



Harvard Library Lab

Haystacks User Guide

Version 1.0



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1. Introducing Haystacks

What is Haystacks?

Haystacks (<http://haystacks.law.harvard.edu>) is a web-based application for analyzing collection and usage patterns across Harvard libraries and displaying the results in graphs and tables. Users can export results from searches in Haystacks to spreadsheets for additional analysis.

The input data for Haystacks is based on usage metrics for Harvard libraries, such as circulation, e-download, acquisitions, and course-text assignment data.

Haystacks provides several benefits:

- Librarians can use Haystacks data when making collection-development decisions.
- Library administrators can use Haystacks to investigate trends and justify expenditures.
- Researchers can discover what others are investigating in similar subject areas.

Intended audience

The intended audience includes Harvard library staff and interested library users.

This documentation assumes that the audience is familiar with computers and web browsers.

How to reach Haystacks

To reach Haystacks, enter the URL: <http://haystacks.law.harvard.edu>.

Links to LC standards

The following table lists LC (Library of Congress) standards used in Haystacks and a link to the standard.

LC Standards

Standard	Used in Haystacks for	Link
LC Subject Headings (LCSH)	Subject searches	http://id.loc.gov/authorities/subjects.html
LC Name Authority File	Author Name searches	http://id.loc.gov/authorities/names.html
LC Classification Outline	Color-coded search results, where each color represents a class in the outline	http://www.loc.gov/catdir/cpsolcco

Colors associated with LC subject classes

The various screens in Haystacks use specific colors to indicate the main LC subject classes as shown in the following table.

Colors Associated with Main LC Classes

Main LC Class	Class Title	Color	Code
A	General Works	None	None
B	Philosophy, Psychology, Religion		#cc5fa4
C	Auxiliary Sciences of History		#a11c45
D	World History and History of Europe, Asia, Africa, New Zealand, Etc.		#cb2127
E	History of the Americas		#ea5927
F	History of the Americas		#ea5927
G	Geography. Anthropology. Recreation.		#f18421
H	Social Sciences		#ec9524
J	Political Science		#f5c11e
K	Law		#ffc006
L	Education		#f6ec13
M	Music and Books on Music		#c1d82f
N	Fine Arts		#83c441
P	Language and Literature		#33a649

Main LC Class	Class Title	Color	Code
Q	Science		#4db3e6
R	Medicine		#5aa4da
S	Agriculture		#3a78bd
T	Technology		#3953a4
U	Military Science		#c960a4
V	Naval Science		#ec3590
Z	Bibliography. Library Science. Information Resources (General)		#ef374c
—	No Call Number Available		#666666

Where Haystacks uses colors to indicate subject classes

Haystacks uses colors to indicate subject classes in various locations.

See the following topics:

- [Subject bar](#) on page 17
- [Graph of search results](#) on page 15
- [Displaying search results as a list](#) on page 23
- [What is the Inspector?](#) on page 25
- [Adding an item to a stack](#) on page 27

2. Searching

Introduction

This chapter explains the search options available in Haystacks.

How to search

1. Click in the blank search field at the top of the screen.

Haystacks displays a drop-down list of Advanced Search Options (Figure 2-1).

Figure 2-1. Advanced Search Options.

The screenshot shows the Haystacks search interface. At the top, there is a large search field with the text "To search by subject, enter LCSH keywords in this field." and a "SUBMIT" button. Below this is the "ADVANCED SEARCH OPTIONS" section, which includes dropdown menus for "Library" (set to "All Libraries") and "Language" (set to "All Languages"), and text input fields for "Author Name", "Title", and "Year Range". There is also a "Format" dropdown menu set to "All Formats". Callouts point to these fields with the following text: "You can narrow a search to a specific Library or Language." (pointing to the Library dropdown), "To search by author, enter keywords for a name in the LC Name Authority File." (pointing to the Author Name field), "To search by title, enter the appropriate keywords." (pointing to the Title field), and "You can also narrow your search by range of the year of publication and format, such as Book or Serial." (pointing to the Year Range and Format fields). On the right side, there are buttons for "SEARCH HISTORY", "EXPORT ALL RESULTS TO CSV", "DISPLAY AS" (with "Scatter" selected), and "SCALE BY" (with "Overall Popularity" selected). There is also a "HIDE OPTIONS" button at the bottom of the advanced search section.

2. Review the guidelines in the topic [Keywords in Haystacks searches](#) on page 10.
3. Use the guidelines in the following table for the type of search that you want to perform.

Guidelines for various types of searches:

Search Type	Guidelines
Subject	Type keywords contained in a Library of Congress Subject Heading (LCSH) in the blank field at the top of the screen. If you are not going to use any Advanced Search Options to limit your search, click Hide Options .
Author Name	Type keywords in the Author Name field.
Title	Type the appropriate keywords in the Title field.
Combined	You can do combined searches, such as Subject and Author Name . Follow the guidelines previously listed in this table to type keywords in the fields used in the combined search.

4. Make any necessary selections to limit your search by **Library**, **Language**, **Year Range** (date of publication), and **Format** (book, serial, and so on).

For examples, see the topic [Limiting or filtering a search](#) on page 12.

5. Click **Submit**.

Haystacks displays the search results.

Keywords in Haystacks searches

Types of keyword searches available in Haystacks

Haystacks provides the following keyword searches:

- Subject (the default search when you have not specified any advanced search options)
- Title (available field in Advanced Search Options)
- Author Name (available field in Advanced Search Options)

Guidelines for specifying a keyword search

The following guidelines apply when specifying a keyword search:

- Case, punctuation, and white space are irrelevant.

