Blind Low Vision NZ Library online catalogue help guide

# Basic Search

Basic Search allows you to search across titles, subjects, author names, notes and publisher details (if you wish to search by book number, you must use Advanced Search). Simply enter one or more keywords and select 'Search'. You will receive a list of search results, from which you can select a specific book and view its record. If you do not see the book you are searching for, select the 'Refine Search' link to change your search terms, or you can select the 'New Search' link to begin a brand new search. Each page in the catalogue has a 'Top' link that will take you to the top of the current page. Most pages will also have a 'Home' link that will return you to the search screen.

# Advanced Search Help

* How to search by keyword, title, author, subject headings or book number, and narrow your search by subject interest codes, collections, languages, reading level and format.

Advanced Search allows you to construct a more detailed and accurate search by combining and filtering your search terms, using different fields and drop-down menus.

## Advanced Query

In the 'Advanced Query' box, you can pinpoint your search using the specific search fields for keywords, titles, authors and subjects. These fields can also be combined. For example, if you know only part of a title and the author's first name, enter these into the relevant fields and select 'Search'. See below for some examples of how to combine fields.

If you know the book number of the DAISY audio or etext book you want, you can enter it in the 'Book number' field and select 'Search'. This must be entered as a five digit number, with no letters in front of it.

## Subject Interest

Subject Interest Codes (SICs) are the Blind Foundation Library's own subject categories. A full list of our SICs is available on the Book genres page. To search by subject interest, first select a broad subject from the 'Category' drop-down menu. This will then quickly generate the relevant 'Interest' drop-down menu. Selecting a SIC from this drop-down menu will allow you to bring up a list of all books containing this SIC. For example, selecting 'Travel and History' from the 'Category' menu will then allow you to select 'New Zealand History' from the 'Interest' menu and then 'Search'.

## Filters

You can use the following drop-down menus to filter (limit) your search:

**Collection** - Specify whether you want to search the holdings of the main (Parnell) Library, the BLINK Library (for children and young adults), the Music collection or the Staff Reference collection.

**Language** - Specify which language you would like your books in.

**Reading Level** - Specify the reading age level of the books.

**Format** - Specify which format you would prefer. For example, selecting 'DAISY audio' will bring you results with only DAISY digital audio books.

## Search Examples

You can combine more than one search field and select from more than one drop-down menu to refine your search. For example, by entering the word 'sense' into the 'Title' field and the word 'austen' into the 'Author' field, and by selecting 'DAISY audio' in the 'Format' drop-down menu, the item retrieved is the DAISY audio book version of Sense and sensibility by Jane Austen.

Alternatively, you may wish to know what books the Library holds by your favourite author in a particular genre. By entering the words 'dick francis' into the 'Author' field, and by selecting 'Fiction and Literature' in the 'Category' drop-down menu and then 'Mystery and Detective Stories' in the 'Interest' drop-down menu, the catalogue will find you all the books by Dick Francis that are categorised as mysteries. It will not be a list of all the Dick Francis books we hold, as your search has limited them to the genre of mystery.

## Other Advanced Search Notes

If you prefer to use the advanced search features whenever you access the Library catalogue, you can use the Set User Preferences page to set them as your default search options. See the Search Tips page for pointers on how to search using Boolean operators, wildcards and phrases.

# Search Tips

* How to search using Boolean operators, wildcards and phrases.

The easiest way to search the catalogue is to enter one or more keywords, separating each word with a space. Only those records containing the words you enter will be displayed. For example, entering the word 'war' followed by the word 'peace' will retrieve all the records containing the word 'war' and the word 'peace'. This is because the default Boolean operator for this catalogue is 'AND', which means if your keywords are separated by a space, 'AND' is automatically used. Boolean operators are words such as 'AND', 'OR', and 'NOT' that are used to combine search terms, or to broaden or narrow the results of a search.

If you wish the results to contain any of the words you enter, separate the words with the Boolean operator 'OR'. For example, 'war OR peace' will result in all records that contain the word 'war' as well as all the records that contain the word 'peace'. Using 'OR' means that any given result won't necessarily have both search terms.

If you wish to exclude a word or phrase from your search, use the Boolean operator 'NOT'. For example, 'war NOT peace' will result in records containing the word 'war' provided they do not contain the word 'peace'.

