



Fort Vancouver Regional Library

Catalog Class

**A Guide on Searching
the FVRL Catalog**

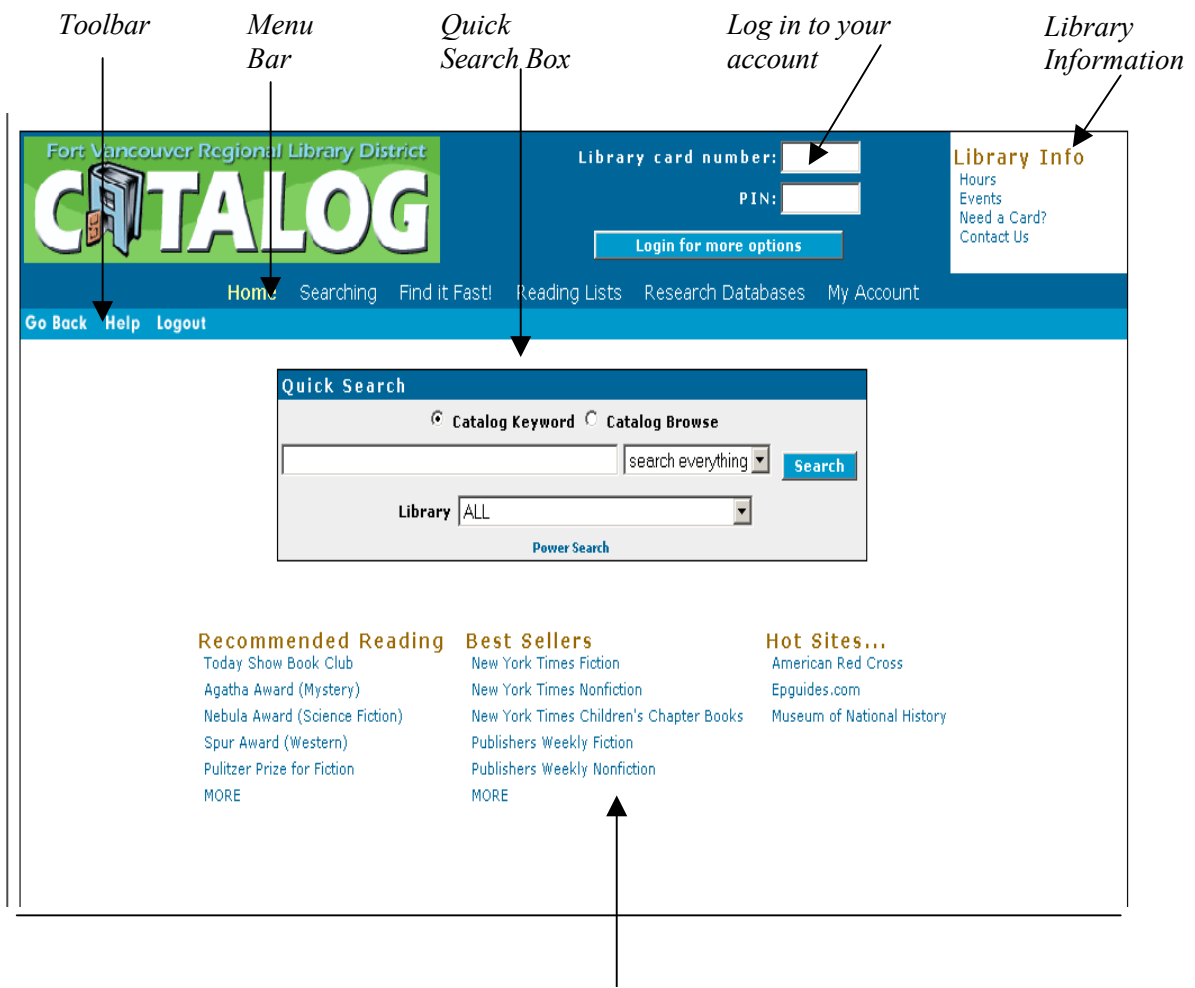


Fort Vancouver
Regional Library District | 2005 | www.fvrl.org

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The Catalog Home Page--Basic Features



Additional Features:

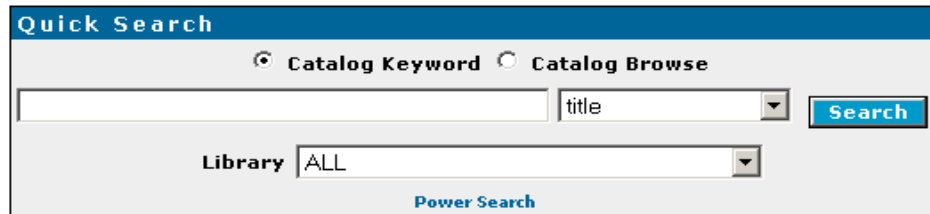
Include: **Recommended Reading lists** (award winning lists and lists associated with the media)

Best Sellers: various Best Sellers lists

Hot Sites: features selected interesting web sites that change weekly

A. Quick Search:

- Start your search in the Quick Search box for simple searches.



The screenshot shows a web interface for a library search. At the top, there's a blue header with the text 'Quick Search'. Below the header, there are two radio buttons: 'Catalog Keyword' (which is selected) and 'Catalog Browse'. Underneath the radio buttons is a search input field. To the right of the input field is a dropdown menu currently showing 'title'. To the right of the dropdown is a blue 'Search' button. Below the search input field, there is a 'Library' label followed by a dropdown menu showing 'ALL'. At the bottom center of the interface, there is a link labeled 'Power Search'.

Search Options:

- Determine the kind of search you want to do first. You can use:
 - title
 - author
 - subject
 - series
 - periodical title
 - ISBN
 - search everything
- More options are available by using "**Power Search**", such as searching for foreign language materials, limiting by cassettes, videos and DVD etc.

Catalog Keyword:

- The default search setting is "Catalog Keyword", i.e. the search terms can appear anyway in the record regardless of word order or field.

Title Search (using "Catalog Keyword"):

- *Example: You remember there's a book with the words "five" "people" and "heaven" in the title, but can't remember the exact title.*
 1. *type in "five people heaven".*
 2. *choose the "title"index.*
 3. *click the search button.*
 4. *search result shows that the title "The five people you meet in heaven" is available in Large-type, regular book and CD.*

Catalog Browse:

- You can change the search from Keyword to "Catalog Browse". The search results appear in alphabetical order starting with the search term. Use "Catalog Browse" if you know exactly how the title begins, or to browse by authors and subjects.

Title Search (using "Catalog Browse"):

- *Example: You are looking for a title called "It" by Stephen King. Doing a Keyword search by title or doing an author search would yield too many results to look through. Try a Catalog Browse with the "Title" search option.*
 1. *change to "Catalog Browse".*
 2. *type in "it".*
 3. *choose "title" as the search option.*

Author Search:

Use "Catalog Keyword" if you know both last and first name.

Use "Catalog Browse" if you only know the last name.

Or use "Power Search" if you know either last or first name and keywords in a title.

- *Example: 1. type in "sandra brown" (Catalog Keyword).*
 2. *change index to "author".*
 3. *the computer finds all the titles by Sandra Brown.*
- *Example: You only remember the author's last name as "shute"*
 1. *choose "Catalog Browse".*
 2. *type in "shute".*
 3. *change index to "author".*
 4. *the computer displays all the authors with last name "shute" in the catalog.*

Subject Search:

- Use "Catalog Keyword" for most subject searches. Use "Catalog Browse" to browse list of subjects.
- *Example: you are looking for books on "business writing". Compare the results of using "keyword" and "browse" searches:*
 1. *using "Catalog Keyword", type in "business writing".*
 2. *choose "subject" index.*
 3. *the computer displays 50+ titles.*
 4. *return to "Home".*
 5. *change to "Catalog Browse", type in "business writing".*
 6. *the computer displays a list of subjects starting with "business writing" and suggests related topics.*

Note: if you can't find what you need using "subject", try a keyword title search instead.

Search Everything / Catalog Keyword:

- This index search the terms you input in all the fields in the record, including title, author, subject, book review, summaries etc. Thus the results may not be as precise as you want. "Search Everything" is useful especially with unique terms.
- *Example: you want to find everything in the catalog on "small business".*
 1. *type in "small business" in the search box and click "Search".*
 2. *the computer returns many titles with the words "small business" in the titles, or in the subject or in the summary.*

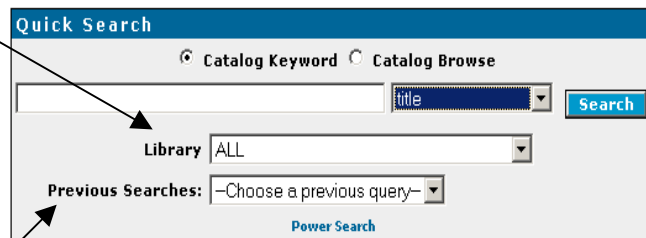
Search Everything / Catalog Browse :

- The computer will display a list of subjects starting with the search term when using this combination.
- *Example:* 1. type in "small business" in the search box and click "Search".
2. the computer displays a list of subject headings starting with "small business".

Series & Periodical Title Search:

- Use "Catalog Keyword" when you are unsure of the exact name of the series or periodical title.
- Use "Catalog Browse" when you are certain of the name of the series or periodical title.
- *Example: to find out if we have the magazine called "knitting"*
 1. choose "Catalog Browse" and "Periodical Title".
 2. type "knitting".
 3. choose "knitting" from the list of results.
 4. click "Details/Holds" to see more information.

Library: The default for library branches is "All". Use the pull-down menu to limit your search to a specific library branch.



Previous Search: The computer remembers the search terms you input. Use the pull-down menu to find the old search terms to avoid re-typing.

B. Search Results

- You would like to find everything we have on "water gardens".
- Perform a quick search using "Catalog Keyword", change index to "search everything".
- The computer will display a list of titles on "water gardens".
- The following information is included on the result page:

search everything "water gardens" search found 103 titles.
Pages << 1 2 3 4 5 6 >>

#1	628 TODD	2005	
Details/Hold	A safe and sustainable world : the promise of ecological design Todd, Nancy Jack, 1938-		
Keep	1 copy available at Vancouver Community Library in NONFICTION		
	Author Bio Summary Contents CLCD Review		

- the total number (103) of titles found; number of pages (6).
- on each record, it lists the call number, the title, the number of copies and locations.
- some titles may have a book jacket as well as links to "author biography", "summary of the book", "table of contents" and "reviews".
- Use the "Details/Hold" button to see more details about the title and to place a hold.
- Use the "Keep" button to add the title to a list. The button will change to say "Remove" afterward. Click on "Kept" (on the toolbar) to view the list. You can print or email the list to yourself. The list is only available during the session you are in.
- Different icons are used to represent different formats (e.g. DVD, CD and Cassette). Moving your mouse over the icon will explain the format in text.

Navigation Toolbar:

The Navigation Toolbar changes depending on what is displayed on the page:



Here is an example of the Navigation toolbar after an initial search:

- **Go Back** - Redisplays the previous window.
- **Help** - Opens context-sensitive "Help" file in a separate window.
- **Limit Search** - Jumps to the "Search Again" box on the bottom of a result list so you can further define the just completed search.

Try limiting your search result by format.

- **New Search** - Takes you back to the Quick Search box.
- **Previous** - Displays the previous page or the previous record.
- **Next** - Displays the next page or the next record. *Try the "Next" or "Previous" tab now with the list or record from your search.*
- **Kept** - After using "Keep" to add titles to a personal list, use "Kept" to view, print or email the list. The list will disappear after you have completed your search session.

Try to "keep" a few titles from your search results, click on "Kept" to view the list.

- **Logout** - Make sure to logout if you have logged in to protect your own privacy.

C. Details screen:

Keep
Place on Hold

Find more by this author
Find more on these topics
Nearby items on shelf

You Found Titles in Categories:
Agriculture (General)
Animal Culture
Environmental Technology,
Sanitary Engineering
General Technology
General Works

Where is it? **A Look Inside** What is it?

A safe and sustainable world : the promise of ecological design
Todd, Nancy Jack, 1938-

In the late sixties, a pioneering group founded a small nonprofit research and education organization they called the New Alchemy Institute. They wanted to build a safer and more sustainable world. In the ensuing years, along with scientists, agriculturists, and a host of enthusiastic amateurs and friends, the group set
[read more...](#)

Publisher: Island Press,
Pub date: c2005.
Pages: xiv, 203 p. :
ISBN: 1559637781

Copy summary: 1 copy available at Vancouver Community Library.
1 copy total in all locations.

A Look Inside: [Contents](#) [Author Bio](#) [Summary](#) [CLCD Review](#) [URL](#) [URL](#)

Holdings
Vancouver Community Library
Copy Material Location

628 TODD 1 BOOK Nonfiction

- The default for the detailed record is called "**Where is it?**". It gives: Title, Author, Publisher, Publication Date, ISBN number; Holdings, Call Number, Location (Status) and more. Features like Table of Contents, Author Biography and Reviews may be available for some titles.
- The "**A look inside**" tab (not available for all titles) displays the summary, reviews and author biography when available.
- The "**What is it?**" tab will show the subject headings and more information about the title.
- Click "**Find more by this author**" to find other titles by the same author.
- Click "**Find more on these topics**" to find other similar titles.
- Click "**Nearby items on shelf**" to find other books with same call number (i.e similar subjects.)
- Click "**Place Hold**" to place a hold on this particular title.

D. Place Hold

1. Log in to the catalog before you start searching allows you to place multiple holds without having to re-enter your library card and PIN number for each hold.
2. Find the title you want.
3. Use the "Details/Hold" button to get to the details screen if necessary.
4. Click the "Place Hold" button.



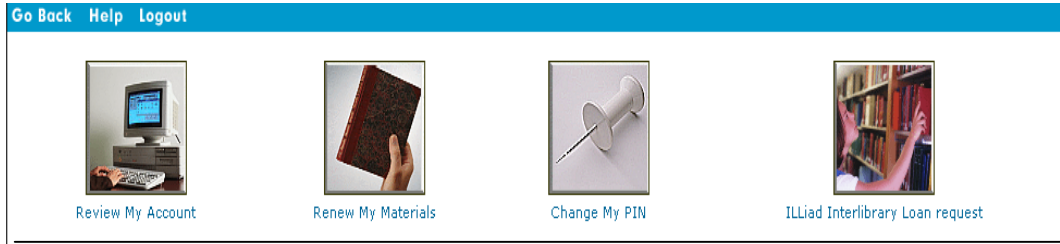
5. Use the pull-down menu to choose a pick-up location or choose "Mail to me" to have the book shipped to your home.
6. Then click on "Place Hold". If you need to change the pick-up location, click on the "Clear" button and start over.
7. Click the "OK" button to return to the "Search Results" screen.
8. You can then proceed to place holds on additional items.

Cancel Hold

1. Click on "My Account".
2. Click on "Review My Account" icon.
3. Find the HOLDS list.
4. Check the box by the title you no longer want.
5. Click on "Cancel Selected Holds".

Important: Remember to protect your privacy by logging out when done.
(see Catalog Guide #3 "Placing Holds" for more details.)

E. My Account



Logging in to your account allows you to:

- find out when your library materials are due
- renew your materials
- view the items you have on hold
- change your PIN
- access your Interlibrary Loan requests

Practice renewing materials by clicking on the "Renew My Materials" icon.
(see Catalog Guide #2 "My Account" for more details.)

F. Power Search

- Access "Power Search" from the "Quick Search" box or from "Searching" on the Menu Bar.

The screenshot shows the 'Power Search' interface. It features a table of search criteria with dropdown menus for each field and 'And' connectors. Below the table are 'Search' and 'Reset' buttons. Further down are filters for Library (set to ALL), Language (ANY), Format (ANY), Genre (ANY), Audience (ANY), Match on (keyword), Publication Year (empty), and sort by (newest first).

Use "Power Search" to:

- connect two or more types of searching (e.g. author and title)
- narrow your search (e.g. by format like DVD, sound cassette, specific language or publication year)
- sort result list by date, author, title or subject

Example: You want to find out if the library has any cassettes in the Spanish language.

1. choose "Spanish" from the "Language" index
2. choose "Sound cassette" from the "Format" index
3. click the "Search" button

Example: You want to find all the CDs by Stephen King sorted by title.

1. type in "stephen king" by the "author" index
2. choose "Compact Disc" from the "Format" index

3. choose "Title" from the "Sort by" index
4. click the "Search" button

G. Menu Bar: The menu bar remains the same within the catalog pages.



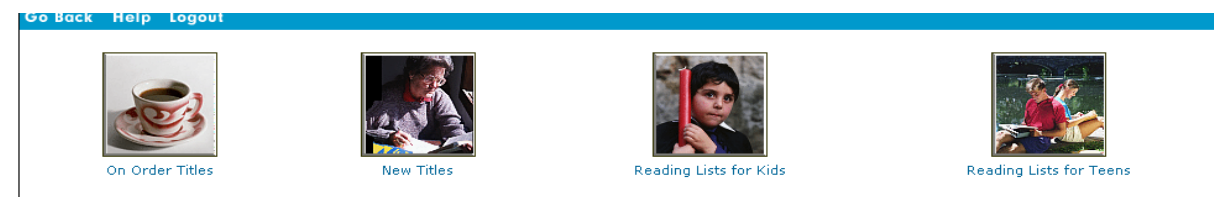
- **Home:** Click **Home** from any page to return to "Quick Search".
- **Searching:** displays different search options for the Catalog, including Call Number, CD Audio and DVD searches.



- **Find It Fast:** browse subject categories represented by picture icons including the *Kids' Library*. Click each picture to narrow the search until a result list displays.



- **Reading Lists:** displays award-winning titles and staff-initiated booklists.



- **Research Databases:** accesses library-subscribed online databases for in-depth research (e.g. full-text newspaper and magazine articles, including the Oregonian & the Columbian, genealogy resources, automobile repair and homework help.)

(Forthcoming feature)