fiction." Then, we'll learn how to add sub-categories to those.

However, free to use this tutorial to create other types of browse categories if you don't want "new fiction" or "new non-fiction." These same steps can be applied to whatever categories you want to create.

49 Steps [View on Tango](#)

Created by

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Creation Date

May 5, 2022

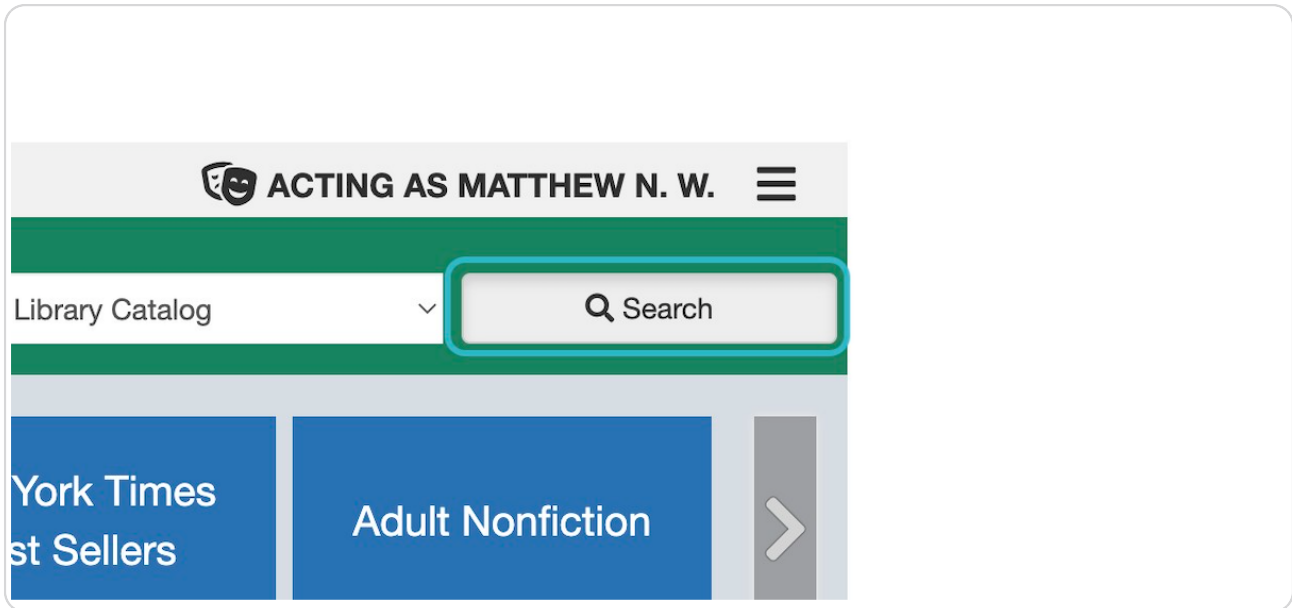
Last Updated

January 22, 2023

STEP 1

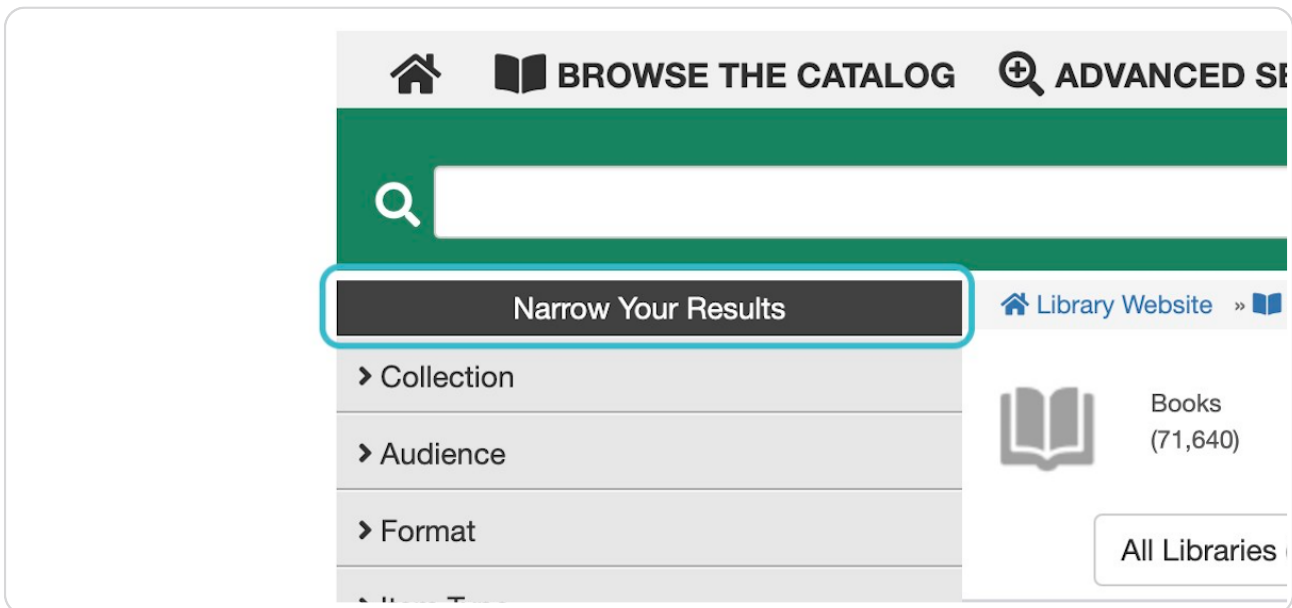
Leave the search box blank, then click Search

Performing a blank search retrieves all results in the catalog.



STEP 2

We will use the "Narrow Your Results" search facets to narrow our search results.



STEP 3

Click the Fiction / Non-Fiction facet.

> Format

> Item Type

> Author

> Added in the Last

> Fiction / Non-Fiction

> Publication Date

> User Rating

> eContent Collection

All Libraries (2)

Sort by Best Match



STEP 4

Check "Fiction"

> Author

> Added in the Last

< Fiction / Non-Fiction

☐ Non Fiction (47,771)

☒ Fiction (39,839)

☐ Not Coded (24,203)

☐ Unknown (595)

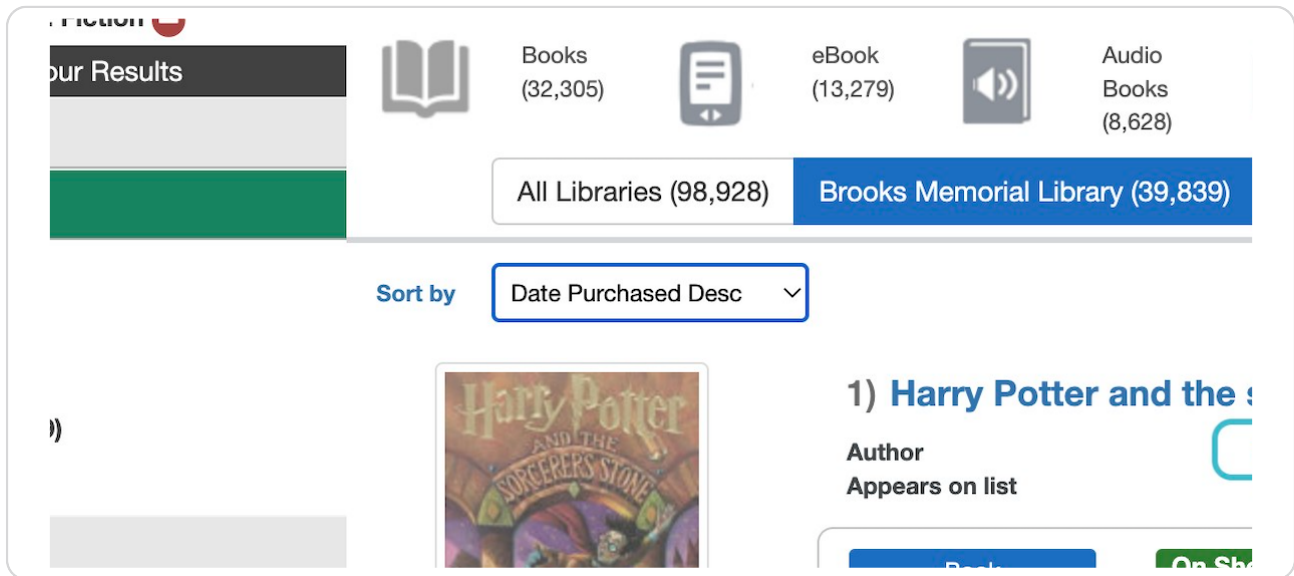
> Publication Date

> User Rating

STEP 5

Next, select the "Sort By" dropdown and select "Date Purchased Desc"

This will move items most recently added to your collection to the top of search results. This filter looks at the acquisition date on the record.



