

**The
New York Society Library
Presents:**



**Searching the
Web-based Catalog**



INDEX:

| | |
|--|---------|
| <u>HISTORY</u> | Page 03 |
| Old vs. New Catalog..... | Page 03 |
| | |
| <u>MAIN SEARCH PAGE</u> | Page 04 |
| Browse Screen..... | Page 05 |
| Summary Screen..... | Page 06 |
| Display Screen..... | Page 07 |
| Item Location..... | Page 08 |
| | |
| <u>SAVING RECORDS</u> | Page 09 |
| Viewing Saved Records..... | Page 10 |
| Printing Saved Records..... | Page 11 |
| Exporting Saved Records to file..... | Page 11 |
| | |
| <u>ADDITIONAL INFORMATION</u> | Page 12 |
| Additional Searches..... | Page 12 |
| Library Services..... | Page 12 |
| | |
| <u>LIBRARY SERVICES (MAY 2004)</u> | Page 13 |
| Renew Your Books..... | Page 13 |
| Suggest a Purchase..... | Page 13 |
| Featured Lists..... | Page 13 |
| Kids Online Catalog..... | Page 13 |

TEXT-BASED CATALOG

W E L C O M E T O S O L O N
the New York Society Library's Online Catalog

LOOK FOR THE FIRST WORD(S) IN THE ... LOOK FOR ANY WORD(S) IN THE ...

Author (personal or corporate)

Title

Subject

Series title

All of the above (multiple indices)

Call number search

Author (personal or corporate)

Title

Subject

Series title

All of the above (keyword)

Expert search (combine indices)

* * * * *

Guide to the Stacks

Select your choice using the <SPACEBAR> or arrow keys, then press <RETURN>

For HELP, type '?' then press <RETURN>

To EXIT, type 'e' then press <RETURN>



ENTER A PERSONAL OR CORPORATE NAME (e.g. James, Henry ; New York Society ...)

OLD VS NEW:
CATALOG HISTORY

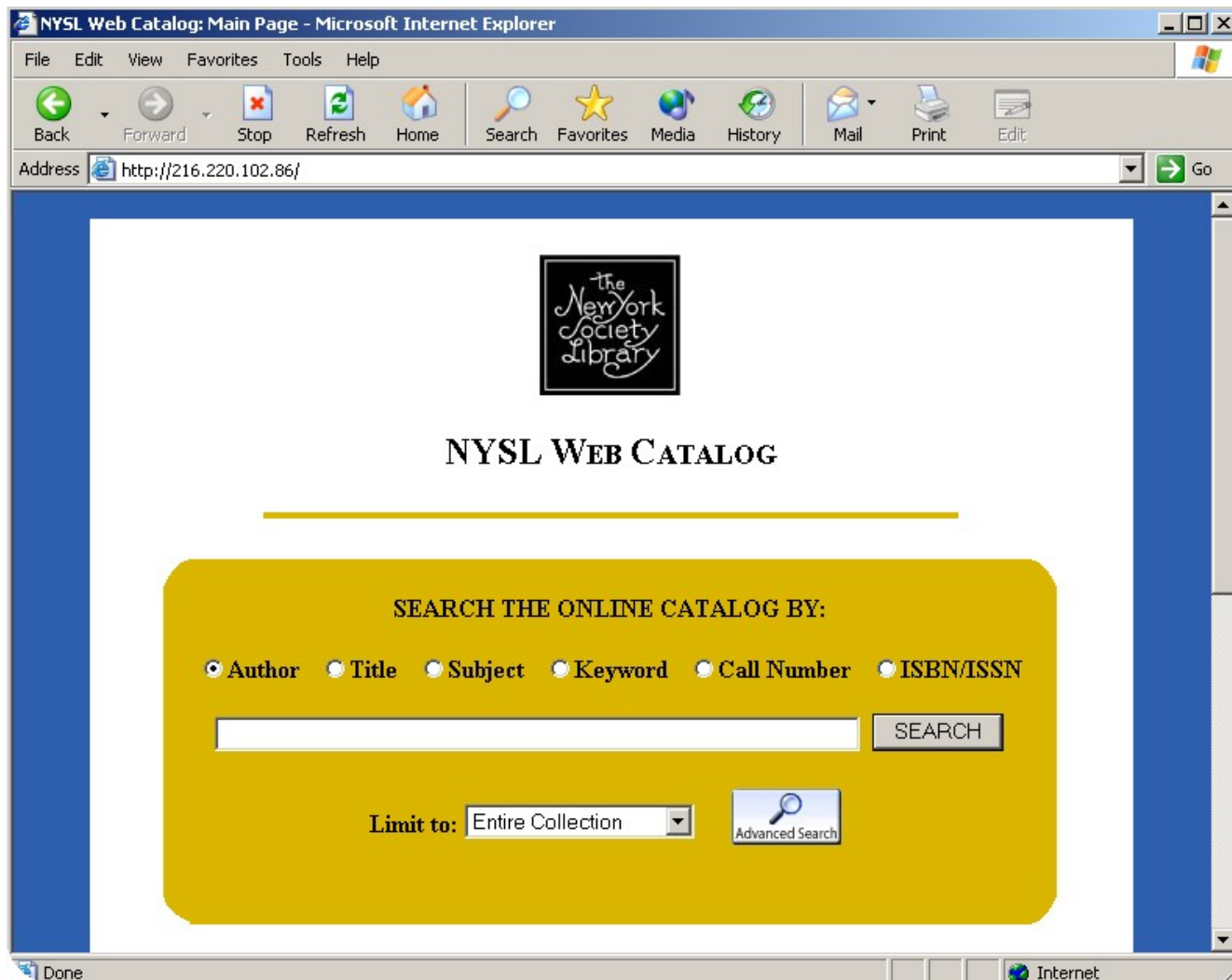
The New York Society Library's original online catalog was a text-based application. This meant that you used the keyboard and arrow keys to enter and retrieve information.

