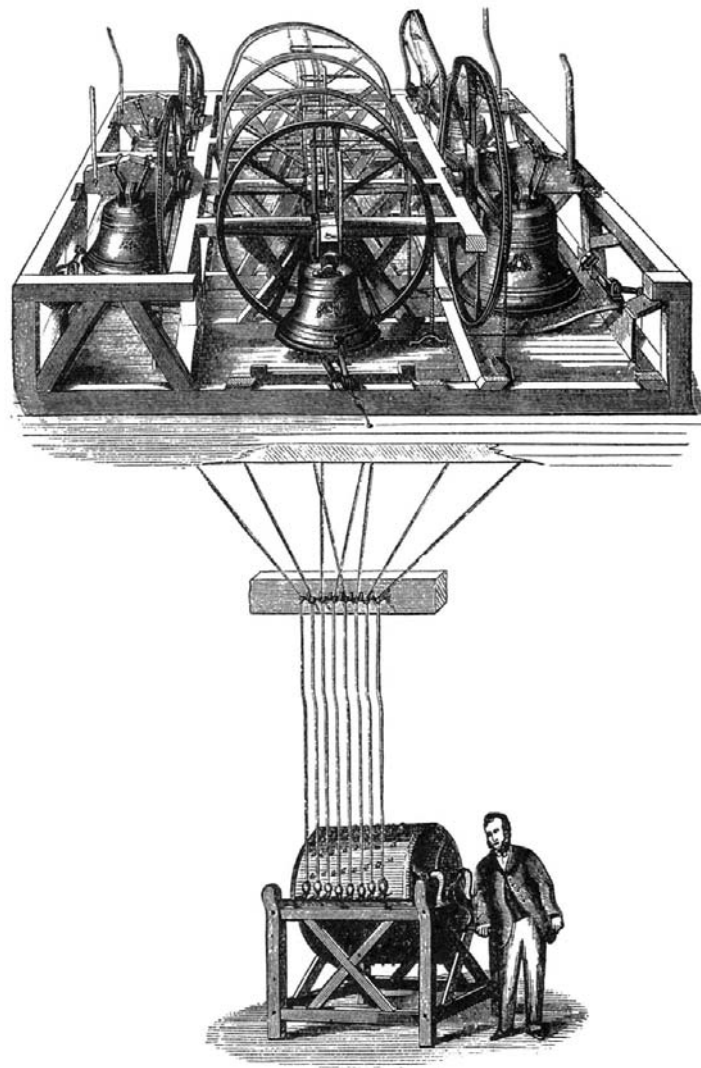


# The New York Society Library Presents:



## New Features of the Library Catalog

Ingrid Richter, Head of Systems  
[systems@nysoclib.org](mailto:systems@nysoclib.org)



# INDEX:

Advanced Search .....	Page 03
Patron Record .....	Page 04
Search Catalog .....	Page 05
Checked-Out Items .....	Page 06
Request/Holds .....	Page 07
Preferred Searches .....	Page 08
Reading History .....	Page 09
Create Lists .....	Page 10
Events Calendar .....	Page 11-13

## NYSL: LIBRARY CATALOG

### ADVANCED SEARCH:

<http://library.nysoclib.org/search/X>

Please enter text in the first box, select limits, and click Search:

All Fields	▼	*	AND	▼
All Fields	▼		AND	▼
All Fields	▼			

Collection: All ▼  
Language: All ▼  
Material: All ▼

Year - After:  and/or Before:

The Advanced Search option is found halfway down the main library catalog page at: <http://library.nysoclib.org>

#### TIPS:

- 1) You can search over our entire collection by using an asterisk in the first box. You can also use the asterisk to truncate words (librar\* for library and libraries)
- 2) If your search is too broad, the catalog will bring up the maximum amount of records (32,000), with the most recently-added records at the top. There are around 220,000 titles total in our collection.
- 3) If you leave the asterisk in the main search box, you can easily search for all foreign language books (from the language drop-down menu) or any of our special-format collection (from the material drop-down menu), including: Audio CDs, audiocassettes and large-type books.
- 4) Use the date function to narrow down all books by year (After 2008 and/or Before 2010 will bring up all of our 2009 books)
- 5) If you wish to have a clean link to the item record, click on Permanent Link and copy the URL to your e-mail.