The screenshot shows a library search interface. At the top, there are filters for "Books (32,305)", "eBook (13,279)", and "Audio Books (8,628)". Below these, there are two buttons: "All Libraries (98,928)" and "Brooks Memorial Library (39,839)". A "Sort by" dropdown menu is set to "Date Purchased Desc". The search results show a book titled "1) Harry Potter and the Sorcerer's Stone" by J.K. Rowling. The book cover is visible, and the title is highlighted. The author's name "J.K. Rowling" is also visible.

STEP 6

Add a publication date range, if desired.

Adding a Publication Date range will ensure that the results shown were actually published recently, instead of including new copies of older titles.



The screenshot shows a library search interface. On the left, there is a list of filters: "Author", "Added in the Last", "Fiction / Non-Fiction", "Publication Date", "User Rating", and "eContent Collection". The "Publication Date" filter is highlighted with a red box. On the right, there are two book covers. The top cover is for "The French Baker" by J. Smith, and the bottom cover is for "The French Baker" by J. Smith. The "Publication Date" filter is highlighted with a red box.

STEP 7

Type in a recent year.

Clicking "year," "5 years," or "10 years" will automatically calculate that year for you.



› Added in the Last

› Fiction / Non-Fiction

▼ Publication Date

2021 to Go

Published in the last

[year](#) • [5 years](#) • [10 years](#)

› User Rating

STEP 8

Type "*"

The asterisk (*) will become a placeholder for whatever the current year is.



› Added in the Last

› Fiction / Non-Fiction

▼ Publication Date

2021 * Go

Published in the last

[year](#) • [5 years](#) • [10 years](#)

› User Rating

STEP 9

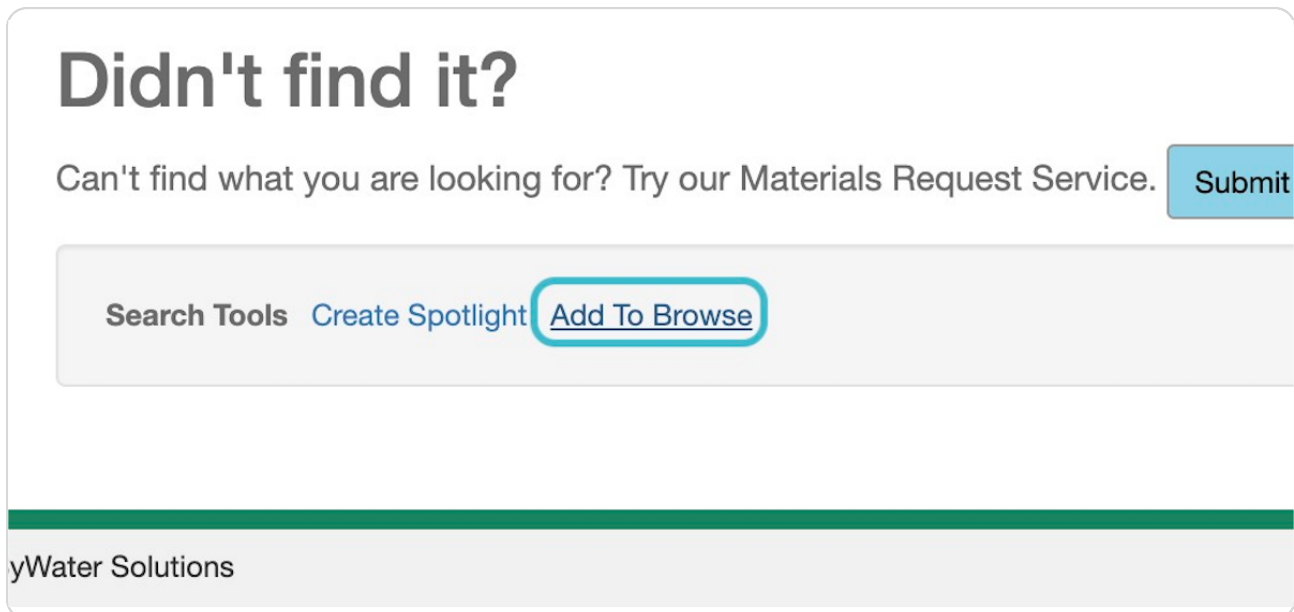
Click on Go to apply this date range.



The screenshot shows a search filter interface with several categories: 'Added in the Last', 'Fiction / Non-Fiction', 'Publication Date' (selected with a green background), and 'User Rating'. Under the 'Publication Date' filter, there are input fields for '2021' and '*', and a 'Go' button which is highlighted with a blue border. Below the input fields, it says 'Published in the last' followed by links for 'year', '5 years', and '10 years'. To the right of the filter panel, there is a book cover image with the text 'FREI BAK W' visible.

STEP 10

Navigate to your Search Tools (located either above search results to the right, or below search results, depending on your settings) and click Add to Browse.



The screenshot shows a section titled 'Didn't find it?' with the text 'Can't find what you are looking for? Try our Materials Request Service.' and a 'Submit' button. Below this, there is a search bar with the text 'Search Tools Create Spotlight Add To Browse'. The 'Add To Browse' button is highlighted with a blue border. At the bottom of the section, there is a green bar with the text 'yWater Solutions'.

Click on Create New

Add as Browse Category to Home Page

Would you like to update an existing browse category or create a new one?

Update Existing

Create New

STEP 12

Give your browse category a title.

In this example, I'm calling it "New Fiction."

Please enter a name for the browse category to be created.

Category Name

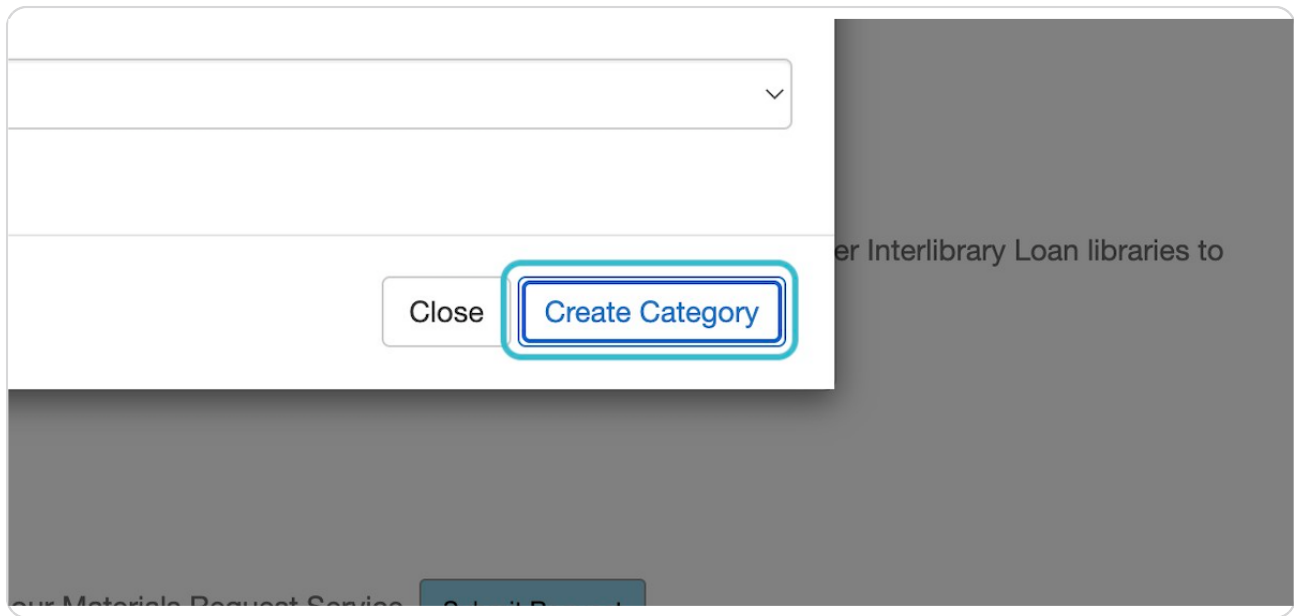
/Fiction

Is a Sub-Category to (optional)