If you wish to search for a part of a word, a wildcard search can be used, substituting an asterisk for the part of the word that has not been entered. For example, entering 'lib\*' will result in records containing words that start with 'lib' (library, librarian, and liberate are three examples).

If you wish to search for a particular phrase, enclose it in double quote marks. For example, entering "war and peace" will return only those records that contain that exact word order. Note that, when enclosed anywhere in double quotes, 'and', 'or' and 'not' are not treated as Boolean operators.

# Search Results Help

* How to work with search results.

Your search results pages display the title, author, and format of the works located by your search, and indicate whether they are part of a series. Selecting the link of any given book will take you to its catalogue record.

At the top of a results page, a note indicates how many results your search has retrieved, and where you are within those results. For example, 'Results 11 to 20 of 67 in total' means that you have retrieved 67 results overall, and you are looking at numbers 11 through to 20.

The default results display for this catalogue is ten results per page (you can alter this number on the Set User Preferences page). If there are more than ten results retrieved, select 'Next 10' at the bottom of the page to view the next set of results. When you are further on through the results list, you can also use 'Previous 10' at the bottom of the page to go back. This allows you to browse through all the books located by your search.

To search again, select 'Refine Search', and the search terms that you previously entered will be retained on the search page. Note that any filters you had selected will not be retained.

If you wish to start the search afresh, select 'New Search' and your current search selections will be cleared so you can start again.

# Record Display Help

* Explains what you will find in the Brief and Detailed records of a book.

The default record display is a brief record that provides the title, author and publication details of a book, as well as its physical description, playing time, book number (this is the number you need when placing a request via Library staff) and place in a series (if any).

The links at the bottom of the page can be used to do the following:

**'Results List'** takes you back to your results list.

**'Item Details'** lists all the copies of the book the Library holds.

To search again, select **'Refine Search'**, and the search details that you previously entered will be retained on the search page.

If you wish to start your search afresh, select **'New Search'**, and your current search selections will be cleared so you can start again.

**'Detailed Record'** provides a more comprehensive description of the book, including a plot summary and subjects. Note that 'Brief Record' will take you back to the shorter display.

**'Email the library'** creates a new email message using your usual email programme, preaddressed to the Library and with the details of the book as the subject.

**'MARC Display'** shows the catalogue record in MARC coding. This is for Library staff use only.

# Item Details Help

* Information about the availability of a book.

The Item Details page lists all copies of the book that are currently held by the Library, its format, location and current status.

Selecting **'Back'** will take you back to the record display page.

# User Preferences Help

* How you can choose to have advanced search features appearing by default.

If you search the Library catalogue regularly, the Set User Preferences page is a helpful tool that permits you to set your own preferences for viewing and for searching. These preferences are set in a cookie that is stored on the hard drive of your computer, so while you are accessing the catalogue from the same computer, your preferences will be remembered.

You can choose to personalise the site by entering your name. This will be displayed on the main page to confirm that your preferences are in effect. This name may be any text you choose; it is not related to your Library membership.

You can choose to have advanced search features appearing on your main search page. The options available are 'Advanced Query', 'Subject Interest Selection', 'Collection', 'Language', 'Reading Level' and 'Format'. If you choose to display some of these you will not need to access the Advanced Search page. For example, if you choose 'Advanced Query', this will display the Keyword, Title, Author, Subject and Book number fields. This option can be helpful if you regularly search using a book number.

You can alter the number of search results displayed per page by entering the number of records you would like to see per page (the default is ten).

You can select a preferred display mode. Bobby AAA mode displays the web pages with Bobby/WAI conformity. However, JAWS users may prefer the JAWS Enhanced mode for improved speakability

The **'About'** link displays the software version number of this catalogue.

# Requesting Books Help

* Explains how you can request books via the catalogue

Once you have decided which books you would like to read, you can use the following process to request them via the catalogue:

* You must be in the Record display for the book (either the brief or the detailed record display is fine). Select 'Email the library regarding this title'. This will automatically create an email using your usual email programme, preaddressed to the Library and with the details of the book as the subject.
* You do not need to enter any details about the book yourself. However, you will need to type your name and, if possible, your address in the body of the email.
* Send the email, and Library staff will add the book to your request list.

You must repeat this process for each book you would like to request.