The new online catalog is a web-based application. This means that you will need to use both the keyboard and the mouse to enter and retrieve information.

The advantages of a web-based catalog are:

- 1) cross-platform compatibility, meaning that people using a variety of computers and a variety of web browsers (AOL, Internet Explorer, and Netscape) can view the online catalog;
- 2) hyperlinked information, meaning that related information on subjects, authors, titles and call numbers are clickable links - you will not need to type in anything to find similar information.
- 3) item information, meaning that the display screen will now give you stack level information (i.e. "Located on Stack 3"), along with a map

WEB-BASED CATALOG
MAIN SEARCH SCREEN
<http://library.nysoclib.org>






To search the web-based catalog, select one of the radio buttons in the gold box under the text "Search the Online Catalog By:" The initial six options are: Author, Title, Subject, Keyword, Call Number and ISBN/ISSN. The main page will default to an Author search if you don't select a button.

Click the mouse in the white box underneath the radio buttons, and type in your search words. For authors, type in last name, then first name (e.g. Greenan, Russell). When you are done typing, click "SEARCH" or hit "Enter" on the keyboard.




For now, leave the Limit to: box on "Entire Collection." In the future, if you want to limit your search to the Children's Library collection, this is where you would restrict it. If your search is more complicated than a Keyword search, you may wish to click on the Advanced Search button.

Let's begin by entering an Author Search. Click in the gold box and type "Greenan, Russell" in the white area. Click on "Search" or hit "Enter" on the keyboard.

BROWSE SCREEN**NYSL WEB CATALOG**

| AUTHOR | Greenan, Russell | View Entire Collection | System Sorted | Sort | Search |
|--|--------------------------|---|---------------|--------------------|--------|
| <input type="button" value="Save Marked Records"/> <input type="button" value="Save All On Page"/> | | | | | |
| Num | Save | AUTHORS (1-2 of 2) | Year | Entries 8 Found | |
| 1 | <input type="checkbox"/> | Greenan, Russell H. | | 6 | |
| 2 | <input type="checkbox"/> | Greenan, Russell H., 1925- -- 2 Related Authors | | 2 | |
| <input type="button" value="Save Marked Records"/> <input type="button" value="Save All On Page"/> | | | | | |

This brings up a browse screen. The first link for Russell H. Greenan contains 6 item entries; the second link is the Name Authority record.