Select One

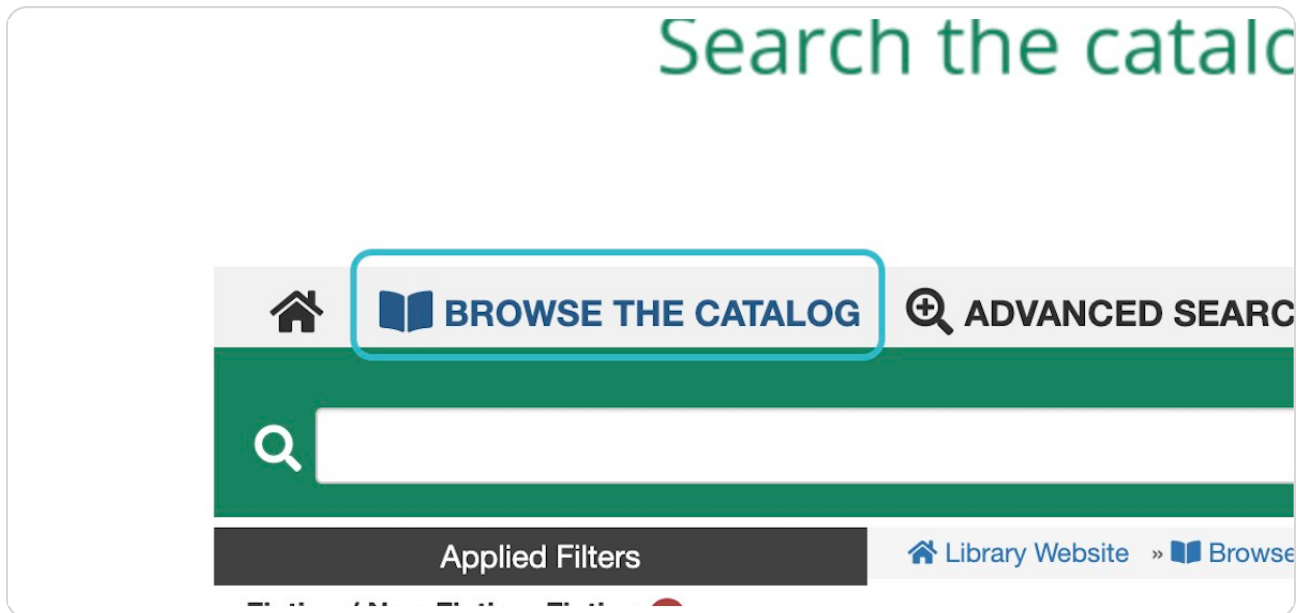
STEP 13

Click on Create Category



STEP 14

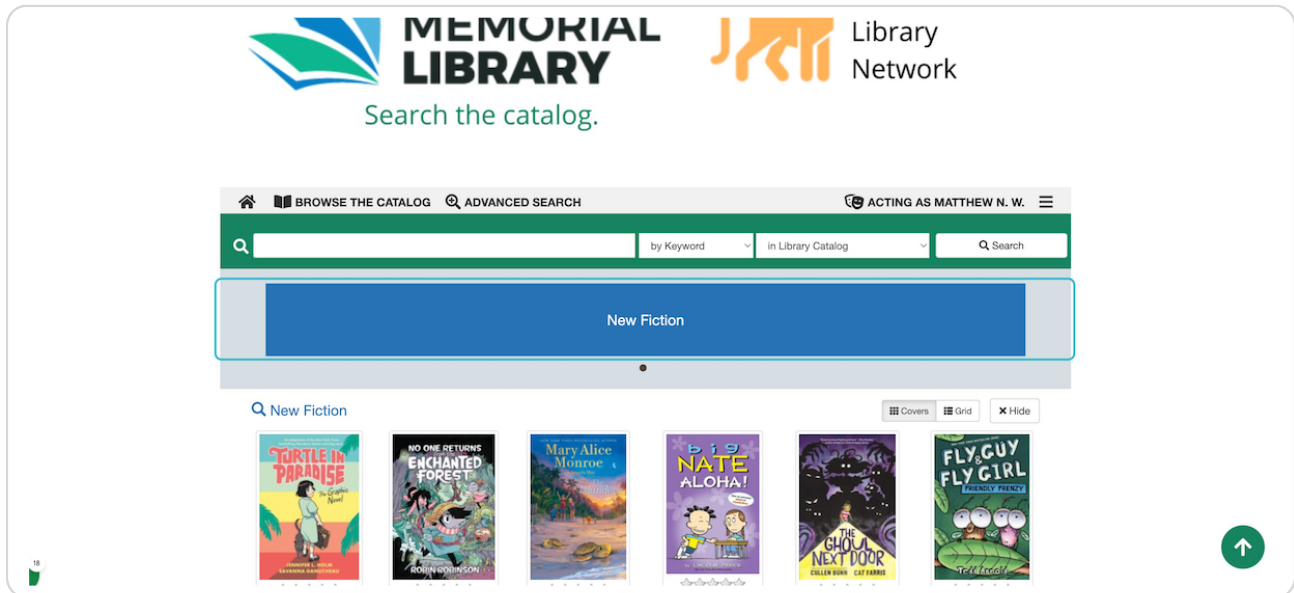
Return to the main page of your catalog



STEP 15

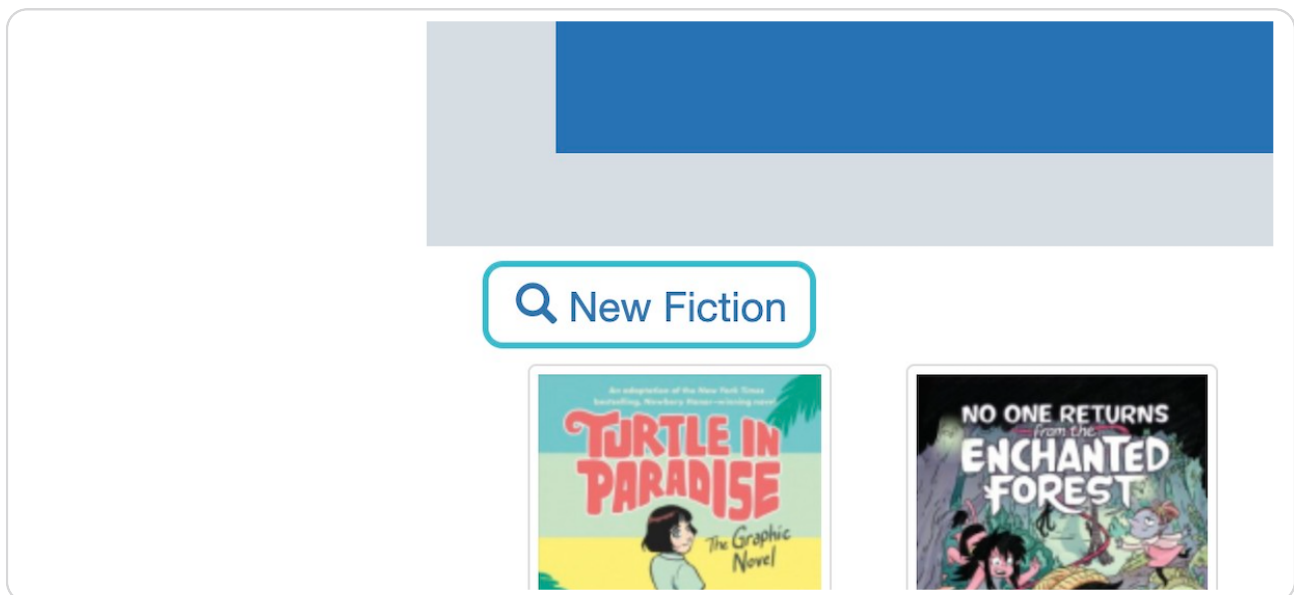
You will now see the browse category you created on the main page.

Let's keep going! We can add some sub-categories to "New Fiction" so we can offer patrons more specific options.



STEP 16

Let's return to the search results we used to create the New Fiction category by clicking this link.



STEP 17

Click on Audience

I want to create a more narrow sub-category, so I'll narrow by a specific audience.

The screenshot shows a library catalog interface. At the top, there's a search bar with a magnifying glass icon and a dropdown menu set to 'by Keyword'. Below the search bar, a breadcrumb trail reads: 'Library Website » Browse the Catalog » Catalog Search » Showing 1 - 20 of 2'. A section titled 'Applied Filters' shows 'Fiction / Non-Fiction: Fiction' and 'Publication Date: [2021 TO *]' with minus signs to remove them. Below this is a 'Narrow Your Results' sidebar with expandable categories: 'Collection', 'Audience' (highlighted with a blue box), 'Format', 'Item Type', 'Author', and 'Added in the Last'. A green bar at the bottom of the sidebar shows 'Fiction / Non-Fiction' with a lock icon. To the right of the sidebar, there are icons for 'Books (1,546)', 'eBook (1,173)', and 'Audio Books (597)'. Below these are buttons for 'All Libraries (5,005)' and 'Brooks Memorial Library (2,178)'. A 'Sort by' dropdown is set to 'Date Purchased Desc'. The main results area shows the first result: '1) Turtle in paradise: the gr' by 'Author'. It includes a book cover for 'Turtle in Paradise' and buttons for 'New Book', 'Show Edition', and 'Checked C'.