Example:

For the LCSH "United States—Foreign Relations—20th Century," the following strings retrieve matches:

- United States
- relations 20th
- united;;;states
- In a multi-term search for subjects and titles, all terms must form a contiguous and properly sequenced phrase. For author keyword searches, name components may be in any order.

Example:

For the LCSH "United States—Foreign Relations—20th Century," the following strings **DO NOT** retrieve matches:

- states united
- united foreign
- united states relations foreign 20th century

The following searches retrieve all items by the author "Twain, Mark, 1835-1910.":

- "mark twain"
 - "twain mark"
 - "Twain, Mark, 1835-1910."
- All forms of a given word are treated the same for matching.

Example:

For the LCSH "United States—Foreign Relations—20th Century," the following strings retrieve matches:

- united state
 - unite state
 - unit stated
- No wild card feature for keyword searches is available.

Example:

For the LCSH "United States—Foreign Relations—20th Century," the following strings **DO NOT** retrieve matches:

- united stat*
- un* states

Limiting or filtering a search

You can limit or filter a search by specifying any or all of the following in the Advanced Options:

- Library
- Language
- Year range
- Format

The following are examples of limiting or filtering a search:

Example 1: Search for books on medicine written in English by Oliver Wendell Holmes, Sr. in the Houghton Library (Figure 2-2).

Figure 2-2. Search Limits: Example 1.

The screenshot shows a search interface with a header bar labeled "Medicine". Below the header, there is a section titled "ADVANCED SEARCH OPTIONS". The interface includes several input fields and dropdown menus for filtering search results:

- Library:** A dropdown menu with "HOU - Houghton" selected.
- Language:** A dropdown menu with "English" selected.
- Author Name:** A text input field containing "Holmes, Oliver Wendell, 1809-1894" and a clear button (X).
- Title:** An empty text input field.
- Year Range:** Two empty text input fields separated by a hyphen.
- Format:** A dropdown menu with "Book" selected.

In the bottom right corner of the search options section, there is a button labeled "▲ HIDE OPTIONS".

Example 2: Search for books on the pipe organ in all Harvard Libraries published between 1900 and 2014 (Figure 2-3).

Figure 2-3. Search Limits: Example 2.

Organ (Musical instrument)	
<u>ADVANCED SEARCH OPTIONS</u>	
Library	<input type="text" value="All Libraries"/>
Language	<input type="text" value="English"/>
Author Name	<input type="text"/>
Title	<input type="text"/>
Year Range	<input type="text" value="1900"/> - <input type="text" value="2014"/> <input type="button" value="x"/>
Format	<input type="text" value="Book"/>
<input type="button" value="▲ HIDE OPTIONS"/>	

3. Viewing Search Results

Introduction

This chapter describes search results in Haystacks and how to view and interpret the results.