You will notice that there are three square buttons on the top and bottom of the page. These are navigational buttons and will change on different screens. The three currently displayed are:



"Extended Display", which will give you additional information about the entries from this page;



"Start Over", which will erase your search and bring you back to the main search screen, and












"Limit/Sort Search", which will allow you to limit your current results by Year of Publication, Material Type, Language, Publisher, Location in our building, and words in the title.

You may also notice numbers (1-2), check boxes under "Save" and the total number of entries found (8). This is for saving all of your searches to print out or e-mail to yourself. More on saving searches later.

Click on the first name "Greenan, Russell H" directly under "AUTHORS (1-2 of 2)" to bring you to the summary screen.

SUMMARY SCREEN

| | | | | | |
|---|---|------------------------|---|------|--------|
| AUTHOR | Greenan, Russell | View Entire Collection | System Sorted | Sort | Search |
| Save All On Page | | | | | |
| AUTHORS (1-6 of 6) | | | | | |
| Greenan, Russell H. | | | | | |
| 1 | The bric-a-brac man Greenan, Russell H. New York : Random House, c1976. | 1976 |  | | |
|  | Availability: 1 copy available at Stack 5 | | | | |
| 2 | Heart of gold Greenan, Russell H. New York : Random House, [1975] | 1975 |  | | |
|  | Availability: 1 copy available at Stack 5 | | | | |
| 3 | It happened in Boston? Greenan, Russell H. New York, Random House [1969, c1968] | 1969 |  | | |
|  | Availability: 1 copy available at Stack 5 | | | | |

This brings you to a summary screen. From this screen, you will be able to see the title, year, publisher and number of copies available per stack level.

There are three icons at the top and bottom of the page:



"Return to List", which will take you back to the last screen we were on...



"Start Over", which will erase your search and bring you back to the main search screen, and



"Limit/Sort Search", which will allow you to limit your current results by Year of Publication, Material Type, Language, Publisher, Location in our building, and words in the title.



You may also notice the *Book Icon* next to the title (this will change with different material types), and the

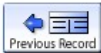



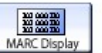




Full Record icon to the right of the title, underneath the date.

Click on either the book title ("[It happened in Boston?](#)" underlined in blue) or the *Full Record icon* to bring you to the display screen.

DISPLAY SCREEN

NYSL WEB CATALOG





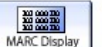


| | | | | |
|--------|------------------|------------------------|---------------|--------|
| AUTHOR | Greenan, Russell | View Entire Collection | System Sorted | Search |
|--------|------------------|------------------------|---------------|--------|

Record 3 of 6

| | |
|--------------------------|--|
| <i>Author</i> | Greenan, Russell H. |
| <i>Title</i> | It happened in Boston? [By] Russell H. Greenan. |
| <i>Publication info.</i> | New York, Random House [1969, c1968] |

| Location | Call No. | Status |
|----------|----------|------------|
| Stack 5 | F G | IN LIBRARY |

Description 273 p. 22 cm.

The display screen is the last screen in the web-based catalog. The display screen will include the Author, Title, Publication Information, Location in the Stacks, Call Number, current status of the book, and any additional information (added authors, chapters, etc).

There are several new icons on this page:



"Previous Record", which will take you to the record right before this one on the last summary screen.



"Next Record", which will take you to the record right after this one on the last summary screen.