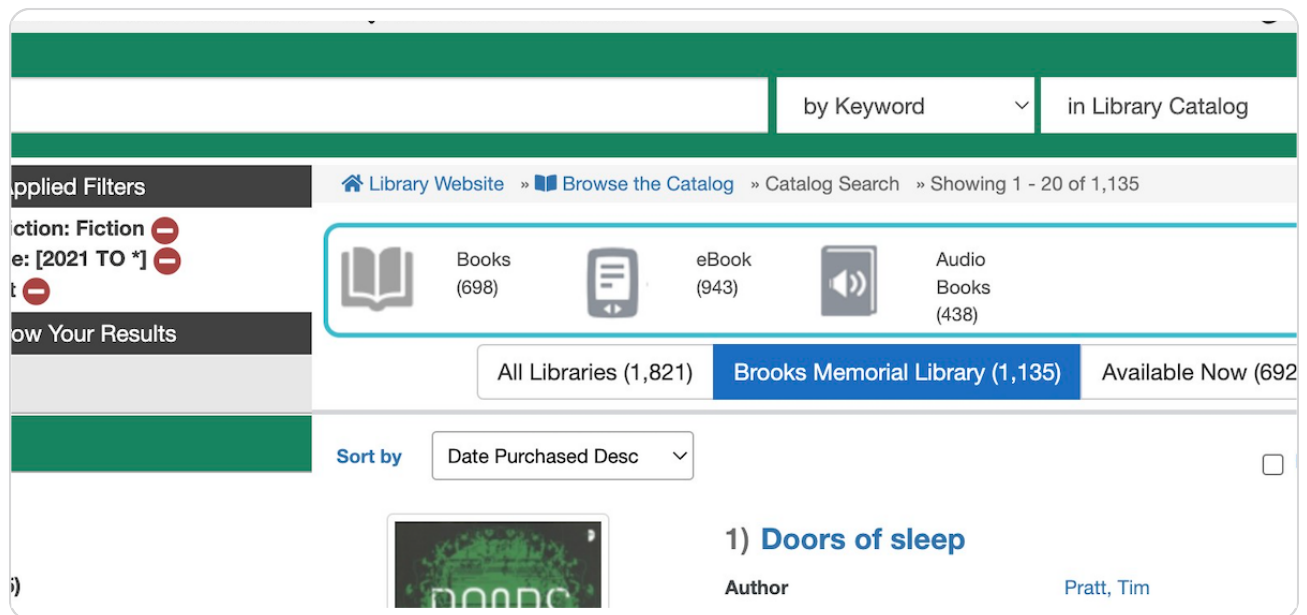
STEP 18

Check "Adult"

This screenshot is a close-up of the 'Narrow Your Results' sidebar. The 'Audience' category is expanded, showing a list of options with checkboxes: 'Adult (1,135)' (checked with a blue circle), 'Other (477)', 'Juvenile (375)', and 'Young Adult (262)'. The 'Format' category is also visible below it.

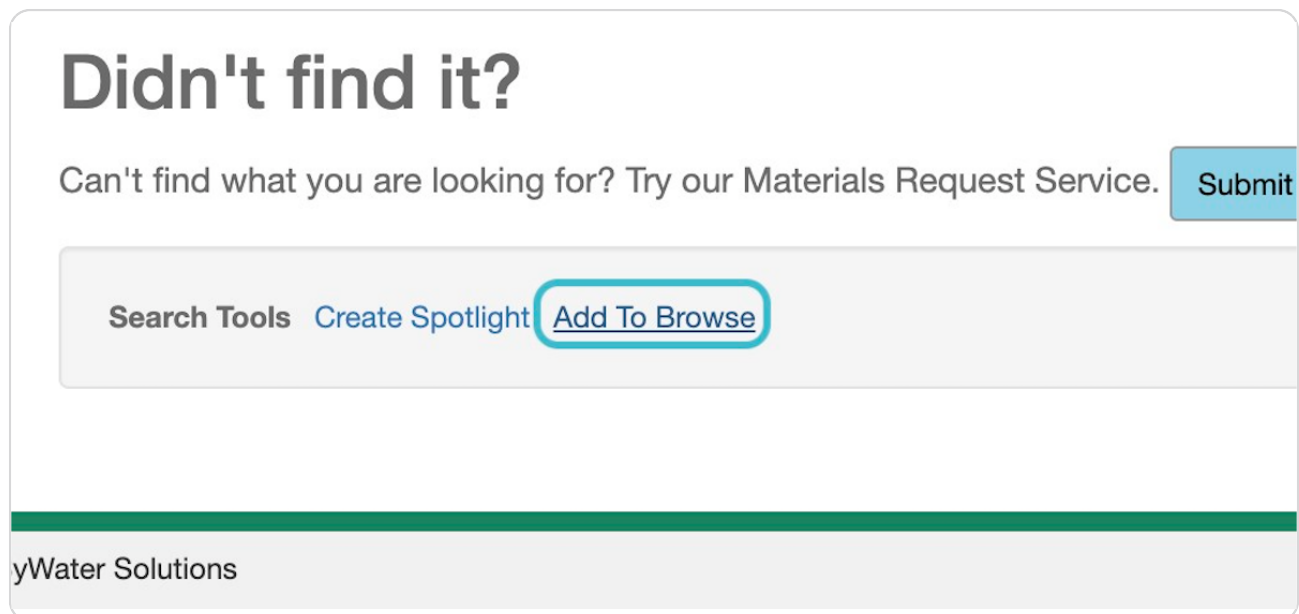
STEP 19

Note: you can also use the format categories to narrow to specific formats.



STEP 20

Navigate to your Search Tools (located either above search results to the right, or below search results, depending on your settings) and click Add to Browse.



Click on Create New

In Interlibrary Loan

Type in a name for your sub-category

Please enter a name for the browse category to be created.

Category Name

/ Adult Fiction

Is a Sub-Category to (optional)

Select One

STEP 23

Click the dropdown for "Add as a Sub-Category to"

We want to add this new category as a SUB-category of "New Fiction," so we need to select that here.

Category Name

/ Adult Fiction

Add as a Sub-Category to (optional)

ect One

Close Create Category

STEP 24

Select "New Fiction"

"New Fiction" is the first browse category we created. Tip: you can make sure you're selecting the correct browse category by checking the text ID. It will begin with your library's name, followed by the name of the browse category.

Add as New Browse Category

Please enter a name for the browse category to be created.

New Category Name

New Adult Fiction

Add as a Sub-Category to (optional)

New Fiction (brooks_new_fiction)

Close Create Category

Didn't find it?

Can't find what you are looking for? Try our Materials Request Service. [Submit Request](#)

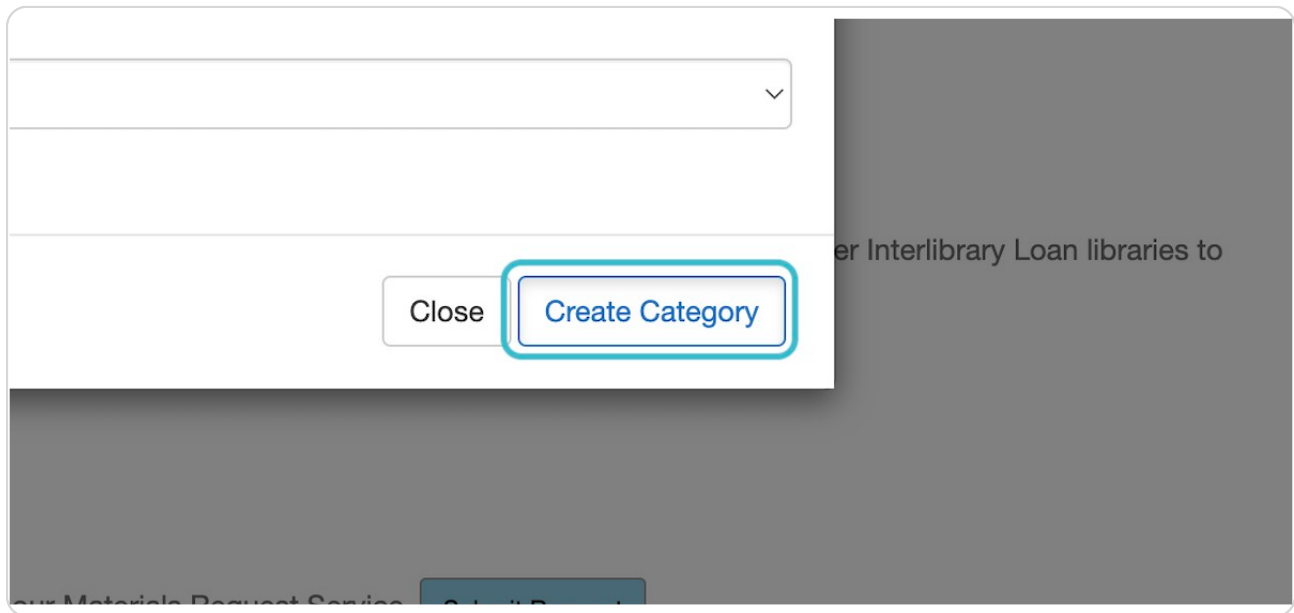
[Search Tools](#) [Create Spotlight](#) [Add To Browse](#)