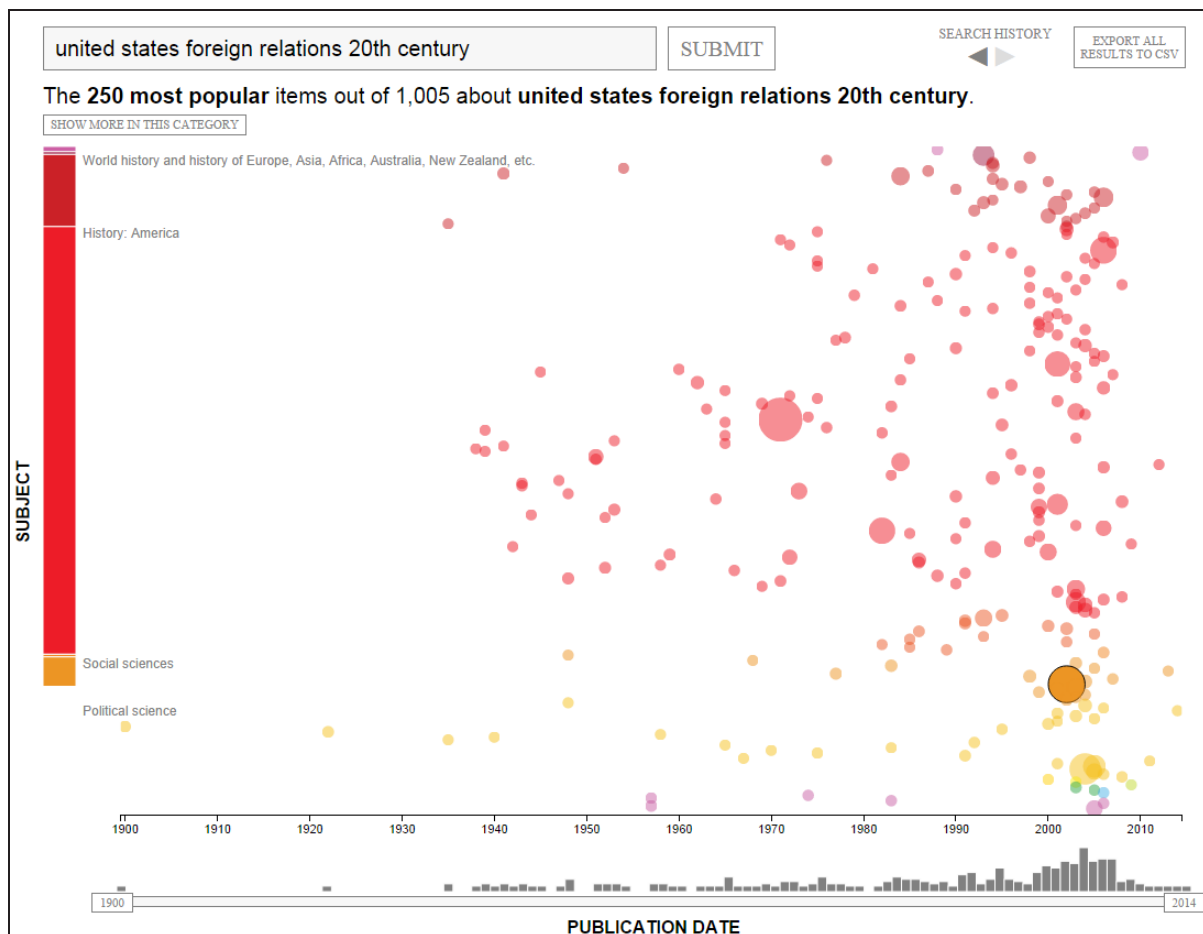
Graph of search results

This topic provides an example displaying search results in a graph.

Suppose that you enter the LCSH "United States Foreign Relations 20th Century" as a search string.

Haystacks then displays the following results in the left pane of the browser window (Figure 3-1).

Figure 3-1. Search Results for "United States Foreign Relations 20th Century."



Each dot in the graph of search results represents an item contained in the Harvard libraries:

- The horizontal (x) axis represents the item's year of publication.
- The vertical (y) axis and [color of the dot](#) (page 6) represents the location of the item's LC call number in the outline of the LC classification.
- A black dot represents an item that does not have an LC call number.

Clicking a dot in the graph displays a detailed record for the item in the [Inspector](#) (page 25).

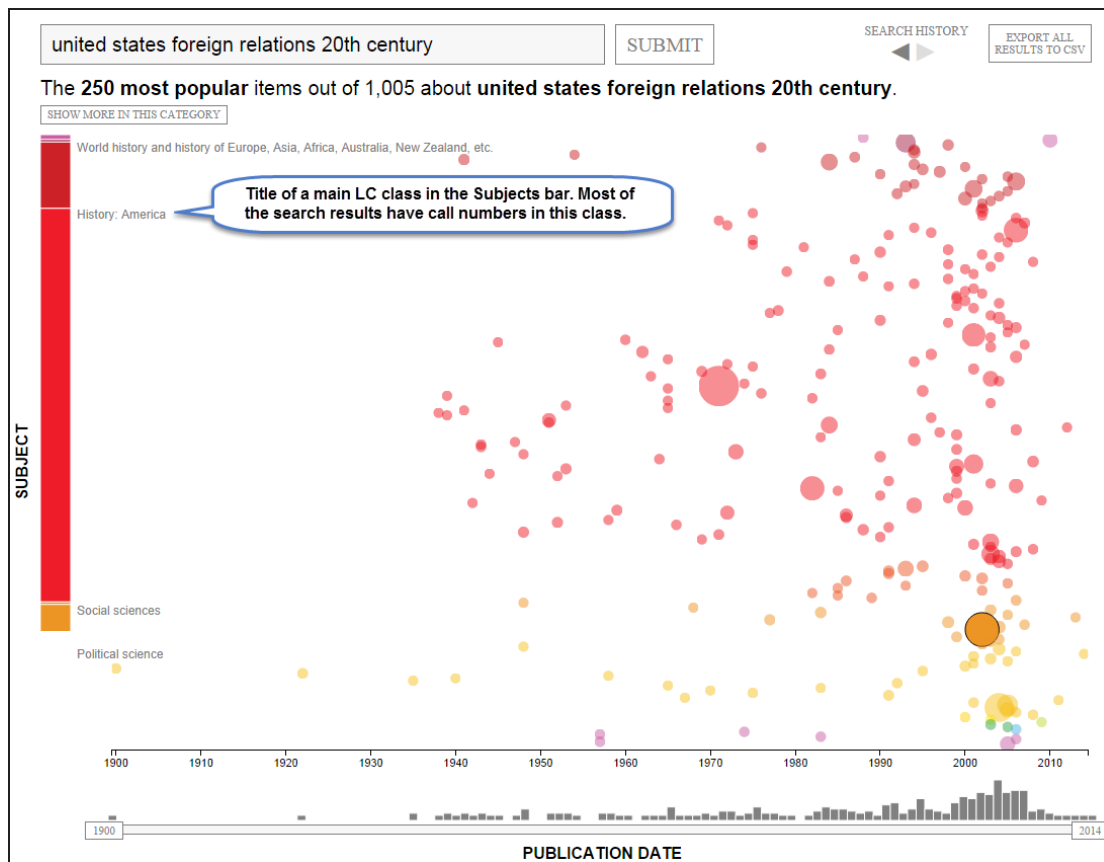
Subject bar

The Subject bar appears on the left of a search-results graph. The Subject bar is the vertical (y) axis of the search results.

The various colored sections of the Subject bar and the corresponding labels indicate the top-level LC class numbers for items in the search results. The vertical position of a dot on the graph and the [dot's color indicates the main LC class of the item's call number](#) (page 25).

Figure 3-2 shows the Subject bar for the results of the search "United States Foreign Relations 20th Century."

Figure 3-2. Example of a Main LC Class Title in the Subject Bar.