"Return to List", which will take you back to the previous screen



"Start Over", which will erase your search and bring you back to the main search screen,



"MARC Display", which will show you a brief MARC record for this title



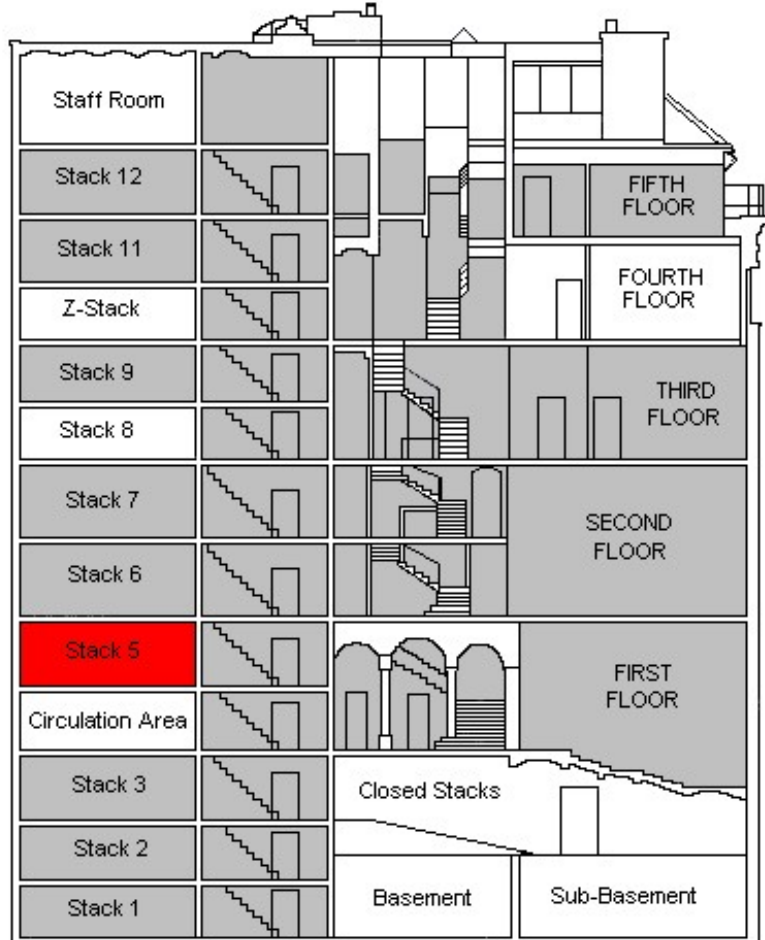
"Save Records", which will temporarily save this title to a list that you will be able to print or e-mail to yourself. More later on this feature.



"Request", which will place this copy on hold for you if it is currently checked out and if you know your user name and password. More later on this feature.

ITEM LOCATION

STACK 5: F
Fiction A-K



| Location | Call No. | Status |
|-------------------------|---------------------|------------|
| Stack 5 | F G | IN LIBRARY |

On the display screen, the item location information is available in the table in the center of the page. You'll notice that "Stack 5" and "F G" are in blue and underlined. This means that they are hyperlinks (or active text that will link to more information).

If you click on "Stack 5", you will be shown a map of the library with Stack 5 highlighted in red (this will change for each stack level).

If you click on "F G", you will be taken to a browse screen of similar call numbers available in the library (this will change for each call number).

SAVING RECORDS

| Save Marked Records | | Save All On Page | |
|---------------------|--------------------------|---|--|
| Num | Save | AUTHORS (1-2 of 2) | |
| 1 | <input type="checkbox"/> | Greenan, Russell H. | |
| 2 | <input type="checkbox"/> | Greenan, Russell H., 1925- -- 2 Related Authors | |
| Save Marked Records | | Save All On Page | |

One new feature of the web-based catalog is the ability to save unrelated information. Instead of printing out a page for each item, mark the records for later retrieval.

There are two ways to mark records for saving:

1. From the Browse Screen, click the small, square box next to the author. When you've selected everything you want to save on that page:



Click on the "Save Marked Records" to save all the titles included with that Author, or



Click on the "Save All on Page" icon to save all of the information on the page



2. from the Display Screen:



Click on the "Save Records" icon to add that individual title to your list. Once you've saved a record, two new icons will appear:



"View Saved", which will allow you to view, print, e-mail and clear your results, and



"Clear Saved Records", which will empty out your saved records file.

Click on the "View Saved" icon on this page to bring you to the view saved records page:

VIEW SAVED RECORDS:

Saved Records



Return to the Previous Screen.