## NYSL: LIBRARY CATALOG

### PATRON RECORD:

<http://library.nysoclib.org/patroninfo>

Please enter the following information:

**Name:**   
Example: Jane Doe

**Barcode:**   
Example: -106686



If you do not know your library barcode, please contact [systems@nysoclib.org](mailto:systems@nysoclib.org) with your membership name and the subject "Barcode Request."

For the rest of the advanced features, you will need to log into your Patron Record.

- 1) Go to <http://library.nysoclib.org>
- 2) Scroll down to Services
- 3) Click on Access Patron Record
- 4) Enter your name (can just be first or last name) and barcode. E-mail me or ask at the Circulation Desk if you do not know your barcode.

Your patron record will show all available options (buttons will change, depending on what options are active). Options may include:



# NYSL: LIBRARY CATALOG

## SEARCH CATALOG:



You are logged into New York Society Library /All Locations as:

**Richter, Ingrid**

A row of navigation buttons: LOGOUT (red X), Patron Record, Start Over, Extended Display, Limit/Sort Search, Search As Words, and Another Search. Below is a search form with a dropdown menu set to 'SUBJECT', a text input containing 'mukimono', a dropdown set to 'ALL', and 'Search' and 'Save Search' buttons. Below the search form, it says 'No matches found; nearby SUBJECTS are:' and 'Result Page' with links for 'Prev' and 'Next'. At the bottom are buttons for 'Save Marked Records', 'Save All On Page', a dropdown menu labeled '[Select a list]', and 'Save to My Lists'.

Your first button after login is Search Catalog. There are a few differences with searching the catalog after logging in:

- 1) Your membership name will be in red at the top of the page
- 2) You will have a Logout button
- 3) You will have a Patron Record button to return back to your Patron Record
- 4) You can request a book without having to log back in to your account.



## To Reserve a Book:

- Search the catalog for the title you are interested in.
- If we do not have the title in our catalog, complete the Suggest a Purchase form: <http://library.nysoclib.org/acquire>
- If the title is "In Library", you will not be able to place a hold on it.
- If the title is any other status other than "In Library" (i.e. on order, checked out, in bindery), you will be able to place a hold.
- Click on the Request button to reserve the book.
- Click SUBMIT when you're done.

# NYSL: LIBRARY CATALOG

## CHECKED OUT ITEMS:



RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	<a href="#">XML pocket reference / Robert Eckstein.</a>	30000002379521	DUE 10-14-09	Ref. Sys. 005.72 E



If you have checked-out items from the library, click on the [Checked Out Items](#) button to bring up a list of these books.

From this page, you can:

- 1) [Renew All](#) or [Renew Selected](#) books on your list. To renew all books, press the [Renew All](#) button. To renew selected books, check the box next to the title(s) you wish to renew and press the [Renew Selected](#) button.

Note: You might not be able to renew all the titles on your list. You'll receive a red error message if you've renewed the item too many times or if another person is waiting for the book.

- 2) Click on the title link for more information about the book you currently have checked out.
- 3) Sort (and print) the list by clicking on the [Sort by Due Date](#) button.

*TIP: You can sort this table by clicking on any of the Table Headers in light blue (Renew, Title, Barcode, Status or Call Number). One click will alphabetize, another click will reverse-alphabetize the table.*

## NYSL: LIBRARY CATALOG

### REQUESTS



CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY
<input type="checkbox"/>	<a href="#"><u>How to win friends and influence people [by] Dale Carnegie.</u></a>		Circulation	10-05-10
<input type="checkbox"/>	<a href="#"><u>The snakehead : an epic tale of the Chinatown underworld and the American dream / Patrick Radden Keefe.</u></a>		Circulation	
<input type="checkbox"/>	<a href="#"><u>Even money / Dick Francis and Felix Francis.</u></a>		Circulation	

Sort by Hold Requested Date



If you have placed holds on books in the library, click on the [Requests](#) button to bring up a list of your holds.

From this page, you can:

- 1) Cancel your request if you've already read the book or are no longer interested in reading it
- 2) Sort by Hold Requested Date
- 3) Click on the Title link to see when the item is due and how many holds have been placed on the book.

*TIP #1: You can sort this table by clicking on any of the Table Headers in light blue (Title, Status, Pickup Location, Cancel). One click will alphabetize, another click will reverse-alphabetize the table.*

*TIP #2: The New Books List is published every month at: <http://www.nysoclib.org/newbookslist.html> There will be a Twitter post at: <http://twitter.com/nysoclib> as soon as the latest New Books List is available online. You can also place holds on books that the library has just ordered (these titles will be in all capital letters).*

# NYSL: LIBRARY CATALOG

## PREFERRED SEARCH



Preferred Searches ( 1 )		
Mark to Remove	TITLE	Search
SIMPLE BOOLEAN		
<input type="checkbox"/>	cyberpunk	<a href="#">Search</a>

If you have topics of interest or various searches that you always perform when you visit the library, you may wish to save the search. You can save up to 25 different searches on this page.

To create a preferred search:

- 1) Log into your patron record
- 2) Click the [Search Catalog](#) button
- 3) Type your search on the main page or in the advanced search page
- 4) On the search results page, click the [Save Search](#) button (see below). This button will only show up when you're logged in to your library account:



The screenshot shows a search interface with a dropdown menu set to "AUTHOR" and the search term "gilman, dorothy". Other options include "ALL", "System Sorted", "Sort", and "Search". A "Save Search" button is highlighted with a red box. Below the search bar are buttons for "Save Marked Records", "Save All On Page", "[Select a list]", and "Save to My Lists".

- 5) Click on [Patron Record](#) and [Preferred Searches](#) to see your saved search.
- 6) Next time you visit the library, just log into your account and click on the Search hyperlink next to the title. Any new books we have in our collection will be at the top of the page.

*TIP: You can delete any or all of your saved searches from the Preferred Search screen.*



# NYSL: LIBRARY CATALOG

## READING HISTORY



Mark	Title	Author	Checked Out	Details
<input type="checkbox"/>	<a href="#"><u>Inside Internet security : what hackers don't want you to know / Jeff Crume.</u></a>	Crume, Jeff.	07-27-2006	Copy 1
<input type="checkbox"/>	<a href="#"><u>The pageant of Chinese history / by Elizabeth Seeger ; illustrated by Bernard Watkins.</u></a>	Seeger, Elizabeth.	08-07-2006	Copy 1

If you wish to track the books you've checked out at the library, you will need to active your Reading History. This setting is turned off by default for all library members for privacy reasons.

You may wish to active Reading History if you remember reading a book, but don't remember the title. You'll be able to browse and sort your reading history by date.

If you wish to opt-in to Reading History, you'll need to:

- 1) Log into your [Patron Record](#)
- 2) Click [My Reading History](#)
- 3) Click the [Opt In](#) button.



No Reading History Available

Your reading history will now start saving all the titles that you've checked out from this date forward. You can delete books from this list or [Opt Out](#) of the list at any time. When you [Opt Out](#) of this list, no reading history will be saved.

*TIP: You can sort this table by clicking on any of the Table Headers in light blue. One click will alphabetize, another click will reverse-alphabetize.*

# NYSL: LIBRARY CATALOG

## CREATE LISTS



<b>Mark</b>	<b><u>List Name</u></b>	<b><u>Description</u></b>	<b><u>Date Updated</u></b>
<input type="checkbox"/>	<b><u>Cornell (2)</u></b>	Cornell Professors	07-23-2009
<input type="checkbox"/>	<b><u>Absinthe (2)</u></b>	Books on Absinthe in the Library	07-23-2009

You may wish to keep track of books that you are interested in but have not checked out or cannot check out at the present time. Use My List for these special lists.

To add records to My Lists, perform a general search in our library catalog, check the mark box next to the appropriate records and then click the Save to My Lists icon:



If you are not logged in to your account, the system prompts you to log in. Once you are logged in to your library account, the system offers the ability to save the records to an existing list or create a new list.

**Save Records to a List**

- Create a new list -

List Name:

Description:

If you create a new list, the system displays the screen for creating a new list. On this screen, you can create a list name and include a brief description of the list. If you save to an existing list, the system updates the existing list with the records and displays a confirmation message.

# NYSL: LIBRARY CATALOG

## EVENTS CALENDAR



CANCEL	PROGRAM NAME	STATUS	ROOM
<input type="checkbox"/>	<u><a href="#">Workshop: The Library Catalog: New Features</a></u>	Registered	Whitridge Room
Thursday, Oct 22 2009 10:00am-11:30am			



The library is working on a new way of registering for upcoming programs and events. The Program Registration module will go live at the start of next year, but you can browse the calendar and even register for remaining events in 2009 (just make sure you contact [events@nysoclib.org](mailto:events@nysoclib.org) to confirm).

To view the interactive calendar of events (in progress), visit:

<http://library.nysoclib.org/iii/calendar/month>

### Programs For October 2009

See List View



October 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	10:00 AM The Changing Face of the News  8:30 PM The Plays of Joyce Carol Oates  all ▶	14	6:30 PM Isabel Gillies on "Happens Every Day"  all ▶	16	17

▼ Limit to Type

- Lectures
- Children
- Member Writers
- Performances
- Reading Groups
- Receptions
- Technology

▼ Program Search

# NYSL: LIBRARY CATALOG

## EVENTS CALENDAR II

Click on any event from the calendar to view more information. From this page, you can either register for an event or click on the red title for more information:

### Technology - Tech Workshop: The Library Catalog: New Features

**Description:**

Learn how to create lists, save searches, register for programs and keep track of the books you've checked out through the library catalog.

**Date:**

Thursday - October 22 2009

**Time:**

10:00 AM - 11:30 AM

**Location:**

Whitridge Room

**Program Type:**

Technology

**Series:**

Thursday, 10-22-2009, 10:00AM - 11:30AM

**Public Note:**

For registration questions, contact the Events Office, 212-288-6900 x230 or events@nysoclib.org.



29 Seats Remaining

<b>Program Name</b>	Tech Workshop: The Library Catalog: New Features
<b>Program Description</b>	Learn how to create lists, save searches, register for programs and keep track of the books you've checked out through the library catalog.
<b>Please Note</b>	For registration questions, contact the Events Office, 212-288-6900 x230 or events@nysoclib.org.

Date/Time	Location	Cost	Status
Thursday, Oct 22 2009 10:00am-11:30am	Whitridge Room	\$0.00	29 Seats Remaining <a href="#">Register</a>

### Calendar Record

### Program Record

Click [Register](#) or the icon next to the remaining seats to register for this event. You should see this screen:

You are logged in as:  
**Richter, Ingrid**

**Program Information:**

Tech Workshop: The Library Catalog: New Features

<b>Presenter:</b>	Ingrid Richter
<b>Date &amp; Time:</b>	Thursday, 10-22-2009, 10:00AM - 11:30AM
<b>Location:</b>	Whitridge Room
<b>Price:</b>	
<b>Description:</b>	Learn how to create lists, save searches, register for programs and keep track of the books you've checked out through the library catalog.
<b>Notes:</b>	

**Registration Information:**

Richter, Ingrid

Contact E-mail: nysoclib.s@gmail.com

Reservation Number: 1

Reservation Notes:

Seat: 1



Enter any additional registration notes you might have (extra people, handicapped access, etc.) and click [Submit](#).

# NYSL: LIBRARY CATALOG

## EVENTS CALENDAR III

You should receive a confirmation website and an automated e-mail confirming your place in the class. This event will also show up in your Member Record.

**For: Richter, Ingrid**  
**You are registered for 1 seat(s) in this program:**  
**Seat 1: Test**

**Program Information:**




Tech Workshop: The Library Catalog: New Features

<b>Presenter:</b>	Ingrid Richter
<b>Time &amp; Date:</b>	Thursday, 10-22-2009, 10:00AM - 11:30AM
<b>Location:</b>	Whitridge Room
<b>Notes:</b>	

*Please print this page for your records.  
 You will be receiving an e-mail confirmation shortly.*

If the class is full, you will be put on the wait list and automatically moved (and notified) when an opening frees up. If you need to cancel your registration, you can log into your patron record and cancel that session.

CANCEL	PROGRAM NAME	STATUS	ROOM
<input type="checkbox"/>	<a href="#"><u>Tech Workshop: Google Docs</u></a>	Registered	Whitridge Room
Wednesday, Oct 28 2009 10:00am-11:30am			
<input type="checkbox"/>	<a href="#"><u>Tech Workshop: Introduction to the Macintosh</u></a>	Registered	Whitridge Room
Thursday, Oct 22 2009 2:00pm-3:30pm			
<input type="checkbox"/>	<a href="#"><u>Tech Workshop: The Library Catalog: New Features</u></a>	Registered	Whitridge Room
Thursday, Oct 22 2009 10:00am-11:30am			
<input type="checkbox"/>	<a href="#"><u>Tech Workshop: The Library Catalog: New Features</u></a>	Registered	Whitridge Room
Thursday, Oct 22 2009 10:00am-11:30am			

**NYSL: LIBRARY CATALOG**

**NOTES:**