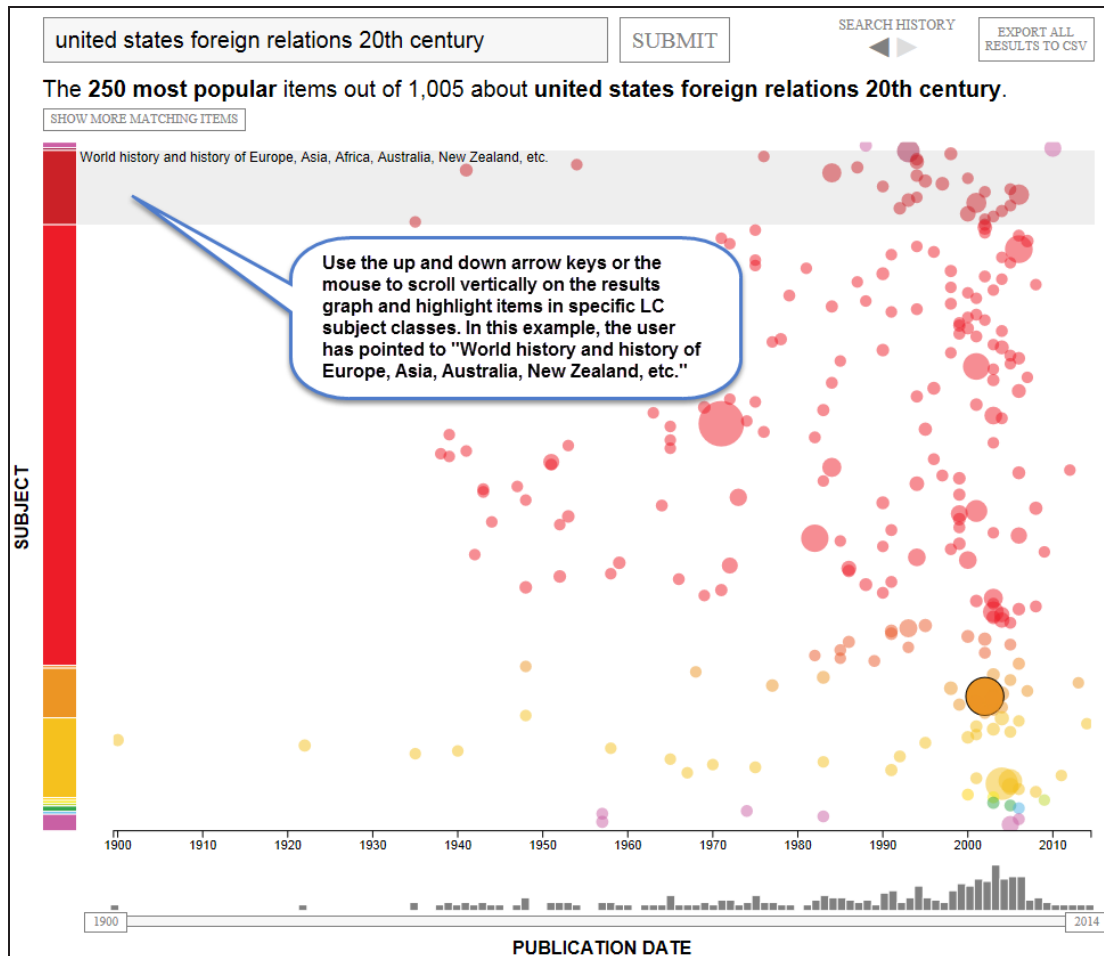
The size of a section of the Subject bar representing a main LC class indicates the number of results assigned a given main LC class. In the preceding example, more results appear in the class "History, Americas" than in the class "Social Sciences."

Identifying search results in a specific top-level LC class

Use the up and down arrow keys or the mouse to navigate through the various top-level LC subject classes represented in a result set.

In Figure 3-3, the user has pointed to "World history and history of Europe, Asia, Australia, New Zealand, etc." Items in this top-level subject class appear within a shaded horizontal band.

Figure 3-3. Example of a Shading a Top-Level Subject Class in Search Results.



Narrowing search results

This topic explains two ways of narrowing search results.

Narrowing search results by subdivisions of subject classes

To narrow search results to items in more specific subdivisions of a subject class:

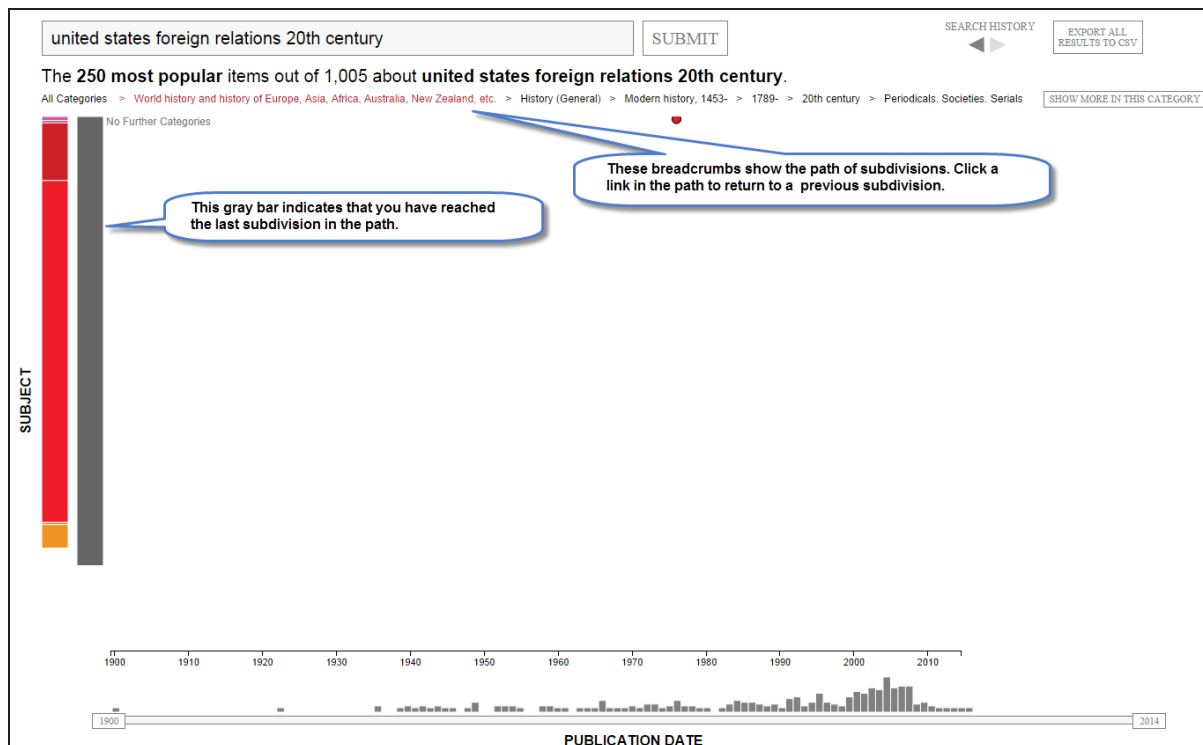
1. Click a top-level subject class in the Subject bar.
Haystacks displays a bar showing the second-level subdivisions of the subject class.
2. Continue clicking to display additional subdivisions until Haystacks displays a gray bar indicating "No Further Categories."

As you display subdivisions, Haystacks displays breadcrumbs at the top of the graph of search results. The breadcrumbs indicate the path of subdivisions that you have displayed.

- To move back to a previous subdivision in the path, click the desired link in the breadcrumbs.
- To return to the original search results, click **All Categories**.

Figure 3-4 shows a path displaying subdivisions in the class "World history and history of Europe, Asia, Africa, Australia, New Zealand, etc."

Figure 3-4. Narrowing Search Results by Subdivisions of Subject Classes.



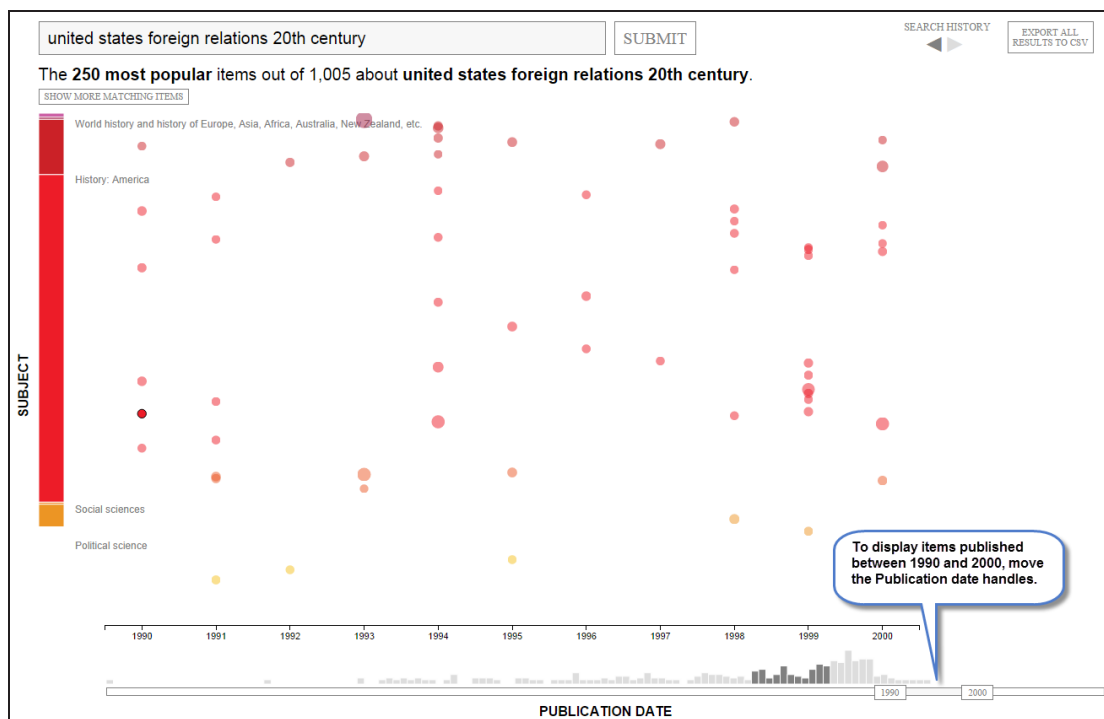
Narrowing search results by publication date

The **Publication Date** line at the bottom of the graph of search results indicates year of publication. This line represents the horizontal axis for plotting search results. Each bar that appears above this line indicates a year. The height of the bar represents the number of results published in that year.

To narrow search results by publication date, use the left and right handles at the bottom of the screen to display items within a range.

Figure 3-5 shows results for the search "United States Foreign Relations 20th Century." To narrow the results to items having a publication date between 1990 to 2000, move the left and right handles as shown.

Figure 3-5. Narrowing Search Results by Publication Date.



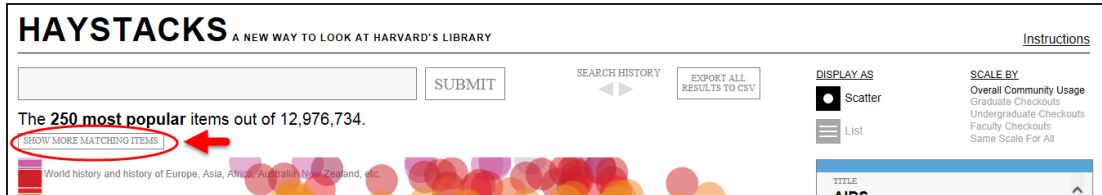
You can also narrow search results to works published between certain dates by using the **Year Range** fields in the Advanced Search Options. (See the topic [Limiting or filtering a search](#) on page 12.)

Show More Matching Items

When Haystacks returns search results, the initial display contains 250 items. If your search returns more than 250 items, clicking the **Show More Matching Items** button increases the number of items displayed by 250. You can continue clicking this button until Haystacks has displayed all items retrieved in your search or up to a maximum of 1000 items, if your search returned more than 1000 items.

Figure 3-6 shows the location of the **Show More Matching items** button.

Figure 3-6. Location of the Show More Matching Items Button.

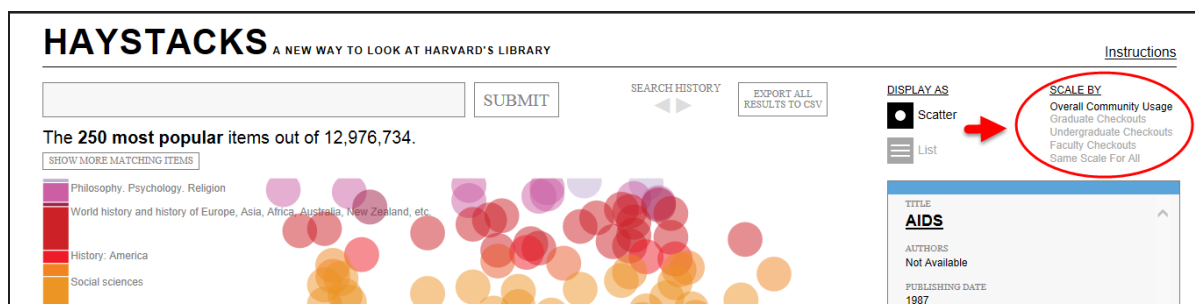


Scale By options

The Scale By options appear on the top right hand side of the screen. These options control how the dots representing library items appear in a graph of search results.

Figure 3-7 shows the Scale By options.

Figure 3-7. Scale By Options.



The following table describes each Scale By options.

Scale By Options

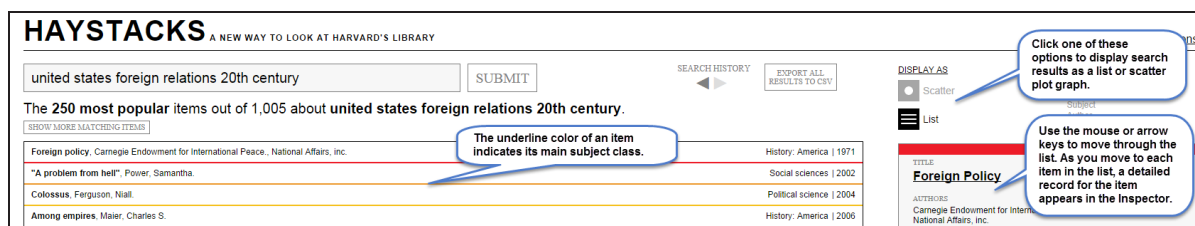
Scale By Option	Description
Overall Community Usage	(Default view.) In this view, the larger the dot, the greater the Overall Community Usage. An item's Overall Community Usage is represented by its StackScore. Haystacks assigns a StackScore based on circulation, e-download, acquisitions, and course-text assignment data.
Graduate Checkouts	In this view, the larger the dot, the greater the number of graduate students who have checked out the item.
Undergraduate Checkouts	In this view, the larger the dot, the greater the number of undergraduate students who have checked out the item.
Faculty Checkouts	In this view, the larger the dot, the greater the number of faculty members who have checked out the item.
Same Scale for All	In this view, Haystacks displays all dots as equal in size. The size of the dots does not reflect community usage.

Displaying search results as a list

The default view of search results is a scatter-plot graph. To change the view, click **List** under the Display As options that appear at the top of the screen.

Figure 3-8 shows the results for the subject search "United States Foreign Relations 20th Century" displayed as a list. This image shows only the top part of the screen.

Figure 3-8. Search Results Displayed as a List.



Use the mouse or arrow keys to move through the list. As you move through the list, the Inspector displays a detailed record for the currently selected item.

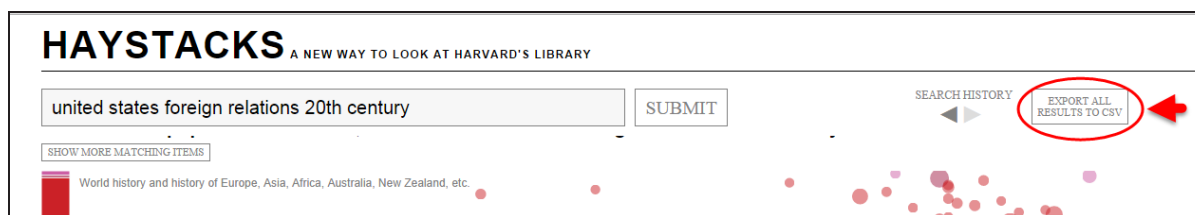
To return to viewing the results as a graph, click **Scatter** under the Display As options.

Exporting search results to a CSV file

To save search results as a CSV file, click the button **Export All Results to CSV**.

This button appears at the top of the screen as shown in Figure 3-9.

Figure 3-9. Advanced Search Options.



You can then open the CSV files in a spreadsheet application where you can perform multiple sorts and arrange the data as needed.

Figure 3-10 shows the beginning of a CSV file containing the first 250 items resulting from the subject search "United States Foreign Relations 20th Century."

Figure 3-10. A CSV File of Search Results Opened in a Spreadsheet Application.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	title	creator	publisher	call_num	holding_libs	lcsh	id_isbn	pub_date	pub_location	shelfrank	language	id_oclc	note	format
2	The Prote	Meyer, Dc	Wesleyan	BR525 .M4	DIV; WID	Niebuhr, f	081955203	1988	Middletown, Co	3	English	ocm18019	Includes ii	Book
3	Competin	Reeves-El	Duke Univ	BV2610 .C	SCH; HYL; DIV	Women ir	978082234	2010	Durham [NC	17	English	ocn455419	Includes t	Book
4	James B. C	Hershberg	Knopf	CT275 C75	CHE; WID; LA	Conant, Ja	3.95E+08	1993	New York	33	English	ocm27678	Includes t	Book
5	Rethinkin	undefine	Imprint P	D31 .R48	1 KSG; LAM; W	May, Erne	1.88E+09	1998	Chicago	5	English	ocm42241	Includes a	Book
6	SSSR--SSH	Popova, E	Znanie	D410 .N65	WID	United St	undefine	1976	Moskva	1	Russian	ocm26514	Includes t	Book
7	On cultur	Johnson, f	Imprint P	D421 .O52	WID	History, M	1.88E+09	1994	Chicago	4	English	ocm32202	Contribut	Book
8	Moderniti	Ninkovich	University	D453 .N56	WID; LAM	World pol	022658650	1994	Chicago	9	English	ocm29911	Includes t	Book
9	The Amer	Baker, Ro	Bookman	D570.A1	B WID	American	undefine	1954	New York	1	English	ocm01134	Thesis - N	Book

4. Using the Inspector

Introduction

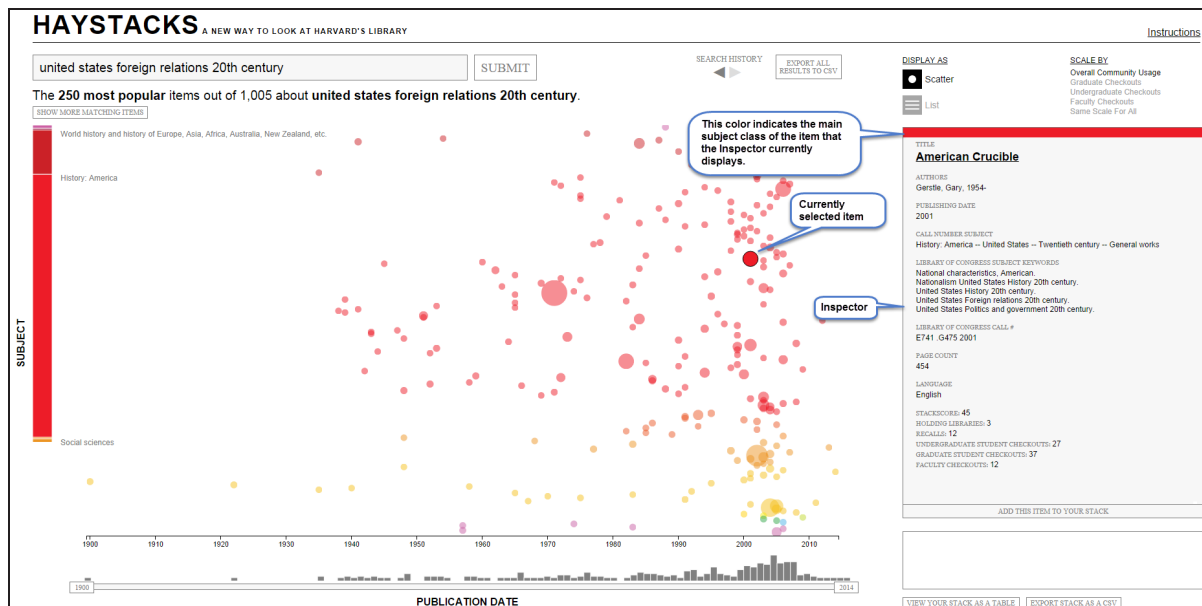
This chapter describes the Inspector.

What is the Inspector?

The Inspector appears on the right side of the screen. The Inspector displays a detailed record of the currently selected library item in your search results.

Figure 4-1 shows an example of an Inspector record.

Figure 4-1. Example of an Inspector Record



The colored bar that appears at the top of the Inspector indicates the item's main subject class. See the topic [Colors associated with LC subject classes](#) on page 6.

Fields of an Inspector record

When viewing an Inspector record, note the following fields.

Field	Description
Title	Click the Title field to display the item's HOLLIS record.
Authors	Click the name of an author to search for additional items by the same author.
Call Number Subject	This field contains the Library of Congress Classification subject class assigned to the item's call number. Click this field to search for additional items that have the same call number.
Library of Congress Subject Keywords	This field lists additional LCSH assigned to the item. Click one of the LCSH in this field to search for additional items that have the same subject heading.
Page Count	<p>A number or the word "Book" indicates that the format of the item is a book. A number indicates a book's page count.</p> <p>If the format is other than a book, the name that appears in this field indicates the format. For a list of available formats, see the Format drop-down list in the Advanced Search Options.</p>
StackScore	StackScore is a representation of Overall Community Usage and is based on circulation, e-download, acquisitions, and course text-assignment data.

