Tango

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   Creation Date   Last Updated
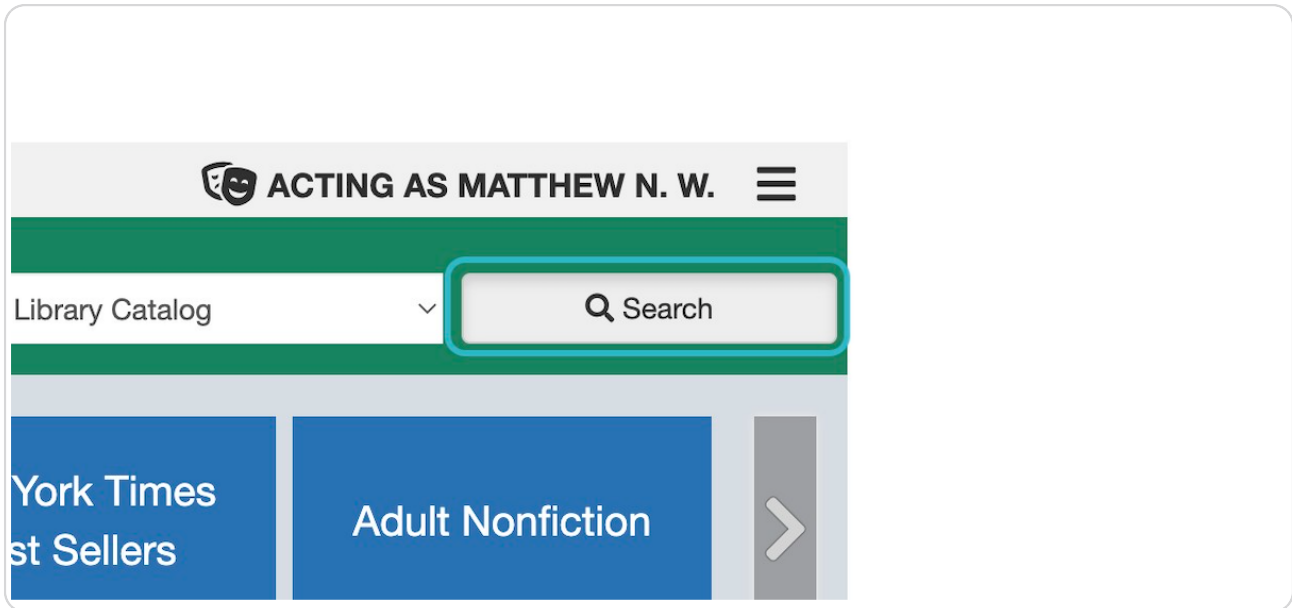
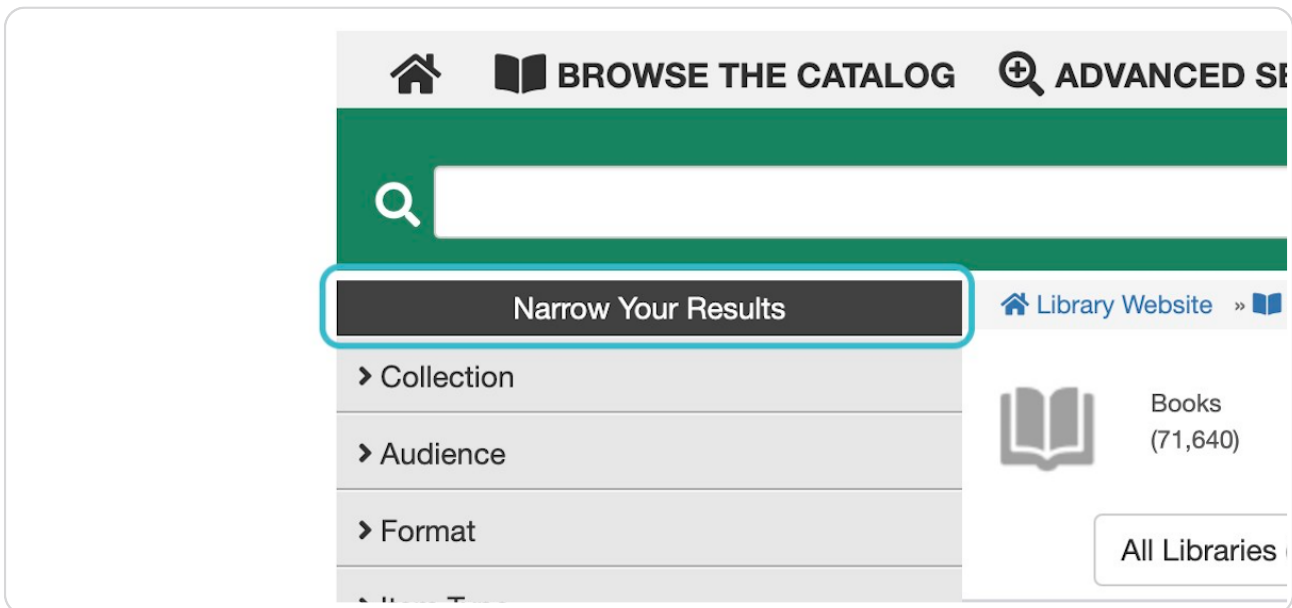Morgan Daigneault   May 5, 2022   January 22, 2023

Leave the search box blank, then click Search

Performing a blank search retrieves all results in the catalog.

We will use the "Narrow Your Results" search facets to narrow our search results.
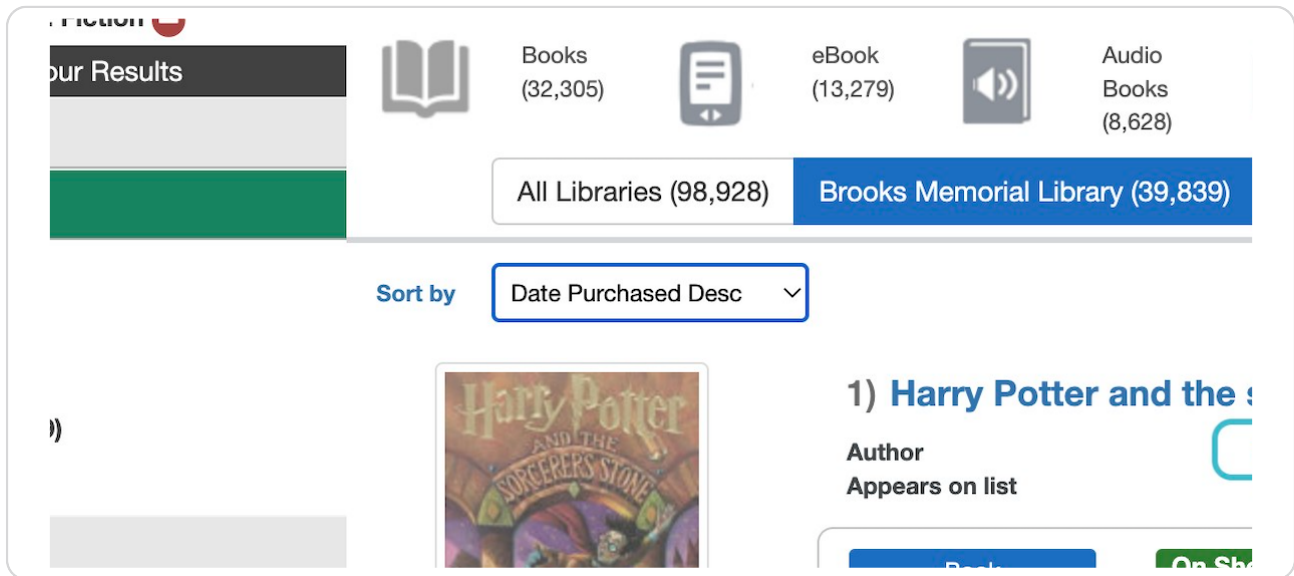
Click the Fiction / Non-Fiction facet.