Powered By Aspen Discovery supported by ByWater Solutions v. 22.04.00

CONNECT WITH US

STEP 25

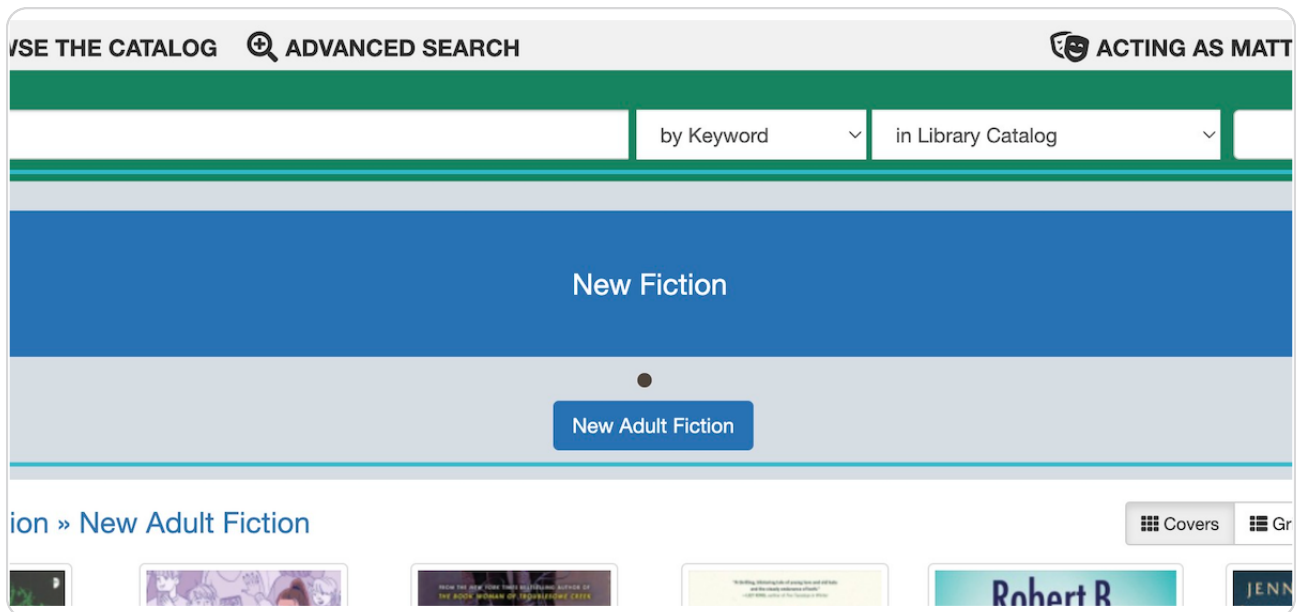
Click on Create Category



STEP 26

Return to the main catalog page.

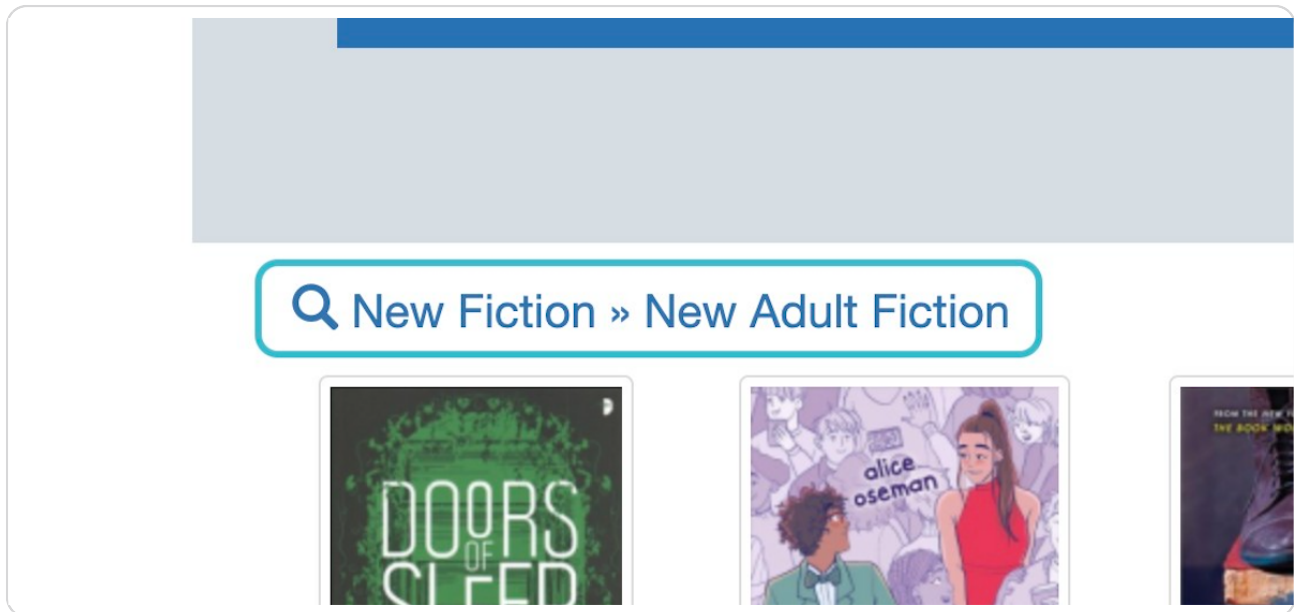
You'll now see the "New Adult Fiction" sub-category added under the "New Fiction" browse category.



STEP 27

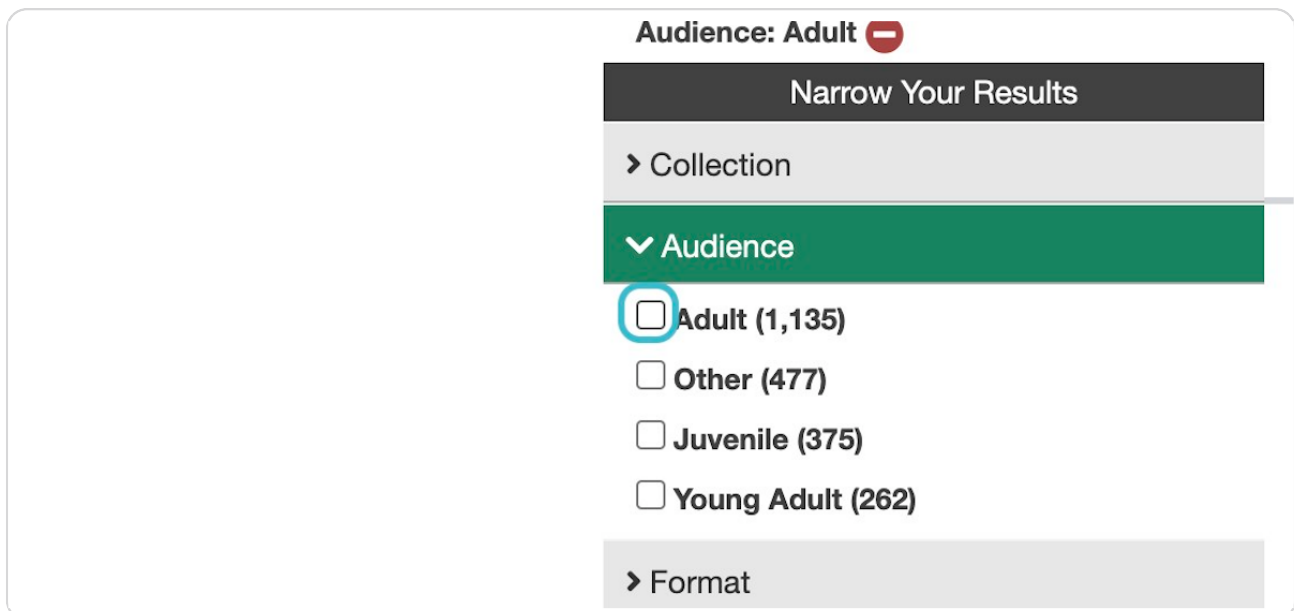
Now, let's add another sub-category for New Kids Fiction.

Clicking this link will take us back to the search results with our filters applied.



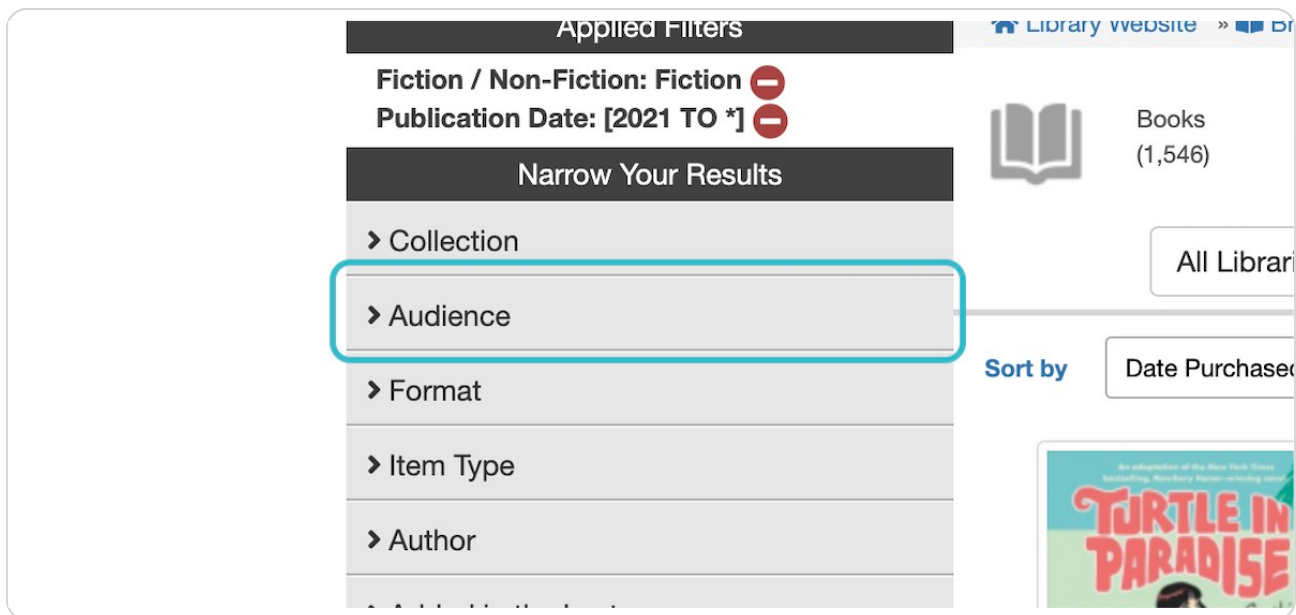
STEP 28

Uncheck "Adult"



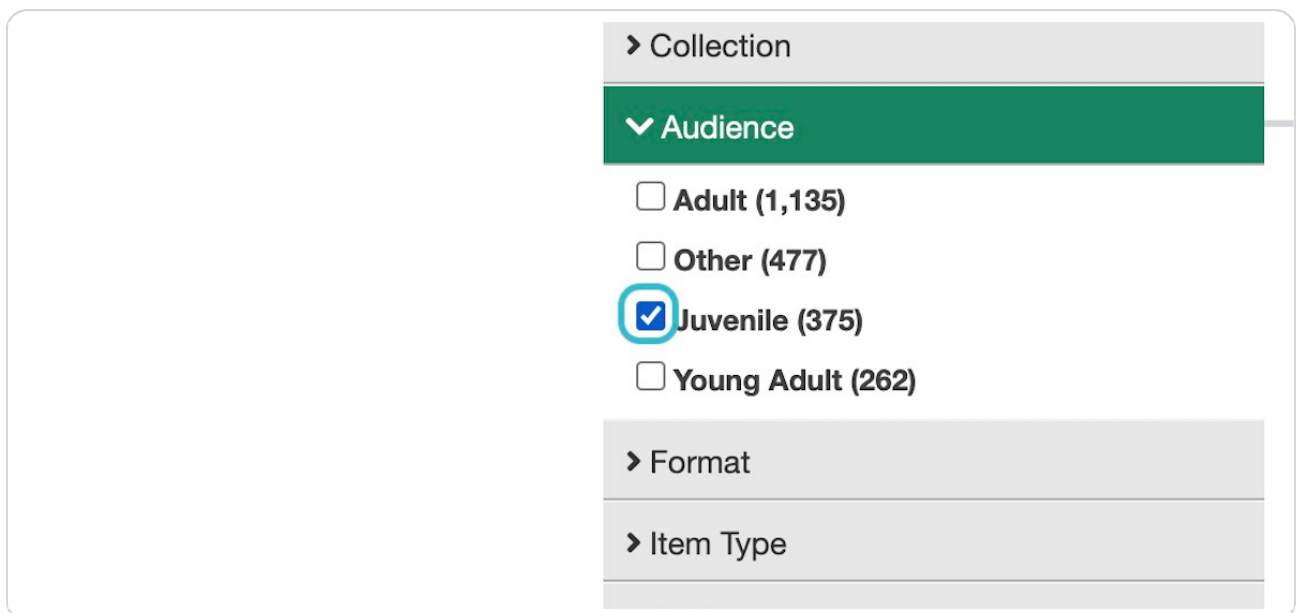
STEP 29

Click on the Audience facet again to re-open.



STEP 30

Check "Juvenile"



STEP 31

Now "Juvenile" is applied as a filter instead of "Adult."

The other facets we had selected, "Fiction" and "Publication Date," are still applied.

The screenshot shows a library website interface. At the top, there is a search bar with a magnifying glass icon. Below it, a dark grey bar contains the text "Applied Filters". To the right of this bar, there is a link "Library Website" and a "Browse" button. Below the "Applied Filters" bar, a light blue box highlights three filters: "Fiction / Non-Fiction: Fiction" with a red minus icon, "Publication Date: [2021 TO *]" with a red minus icon, and "Audience: Juvenile" with a red minus icon. Below this box is a dark grey bar with the text "Narrow Your Results". Underneath, there is a "Collection" dropdown menu. To the right of the "Audience" filter, there is a "Books (302)" label and a "All Libraries" button. Below the "Narrow Your Results" bar, there is a "Audience" dropdown menu with a green background. Underneath, there are three checkboxes: "Adult (1,135)", "Other (477)", and "Juvenile (375)". The "Juvenile" checkbox is checked. To the right of the "Audience" dropdown, there is a "Sort by" dropdown menu with "Date Purchased De" selected. At the bottom right, there is a book cover for "Mary Alice Monroe".

STEP 32

Navigate to your Search Tools (located either above search results to the right, or below search results, depending on your settings) and click Add to Browse.

The screenshot shows a library website interface. At the top, there is a search bar with a magnifying glass icon. Below it, a dark grey bar contains the text "Applied Filters". To the right of this bar, there is a link "Library Website" and a "Browse" button. Below the "Applied Filters" bar, a light blue box highlights three filters: "Fiction / Non-Fiction: Fiction" with a red minus icon, "Publication Date: [2021 TO *]" with a red minus icon, and "Audience: Juvenile" with a red minus icon. Below this box is a dark grey bar with the text "Narrow Your Results". Underneath, there is a "Collection" dropdown menu. To the right of the "Audience" filter, there is a "Books (302)" label and a "All Libraries" button. Below the "Narrow Your Results" bar, there is a "Audience" dropdown menu with a green background. Underneath, there are three checkboxes: "Adult (1,135)", "Other (477)", and "Juvenile (375)". The "Juvenile" checkbox is checked. To the right of the "Audience" dropdown, there is a "Sort by" dropdown menu with "Date Purchased De" selected. At the bottom right, there is a book cover for "Mary Alice Monroe".

STEP 33

Click on Create New

Add as Browse Category to Home Page

Would you like to update an existing browse category or create a new one?

Update Existing

Create New

STEP 34

Give this new sub-category a name.

I'm calling this one "New Kids Fiction"

Please enter a name for the browse category to be created.

Category Name

/ Kids Fiction|

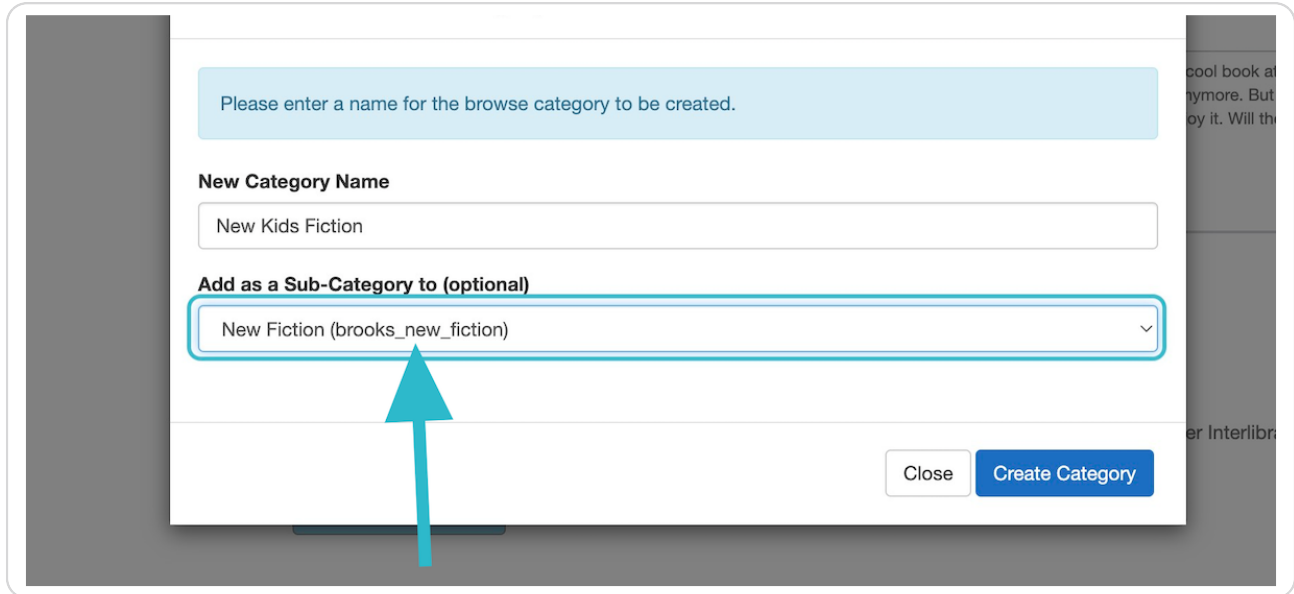
Choose a Sub-Category to (optional)

