# The New York Society Library Presents:
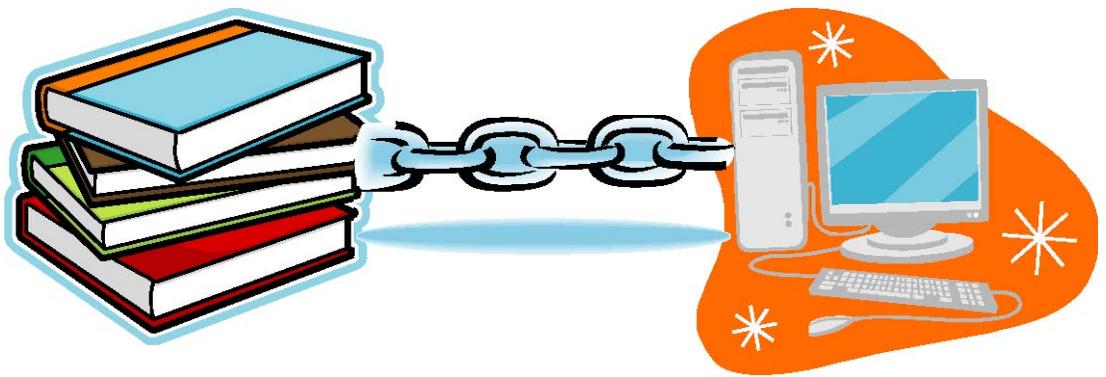


# Searching the Online Catalog

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# INDEX:

## CATALOG BACKGROUND

To access the Library's catalog, visit: http://library.nysoclib.org

The NYSL 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"), and current availability status.

### MAIN SEARCH SCREEN

To search the web-based catalog, select one of the radio buttons in the box on the main catalog page. The initial four options are: Author, Title, Subject, and Keyword. The main page will default to an Author search if you don't select a buttons.

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**



| Num | Save | AUTHORS (1-2 of 2) | Year | Entries 7 Found |
|-----|------|--------------------|------|-----------------|
| 1 | ☐ | Greenan, Russell H. | | 6 |
| 2 | | Greenan, Russell H., 1925- -- See Greenan, Russell H. | | 1 |

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:

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

"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.

"Extended Display" will give you additional information about the entries from this page.

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

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:

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

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

"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 the book title ("It happened in Boston?" underlined in blue) to bring you to the display screen:

**DISPLAY SCREEN**
_____

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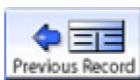
"Previous Record", which will take you to the record right before this one on the last summary screen.

"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**

| 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 Stack 5, and if you click on the map, you will be linked to a map of the library.

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).

# SEARCHING TIPS

Author searches: Type in as much or as little of the name that you know:
Ex: Author search for "Eldridge" will pull up all the authors in our catalog with the surname of Eldridge. When searching for a book about an author or any other person, search the name under Subject.

Title searches: Type in as much of the title that you know. If you are unsure of the order of the words, use a keyword search.

Subject searches: If unsure of the subject words to use to find books in your area of interest, find the catalog record for a similar book and follow the subject links in the record.

Keyword searches: Keyword searches pull up words found anywhere in the catalog record, whether in the author, title, subject or description areas. Use this search for the broadest results.

# SAVING RECORDS

One 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. When on the browse or summary screens, 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 titles to a list.

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

When viewing the screen for the item you would like, click on "Save Record."

After this is done, two new buttons will be added to the top row of your screen.



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

**"Clear Saved Records"** 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:
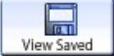
| | | | | |
|---|---|---|---|---|
| ✳ Start Over | ☰ Extended Display | 📇 Previous Screen | ☒ Clear Saved Records | 💾 View Saved |

| Format Of List | Send List To |
|---|---|
| ⊙ Full Display<br>○ Brief Display<br>○ MARC | ⊙ E-Mail<br>Mail To: [          ]<br><br>Subject: [NYSL Catalog]<br>○ Screen<br>○ Local Disk |
| Submit | |

| | | Your List of Saved Records | | |
|---|---|---|---|---|
| **Num** | **Save** | **Exports (1-2 of 2)** | **Media** | **Year** |
| 1 | ☐ | The bric-a-brac man Russell Greenan. : Greenan, Russell H. | 📚 | c1976 |
| 2 | ☐ | Heart of gold Russell H. Greenan. : Greenan, Russell H. | 📚 | 1975 |
| | | 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 "Screen" 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:**

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



| SEARCHES: | | SERVICES: | |
|---|---|---|---|
| | Advanced Search | | Access Patron Record |
| | Author | | Suggest a Purchase |
| | Author/Title | | |
| | Call Number | | Library Main Page |
| | ISBN/ISSN | | Kids Online Catalog |
| | Keyword | | *(in-library link)* |
| | Periodical | | |
| | Series | | |
| | Subject | | |
| | Title | | |

| ELECTRONIC RESOURCES: | | LISTS: | |
|---|---|---|---|
| | American National Biography | | Audio Material |
| | Historical Statistics of the United States | | Book Recommendations |
| | JSTOR: Journal Storage | | Large-Type Books |
| | New York Review of Books | | New Books |
| | Oxford English Dictionary | | Periodicals |
| | Oxford Reference Online | | September 11 Books |
| | Oxford Dictionary of National Biography | | |
| | Patron Books in Print | | |
| | ProQuest-NY Times Archives | | |
| | Times Literary Supplement | | |
| | WilsonWeb Reader's Guide | | |

**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:**


    1. Access Patron
Allows Record readers who know their login name and barcode to renew books, place holds on unavailable items, and view their reading history.   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. "Kids Online Catalog"
A child-friendly interface to the Children's books in our collection.


**LISTS:**


Include links to audiocassettes, audio-CDs, large-type books, CD-ROMS, periodicals, and new books lists.  These lists are alphabetical by author and are updated every month. Also included are:


1. "Book Recommendations"
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)


2."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

**NOTES:**