Check "Fiction"

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.

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.

Type in a recent year.

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

Type "*"

The asterisk (*) will become a placeholder for whatever the current year is.
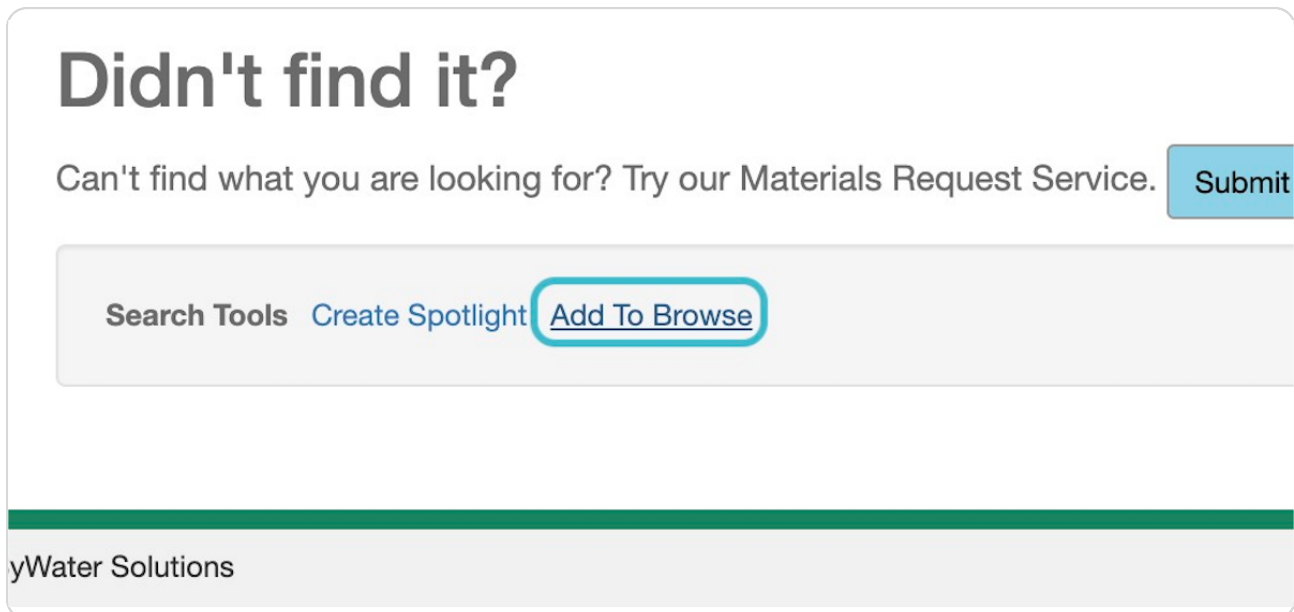
Click on Go to apply this date range.

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

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

Give your browse category a title.

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

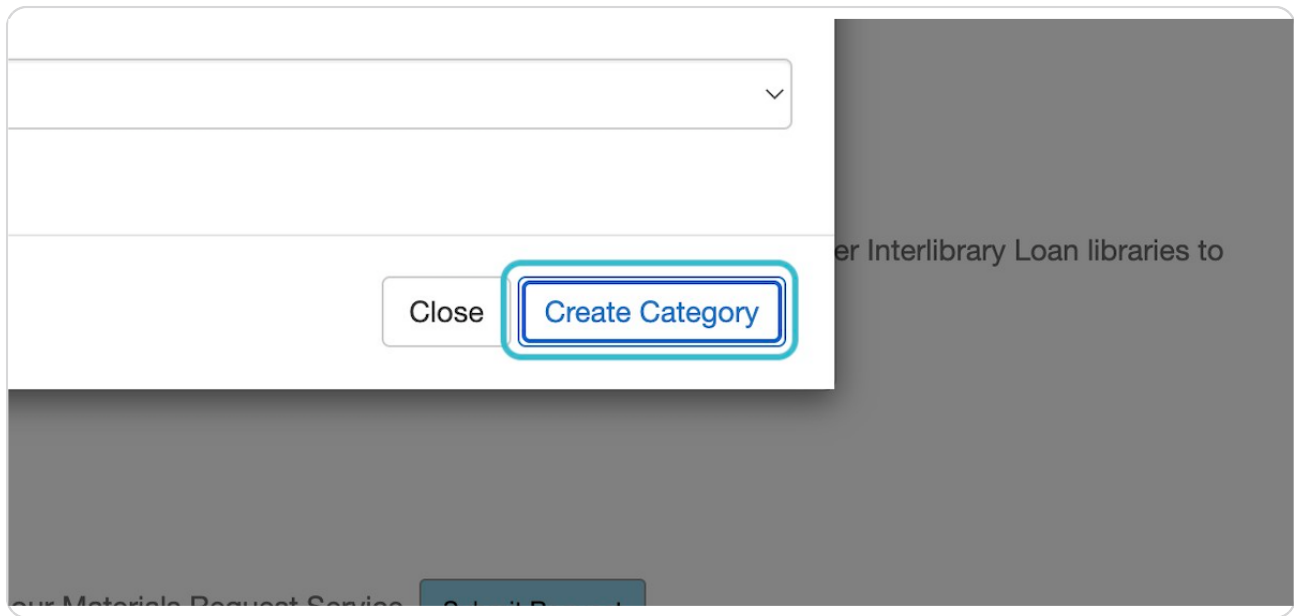ase enter a name for the browse category to be created.

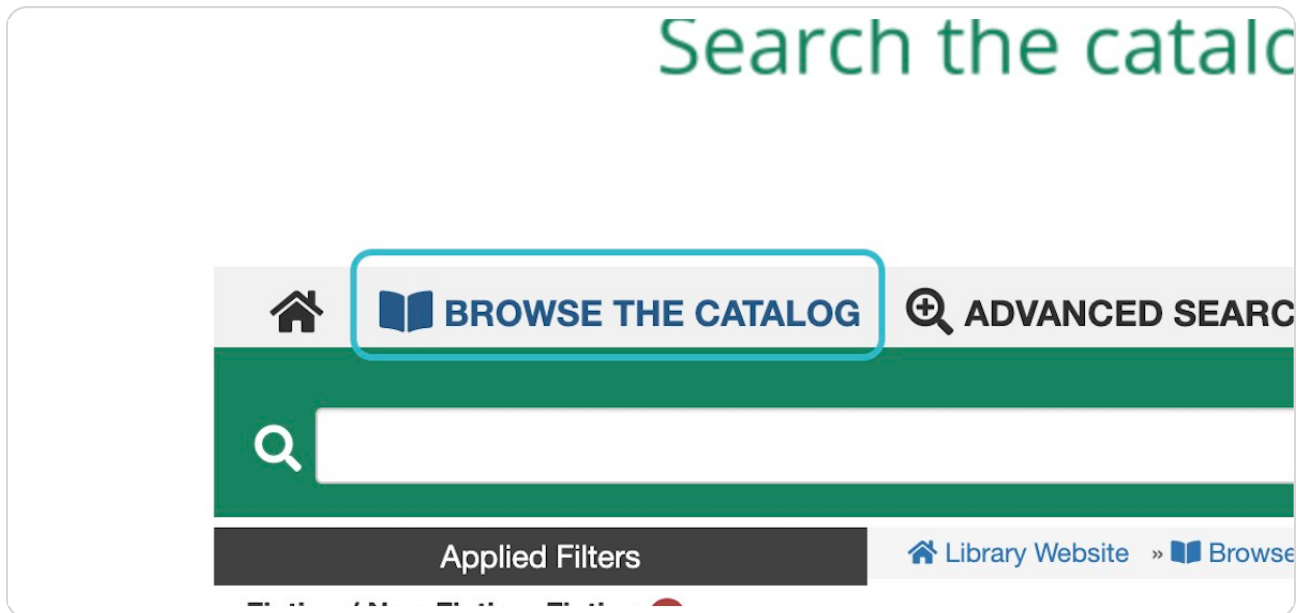Category Name

/ Fiction

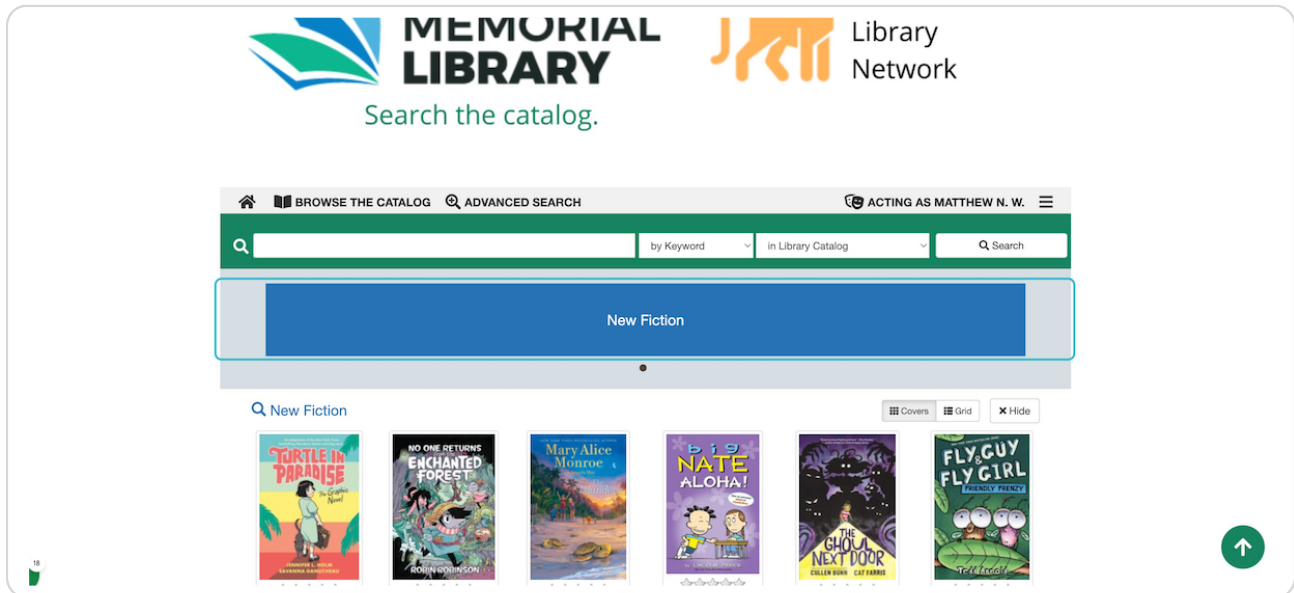s a Sub-Category to (optional)

ect One

Click on Create Category

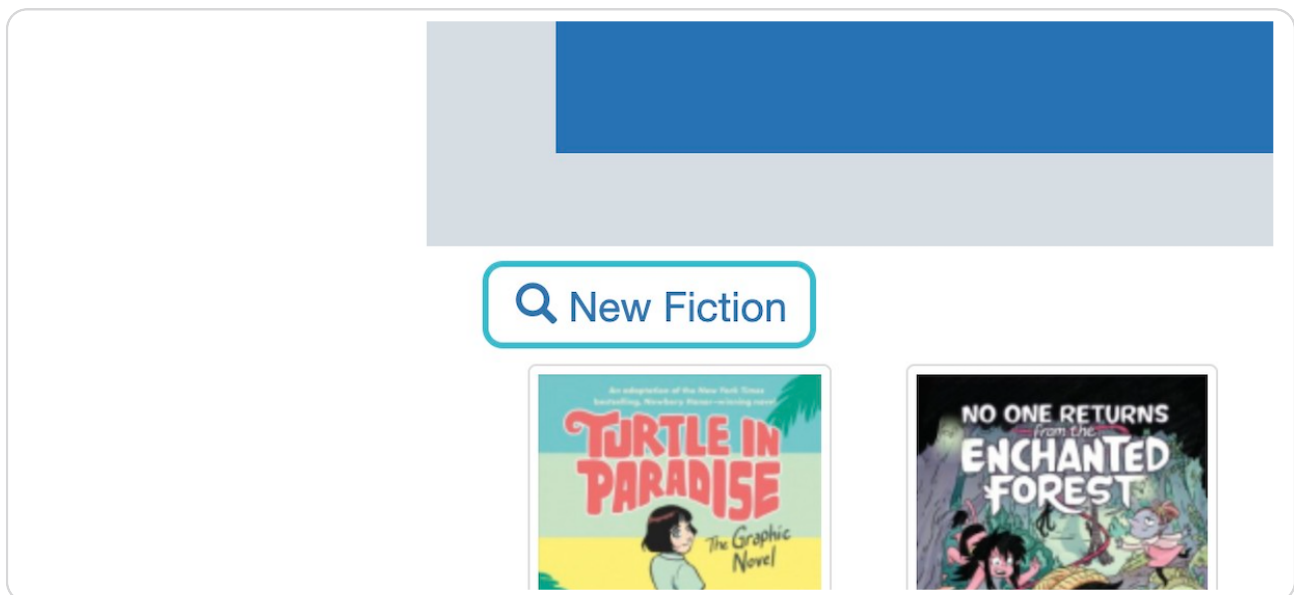## Return to the main page of your catalog

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.

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

Click on Audience

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

Check "Adult"

Note: you can also use the format categories to narrow to specific formats.
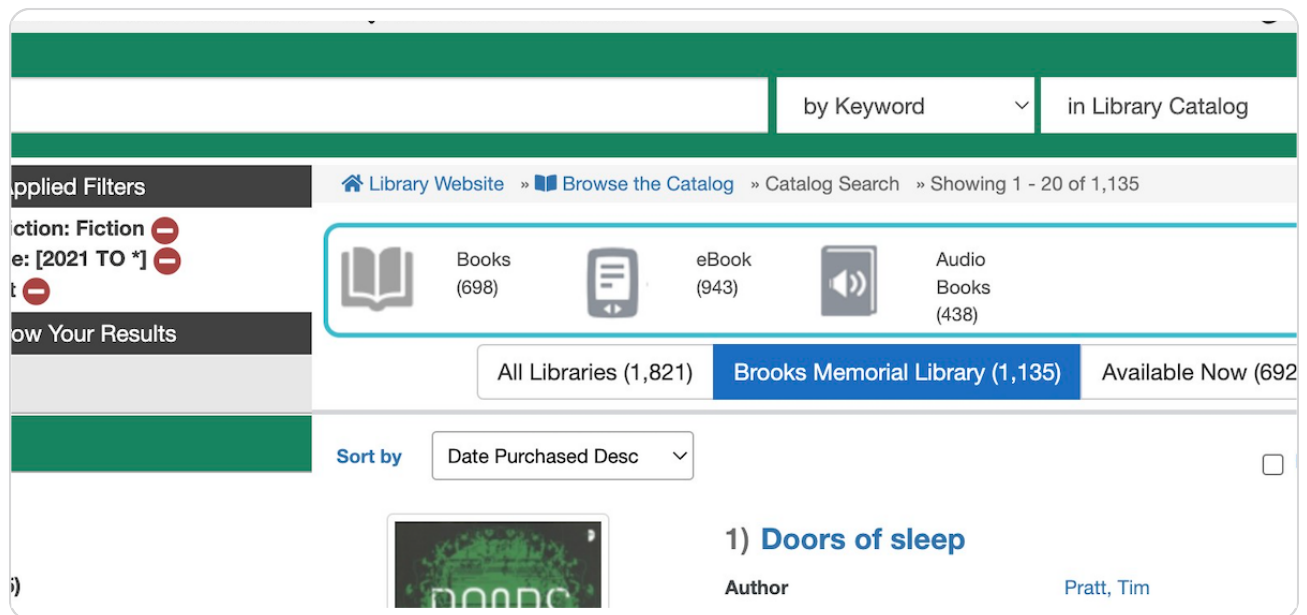
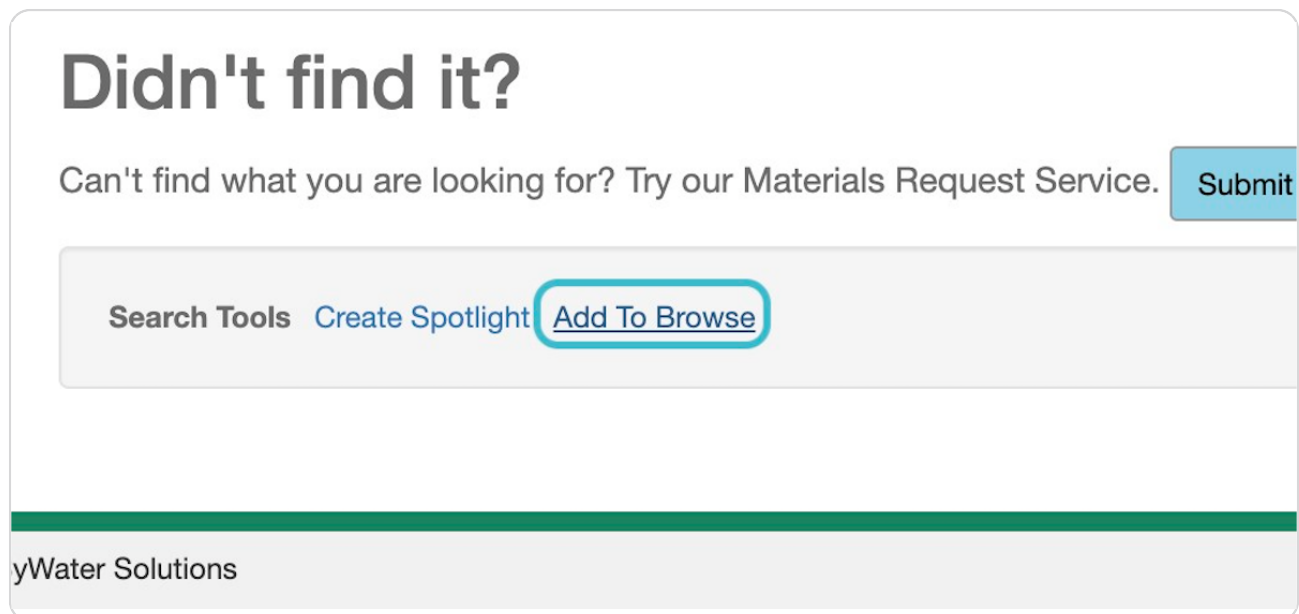**Navigate to your Search Tools (located either above search results to the right, or below search results, depending on your settings) and click Add to Browse.**

Click on Create New

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

Type in a name for your sub-category

I'm calling this one "New Adult Fiction"

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

Category Name

y Adult Fiction

s a Sub-Category to (optional)

ect One

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.

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.
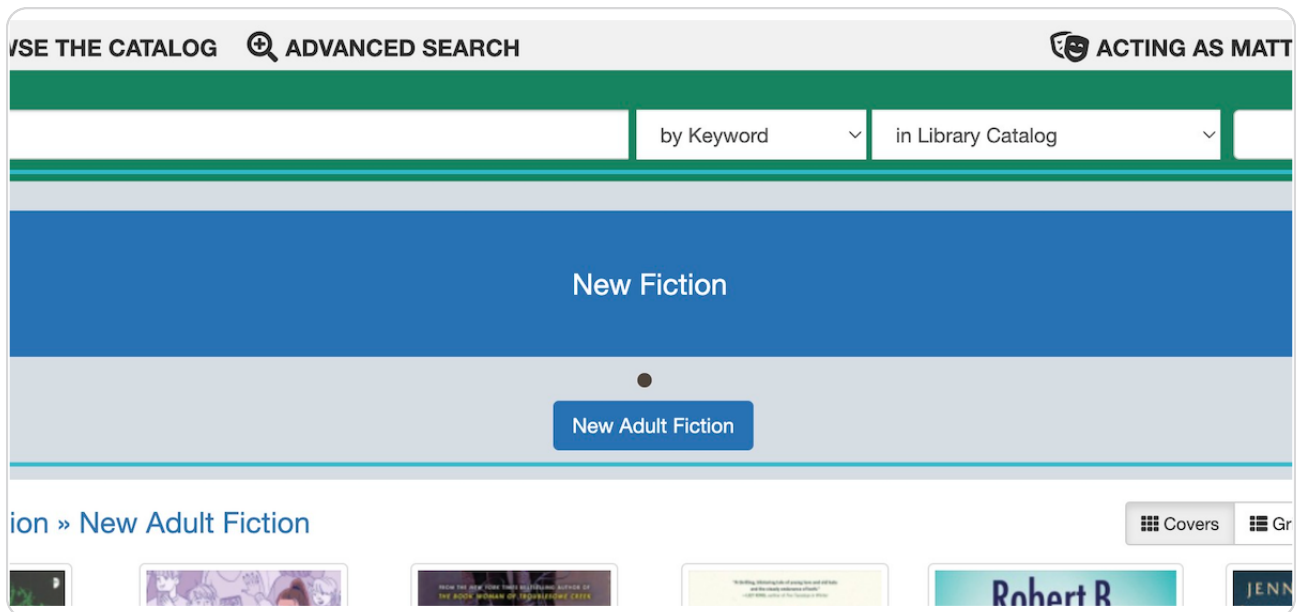
Click on Create Category

Close   **Create Category**
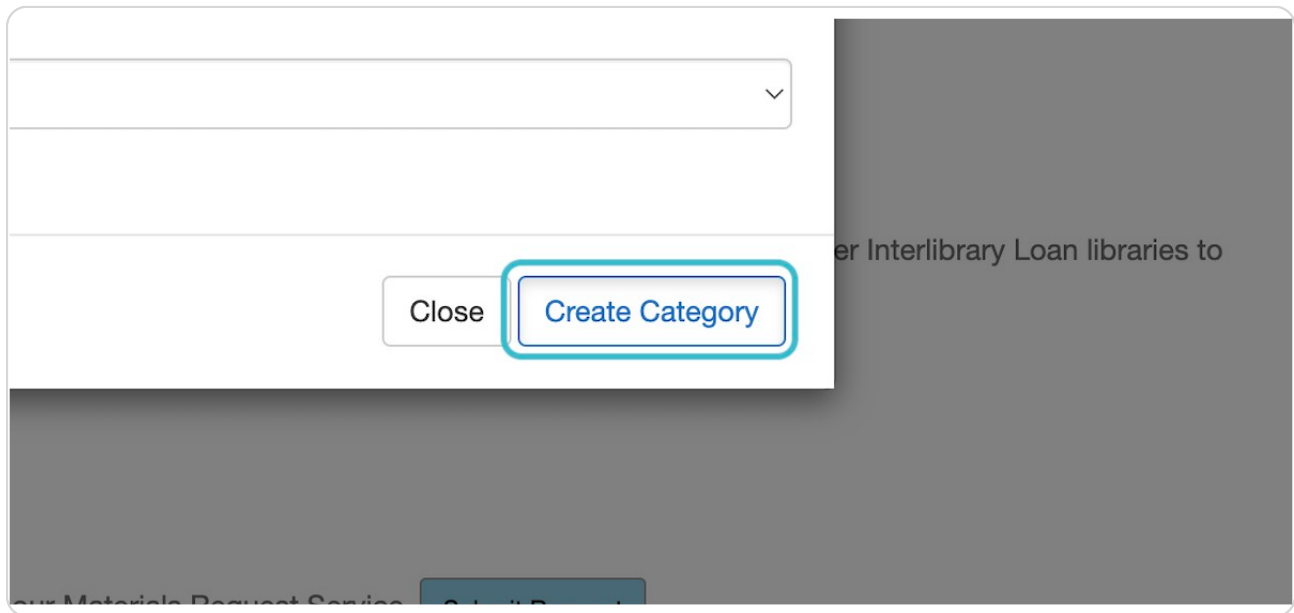
STEP 26

Return to the main catalog page.

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

VSE THE CATALOG   🔍 ADVANCED SEARCH   😊 ACTING AS MATT

by Keyword ⌄   in Library Catalog ⌄

New Fiction

New Adult Fiction

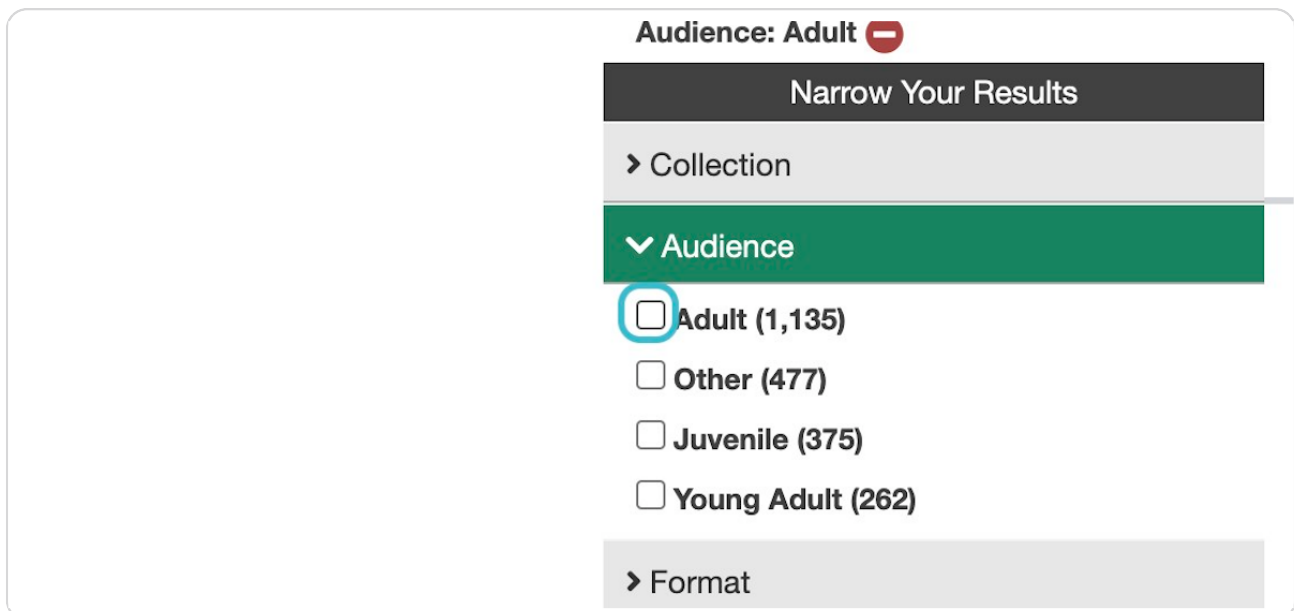ion » New Adult Fiction   ▦ Covers   ▤ Gr

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

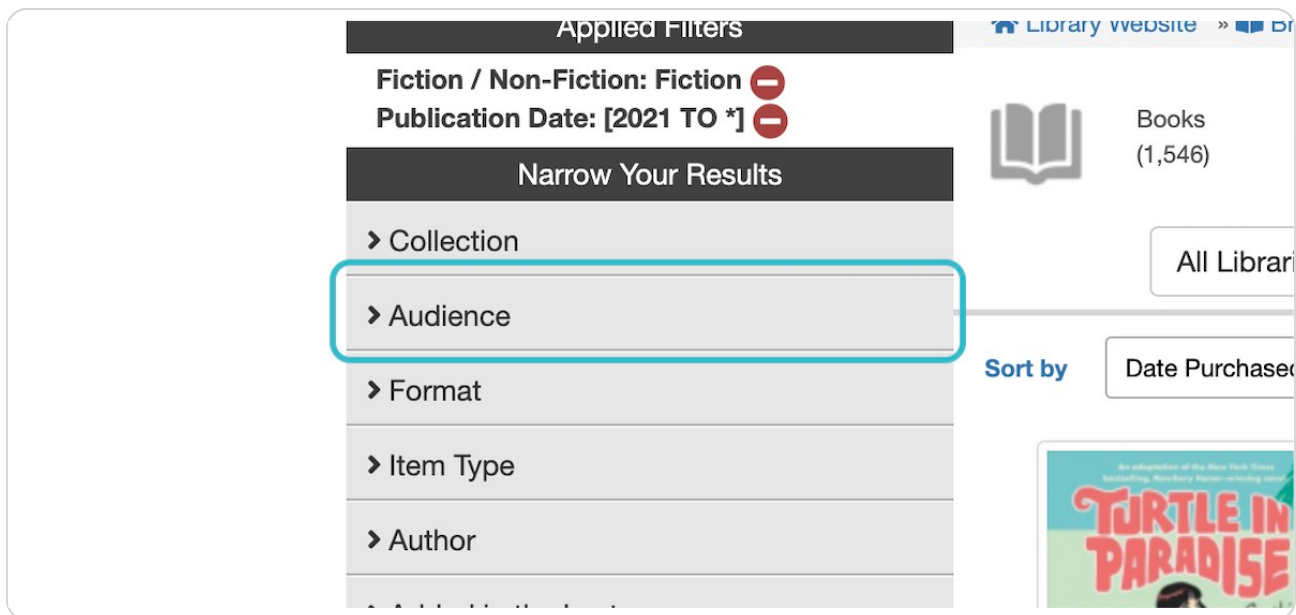Clicking this link will take us back to the search results with our filters applied.
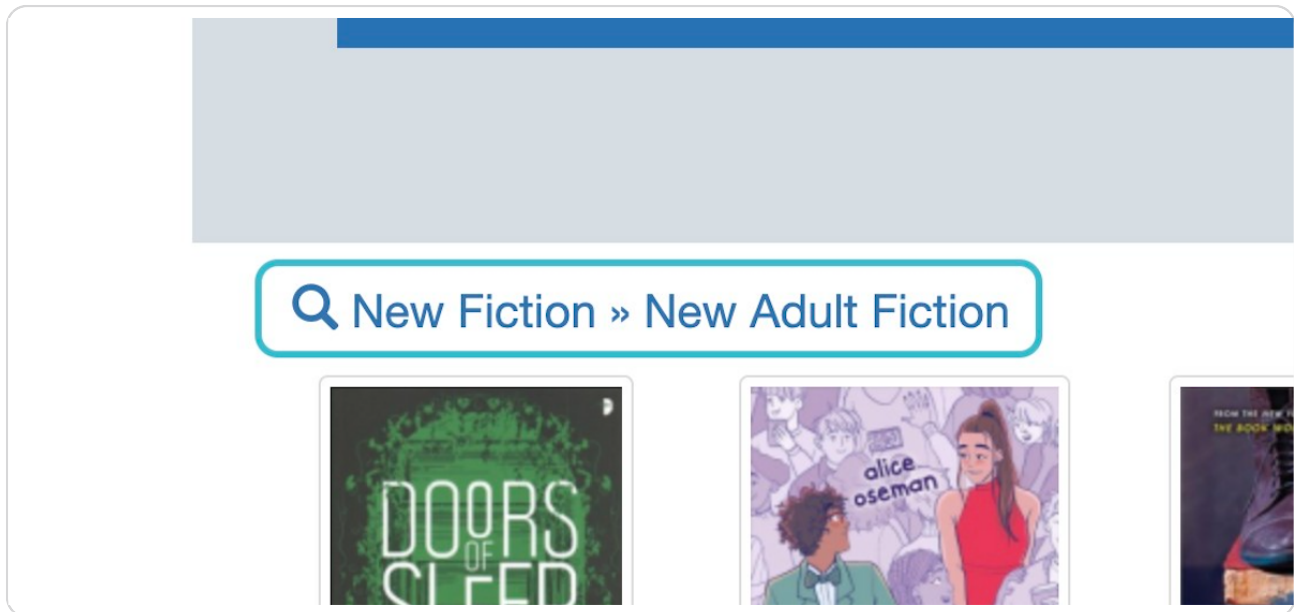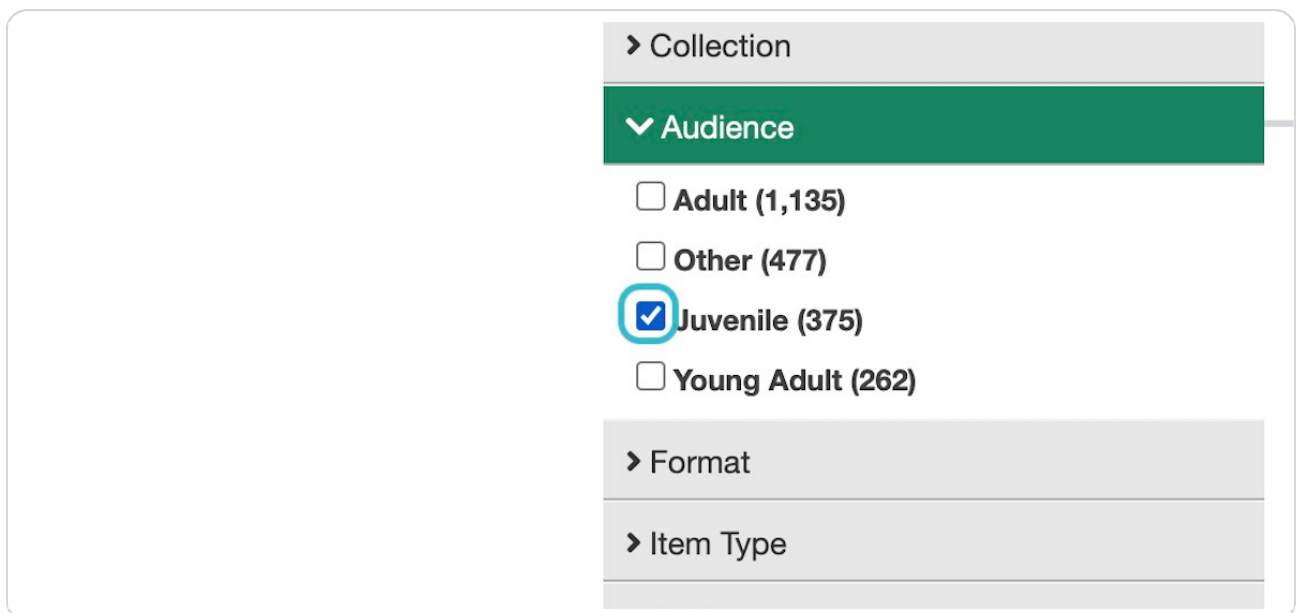
Uncheck "Adult"

Click on the Audience facet again to re-open.

Check "Juvenile"

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

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

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

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

Give this new sub-category a name.

I'm calling this one "New Kids Fiction"

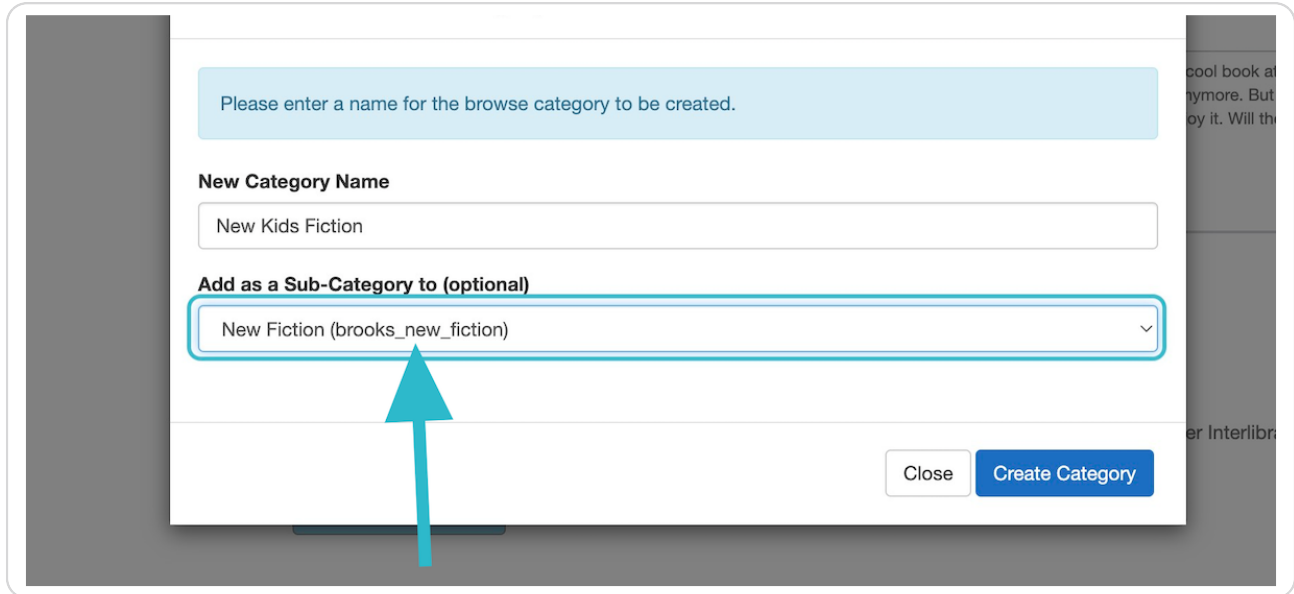ase enter a name for the browse category to be created.

Category Name

y Kids Fiction

s a Sub-Category to (optional)

ect One

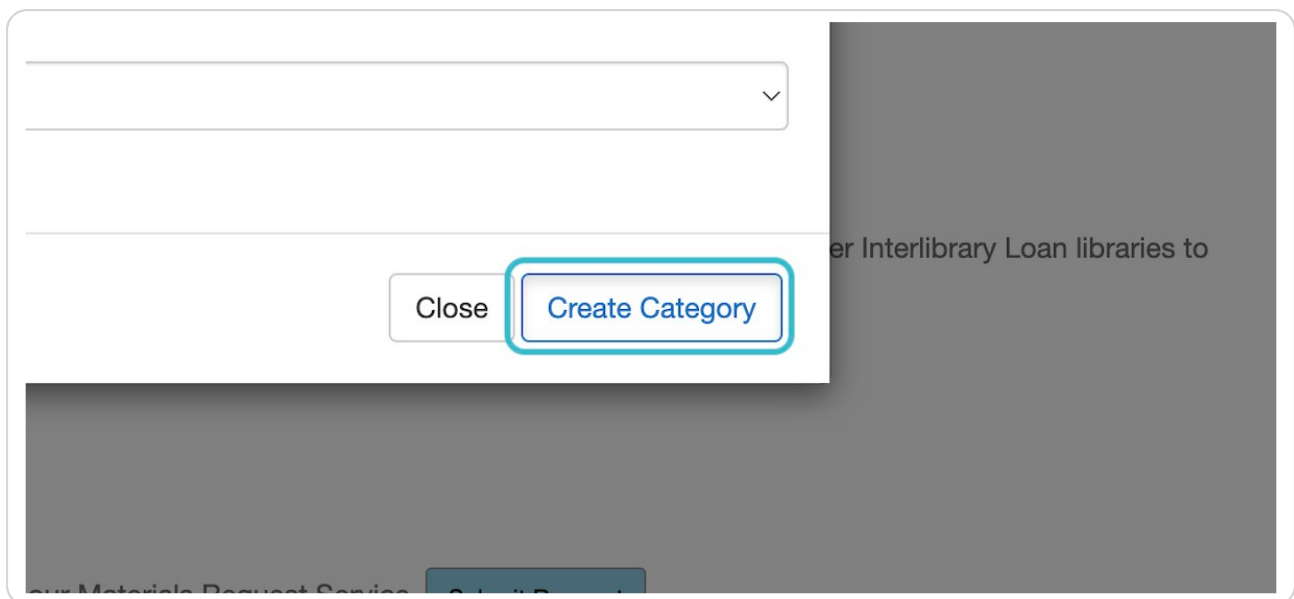## Select the main browse category from "Add as a Sub-Category to"

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.

Click on Create Category

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.

Click on Add To Browse

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

Type "New Non-Fiction"

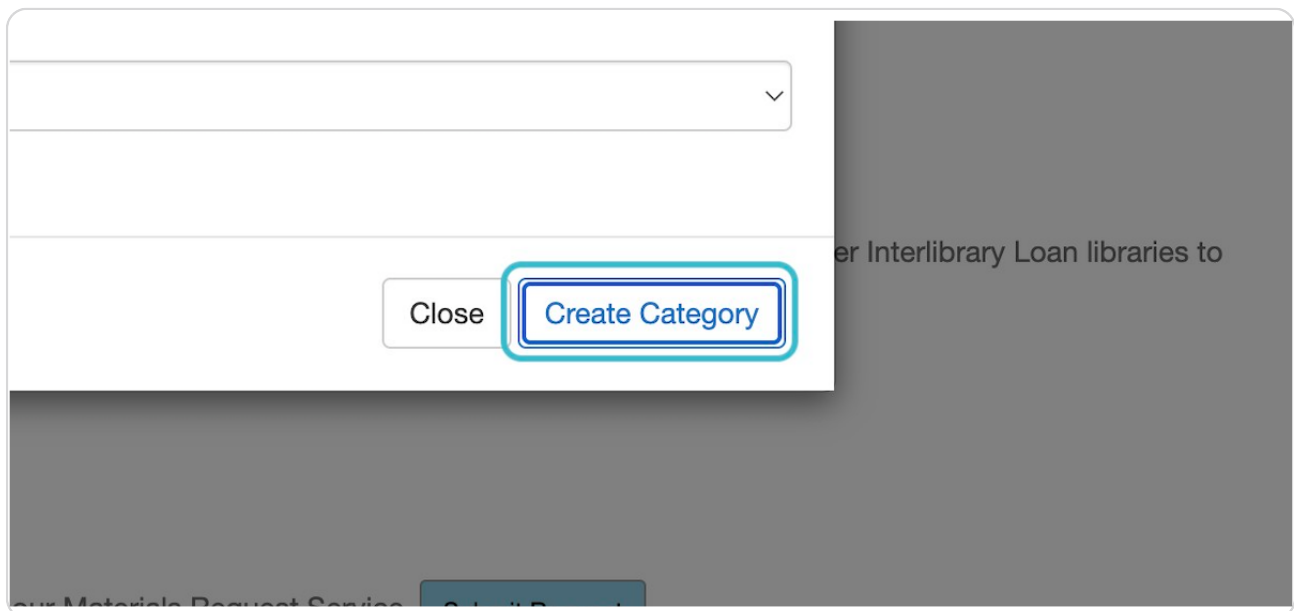ase enter a name for the browse category to be created.

Category Name
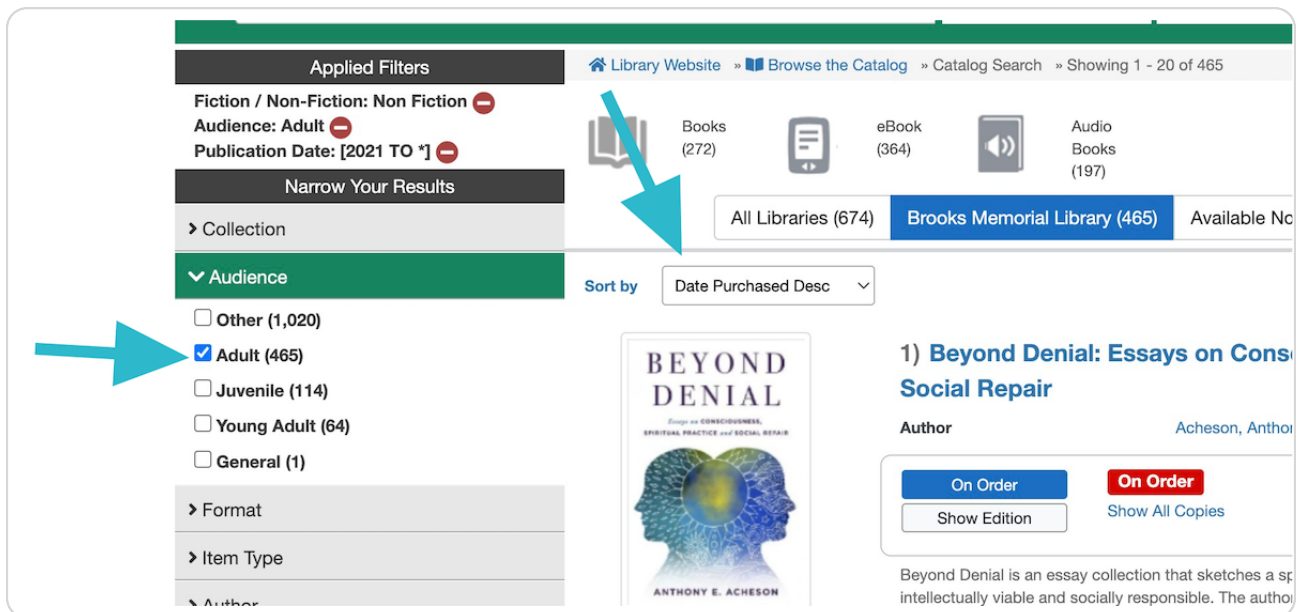
v Non-Fiction

s a Sub-Category to (optional)

ect One

Click on Create Category

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 descendin

Scroll to the bottom and click on Add To Browse

Click on Create New

Type "New Adult Non-Fiction"

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

Category Name

Adult Non-Fiction

s a Sub-Category to (optional)

ect One

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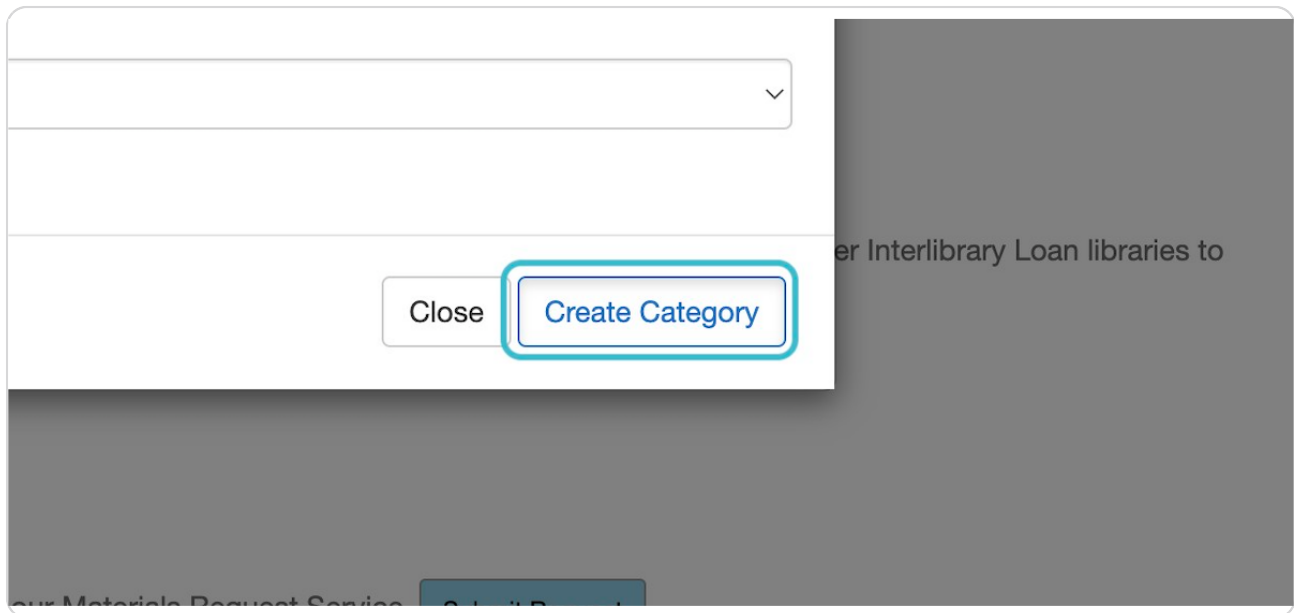
Category Name

Adult Non-Fiction

s a Sub-Category to (optional)

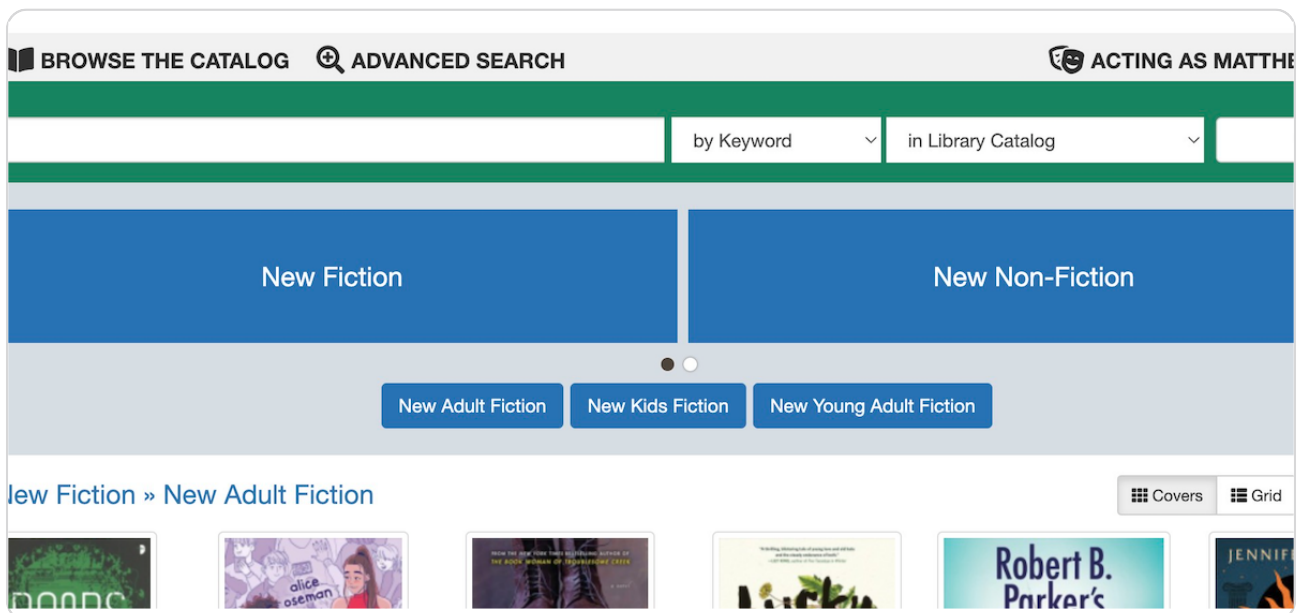Non-Fiction (brooks_new_nonfiction)

Close   Create Categ

Click on Create Category

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

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

Created in seconds with

Tango