Select One

STEP 35

Select the main browse category from "Add as a Sub-Category to"

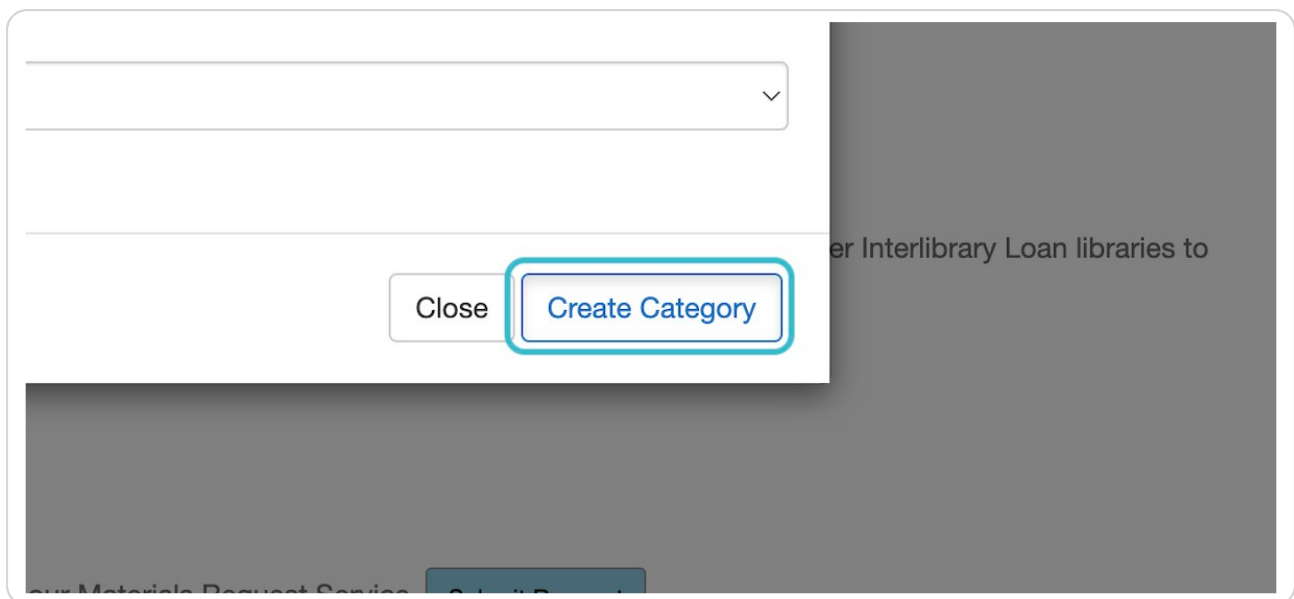
Again, I want "New Kids Fiction" to be a sub-category to "New Fiction," so I'm selecting "New Fiction" in this dropdown. Remember to check the text ID to make sure it's the correct browse category.



A screenshot of a web form for creating a new browse category. At the top, a light blue box contains the text: "Please enter a name for the browse category to be created." Below this is a text input field labeled "New Category Name" containing the text "New Kids Fiction". Underneath is a dropdown menu labeled "Add as a Sub-Category to (optional)". The dropdown is open, showing a list with one item: "New Fiction (brooks_new_fiction)". A red arrow points to this item. At the bottom right of the form are two buttons: "Close" and "Create Category".

STEP 36

Click on Create Category



A screenshot of the same web form, but with the "Create Category" button highlighted with a red border. The "Close" button is also visible. The background of the page is dark gray, and some text from the background page is visible, including "er Interlibrary Loan libraries to" and "our Materials Request Service".

STEP 37

Now that we have our Fiction browse categories, let's create one for New Non-Fiction.

Start over with a new blank search, then click the "Fiction / Non-Fiction" facet and select "Non-Fiction." Change the "Sort by" filter to "Date Purchased Desc." Add a publication date range as well, if desired.

The screenshot shows a library catalog interface. On the left, a "Narrow Your Results" sidebar lists various filters. The "Fiction / Non-Fiction" filter is expanded, showing "Non Fiction (47,771)" selected with a blue checkmark. Other options include "Fiction (39,839)", "Not Coded (24,203)", and "Unknown (595)". To the right of the sidebar, a "Sort by" dropdown menu is set to "Date Purchased Desc". Above this, there are icons for different media types: Books (38,637), eBook (7,751), and Audio Books (3,924). Below the sort menu, a book cover for "The CURSE of LONO" by Thompson is displayed. To the right of the book cover, the title "1) The curse of Lono" and the author "Thomp" are listed. Below the author, there are buttons for "Book", "Show Edition", and "On Shelf". The "On Shelf" button is highlighted in green. At the bottom of the book details, there are buttons for "More Info", "Add to list", and "SHARE" with a social media icon.

STEP 38

Click on Add To Browse

The screenshot shows a search results page. At the top, a large heading reads "Didn't find it?". Below this, a message says "Can't find what you are looking for? Try our Materials Request Service." with a "Submit" button. Below the message, there is a search bar with the text "Search Tools Create Spotlight Add To Browse". The "Add To Browse" button is highlighted with a blue border. At the bottom of the page, there is a green bar with the text "yWater Solutions".

STEP 39

Click on Create New

Add as Browse Category to Home Page

Would you like to update an existing browse category or create a new one?

Update Existing

Create New

In Interlibrary Loan

STEP 40

Type "New Non-Fiction"

Please enter a name for the browse category to be created.

Category Name

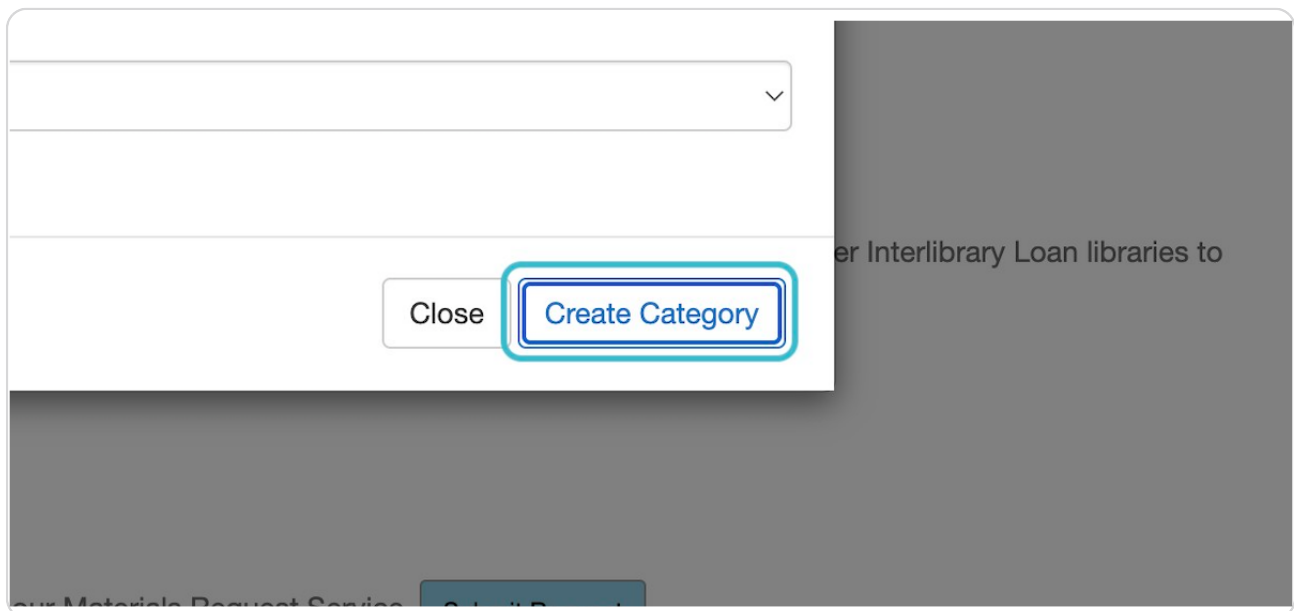
/ Non-Fiction|

Is a Sub-Category to (optional)

Select One

STEP 41

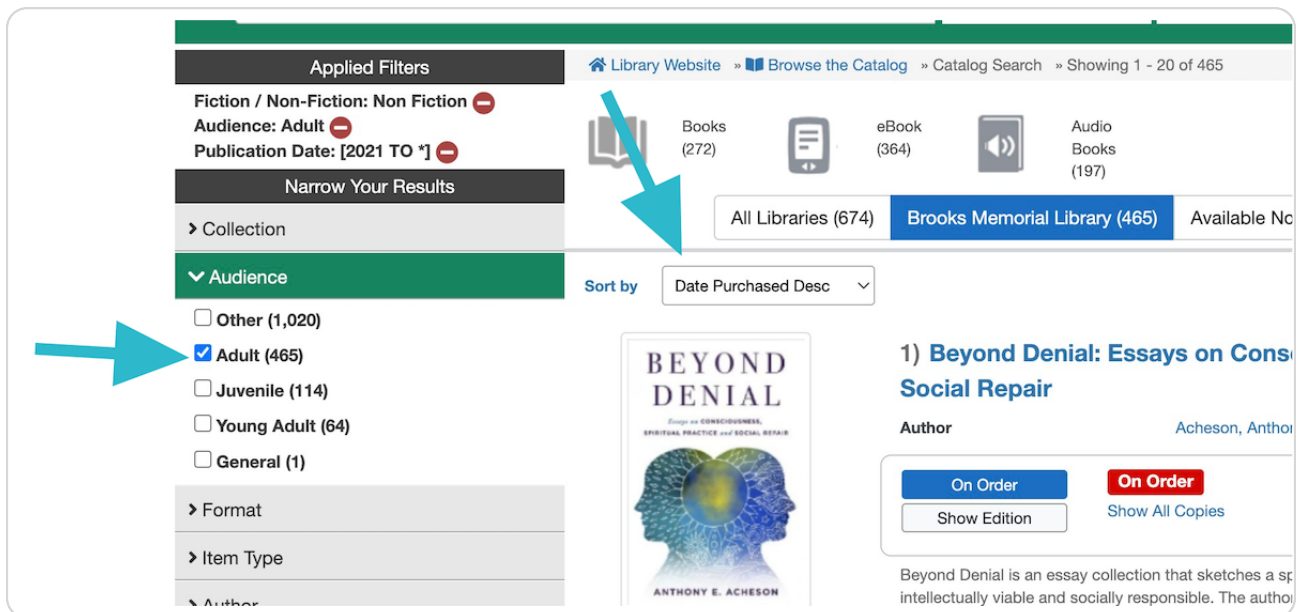
Click on Create Category



STEP 42

Now we can add our sub-categories for New Non-Fiction.

Open the Audience facet and select "Adult." Open the publication date facet and add the desired date range. Sort results by "Date purchased descending"



STEP 43

Scroll to the bottom and click on Add To Browse

Didn't find it?

Can't find what you are looking for? Try our Materials Request Service. [Submit](#)

[Search Tools](#) [Create Spotlight](#) [Add To Browse](#)

yWater Solutions

STEP 44

Click on Create New

Add as Browse Category to Home Page

Would you like to update an existing browse category or create a new one?

[Update Existing](#) [Create New](#)

In Interlibrary Loan

STEP 45

Type "New Adult Non-Fiction"

Please enter a name for the browse category to be created.

Category Name

/ Adult Non-Fiction|

Is a Sub-Category to (optional)

Select One

STEP 46

Select "New Non-Fiction" from the dropdown to add this as a sub-category.

Category Name

/ Adult Non-Fiction

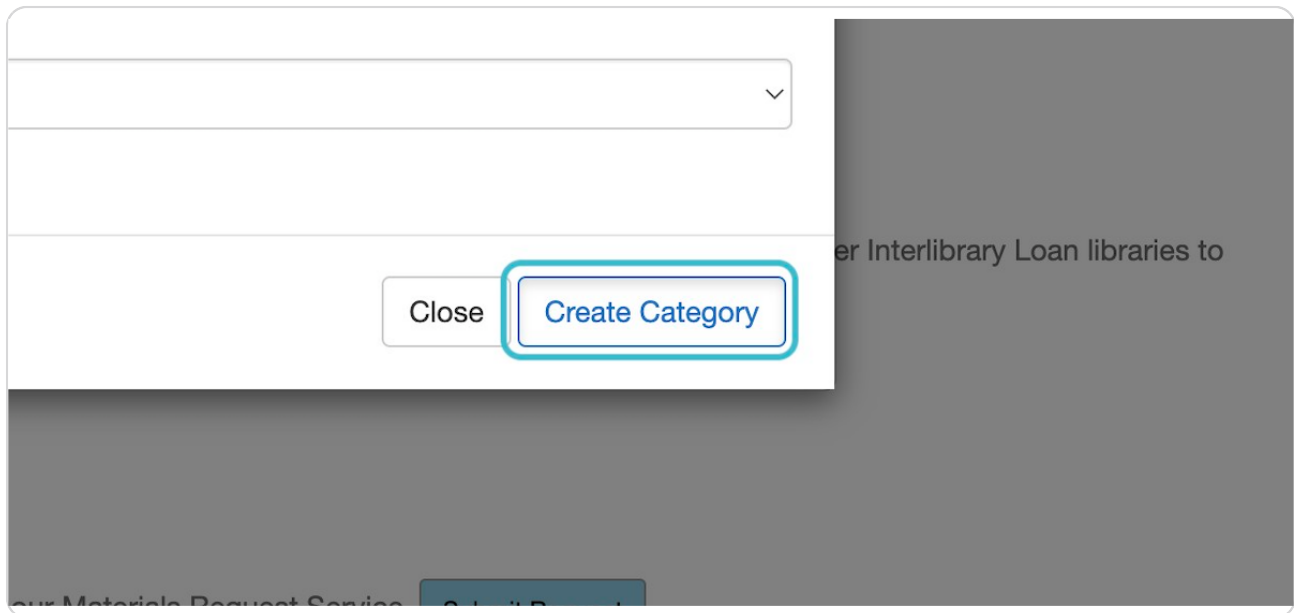
Is a Sub-Category to (optional)

New Non-Fiction (brooks_new_nonfiction)

CloseCreate Category

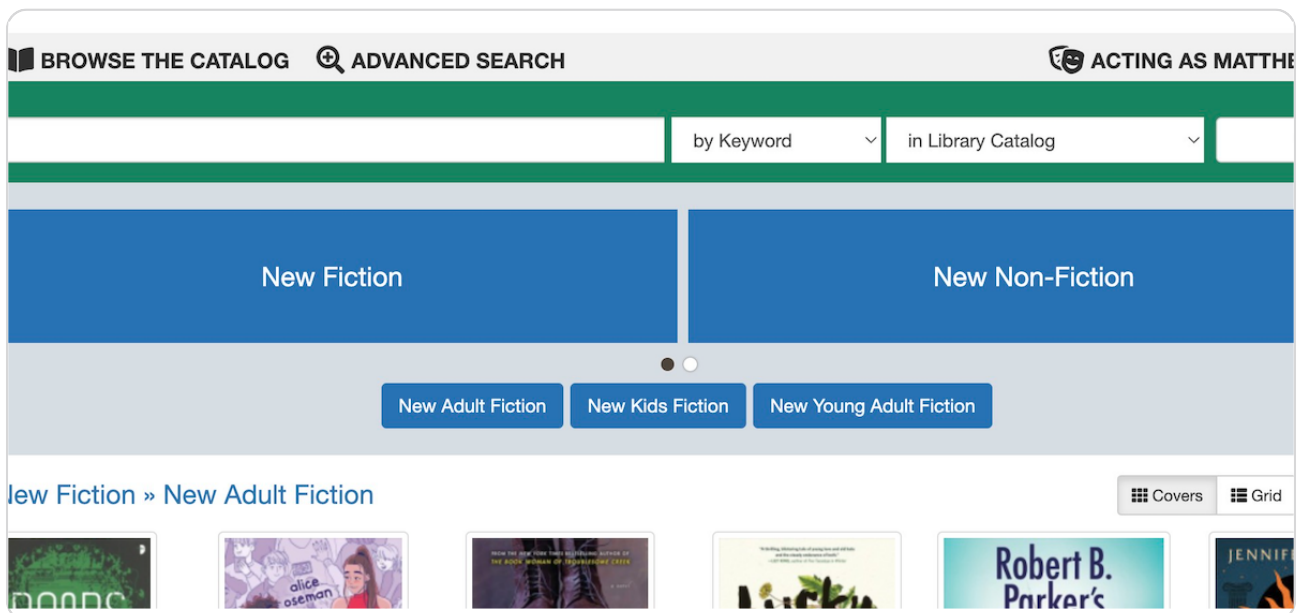
STEP 47

Click on Create Category



STEP 48

Continue the process you learned here to add as many browse categories and sub-categories as you like.



STEP 49

Follow this link to learn how to add New York Times best seller lists as browse categories.

Created in seconds with

Tango