5. Using a Stack

Introduction

This chapter describes what a stack is, how to build and view a stack, and how to export a stack to a CSV file.

What is a stack?

A stack is a cumulative list of library items that you have selected as you go through search results. You can add items to your stack in both the scatter and list views of search results.

Adding an item to a stack

At the bottom of the Inspector pane, click **Add This Item to Your Stack**.

Haystacks adds the item currently displayed in the Inspector to your stack and displays a colored bar in the pane below the Inspector:

- The color of the bar represents the color of the item's main subject class.
- The height of the bar models the item's height.
- The width of the bar models the number of pages that the item contains.

Figure 5-1 shows an example of a stack.

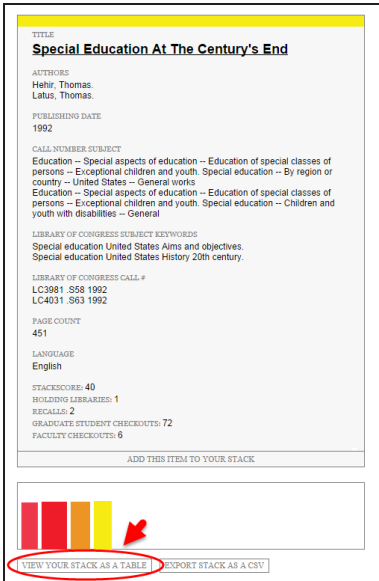
Figure 5-1. Adding Items to a Stack



Viewing a stack as a table

To view a stack as a table, click the left button that appears below the pane of colored bars representing stack items (Figure 5-2).

Figure 5-2. Button to View a Stack as a Table.



Haystacks displays the stack as a table in a new browser window as shown in Figure 5-3.

Figure 5-3. Stack Displayed as a Table.

Title	Creator	Publisher	Call Number	Holding Libraries	LCSH	ISBN ID	Date Of Publication	Publishing Location	Shelfrank
100 banned books	Karolides, Nicholas J. Bald, Margaret. Sova, Dawn B.	Checkmark Books	Z658 .U5 K35 1999	WID LAM	Censorship United States History 20th century. Prohibited books United States History 20th century. Censorship History. Prohibited books History.	0616040591	1999	New York	26
America in black and white	Thernstrom, Stephan. Thernstrom, Abigail M., 1936-	Simon & Schuster	E185.61 T43 1997 E185.61 T45 1997	KSG GUT WID LAM LAW	African Americans Civil rights History 20th century. African Americans Social conditions. Racism United States History 20th century. United States Race relations.	0684809338	1997	New York	62
Fables of abundance	Lears, T. J. Jackson, 1947-	BasicBooks	HF5813 .U6 L418 1994	SCH BAK WID LAM HIS	Advertising United States History 19th century. Advertising United States History 20th century.	0465090761 0465090753	1994	New York	57
Special education at the century's end	Hehir, Thomas. Latus, Thomas.	Harvard Educational Review	LC3981 .S58 1992 LC4031 .S63 1992	GUT	Special education United States Aims and objectives. Special education United States History 20th century.	0916690253	1992	Cambridge, MA	40

Exporting a stack as a CSV

To save your stack as a CSV file, click the right button **Export Stack as a CSV** that appears below the pane of colored bars representing stack items (Figure 5-4).

Figure 5-4. Location of the Export Stack as CSV Button.

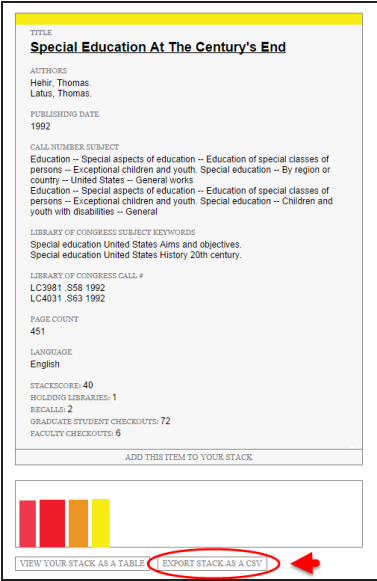


Figure 5-5 shows an example of a CSV file of a stack opened in a spreadsheet application.

Figure 5-5. CSV File Opened in a Spreadsheet Application.

title	creator	publisher	call_num	holding	ilcsh	id_isbn	pub_date	pub_locat	shelfrank	language	id_oclc	note	format
American visions of Eur	Harper, John Lamberton.	Cambridge	D1065 .U5	WID	Roosevelt	052145483	1994	Cambridg	4	English	ocm29185	Includes t	Book
United States foreign oi	Randall, Stephen J., 1944-	McGill-Qu	HD9566 .R	WID	Petroleun	077352922	2005	Montréal	2	English	ocm59138	Rev. ed. o	Book
The Protestant search fi	Meyer, Donald B.	Wesleyan	BR525 .M4	DIV; WID	Niebuhr, f	081955203	1988	Middletov	3	English	ocm18019	Includes ii	Book
Rogue regimes	Tanter, Raymond.	St. Martin	HV6431 .T	WID; SIA	State-spo	3.12E+08	1999	New York	3	English	ocm40632	Includes t	Book

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