Clear Saved Records.



Download or email records to yourself.



There are three icons on the Saved Records page:



"Previous Screen" will return you to your last screen








"Clear Saved Records" will remove everything from your saved list. You can also remove everything by closing the program down.



"Export Saved" If you want to do anything useful with the saved records, you will need to click on the "Export Saved" records button.

Let's click on the "Export Saved" button.

EXPORT SAVED RECORDS:

| | | | | |
|--|---|--|---|--|
|  Extended Display |  Previous Screen |  Clear Saved Records |  View Saved |  Start Over |
| Format Of List | | Send List To | | |
| <input checked="" type="radio"/> Full Display <input type="radio"/> Brief Display <input type="radio"/> MARC | | <input checked="" type="radio"/> E-Mail Mail To: <input type="text"/> Subject: <input type="text" value="NYSL Web Catalog"/> <input type="radio"/> Screen <input type="radio"/> Local Disk | | |
| <input type="button" value="Submit"/> | | | | |

| Your List of Saved Records | | | | |
|---|--------------------------|---|---|------|
| Num | Save | Exports (1-1 of 1) | Media | Year |
| 1 | <input type="checkbox"/> | It happened in Boston? [By] Russell H. Greenan. : Greenan, Russell H. |  | 1969 |
| <input type="button" value="Remove Marked Records from This List"/> | | | | |

Your saved records will be listed at the bottom of this page. From here, you can e-mail, print or save a list of these records.

1. If you wish to e-mail the records to yourself, type in a valid e-mail address in the "Send List To" box and click "Submit".
2. To print these records, click on the "Screens" radio button under "Send List To" and click "Submit"
3. To save these records as a text file, Click on the "Local Disk" radio button under "Send List To" and click on "Submit"

Please note: your saved records will be deleted when you close your web browser program.

ADDITIONAL INFORMATION:



ADDITIONAL SEARCHES

- [Author Search](#)
- [Title Search](#)
- [Author/Title Search](#)
- [Subject Search](#)

- [Advanced Search](#)
- [Call # Search](#)
- [ISBN/ISSN Search](#)
- [Keyword Search](#)



LIBRARY SERVICES

- [Renew Your Books](#)
- [Suggest a Purchase](#)

- [Featured Lists](#)
- [Recommended Books](#)
- [September 11 Books](#)
- [Kids Online Catalog](#)

- [Staff Manual & Reports](#)

At the bottom of the Main Search Screen, there are two columns with additional information about the new web-based Catalog.



ADDITIONAL SEARCHES:

On the left-hand side, each of the major catalog searches has a brief explanation screen. Click on any of the blue links for more information about these types of searches.



LIBRARY SERVICES:

On the right-hand side are features that are currently under testing but are offered to interested members. These features will become fully available in May 2004. There is a breakdown of these features on the next page.



LIBRARY SERVICES:

**FULLY ACTIVE:
MAY 2005**

1. "Renew Your Books"

Allows members who know their login name and barcode to renew books and place holds on checked-out items. If you are interested in knowing your barcode, please send an e-mail to webmaster@nysoclib.org with the subject heading "Barcode Request"

2. "Suggest a Purchase"

Allows you to recommend a book for purchasing online. You will need to know your name and barcode to use this feature.

3. "Featured Lists"

Include links to Audiocassettes, Audio-CDs, Large-Type Books, CD-ROMS and New Books. These lists are alphabetical by author and are updated every month.

4. "Recommended Books"

The Book Committee monthly recommendations. These titles are found on our website at: http://www.nysoclib.org/books_committee.html and are linked to the web-based catalog by title (click on the blue title for more location information)

5. "September 11 Books"

Books for understanding the September 11 attacks and their aftermath. They can be found on our website at: http://www.nysoclib.org/current_news.html

6. "Kids Online Catalog"

A child-friendly interface to the Children's books in our collection.

7. "Staff Manual" and "Reports"

Local, password-protected resources for the Library staff members while learning to use the new catalog. Please ignore.

NOTES: