

## HASKELL LIBRARY CATALOG USER'S GUIDE

*Last update: September 28, 2011*

The FIAF Haskell Library offers a user-friendly online catalog. You can connect to the catalog through the library's website: [www.fiaf.org/library](http://www.fiaf.org/library). With this new interface, you may:

- Consult your loans and due dates
- Renew your materials and reserve titles
- Rate your reads: leave comments on library titles that you have enjoyed
- Keep informed of library events
- Provide feedback to library staff

To access the features mentioned above, you will need a library card number and a password. If you have not yet registered for a library account, you need to first visit the library in person, and you will be given them at that time. If you have already registered for a library account but do not know your library account number or have forgotten your password, please contact the library at [library@fiaf.org](mailto:library@fiaf.org).

### MANAGE YOUR LIBRARY ACCOUNT:

From the catalog's home page, click 'My Account,' enter your library card number and password and click 'enter.'

**Account summary** – Here you will see the number of borrowed items on your account, the number of reservations you have made, messages to you from the library staff and the total of fines due. You can also see your personal contact information, including your address, phone number and email. You may change your contact email, phone numbers and password. To change your mailing address, please email or visit the library.

**Renew your materials** – Click 'Loans' to view materials currently checked out to your account. Click the 'RENEW' button for each item you wish to renew. Materials may be renewed once. For loans that are marked late or are reserved by another member, you will not be able to renew them online. Contact [library@fiaf.org](mailto:library@fiaf.org) in this case and we will do it for you.

**Manage your reservations** – Once a hold is placed on an item, you may view the status or cancel the hold by clicking on 'Reservations'.

**View the fines you owe** – Click 'Fines and other charges' to view any fines you may owe. Please note that payments cannot be made through the catalog.

**View messages** - If the library staff cannot contact you by phone or email, they may send a message to your account. You may view your messages by clicking the 'Messages' link.

### SEARCH IN THE CATALOG

There are 3 modes of searches in the catalog: Quick search, Alphabetic search, and Combined search. By clicking on the blue 'search modes' bar on the left, you can choose which type of search you want to perform.

**Quick search** – Simply type the word or phrase you're looking for and click the Search button.

You do not have to enter a complete search term to carry out a valid search. You can truncate your search term by adding an asterisk (\*) at the start or the end of a word. You can also limit your search by the type of material, i.e. book, periodical (serial), sound recording, DVD.

For example, entering *Architect\* would* find results like Architect, Architecture and Architectonic. You can match whole phrases by surrounding them with double quotes. Thus, "*Madame Bovary*" will find only those items matching the whole phrase, whereas *Madame Bovary* will also find items containing either Madame or *Bovary*.

**Combined search** – allows you to search a combination of indexes from the drop down menu (title, author, publisher, subject). You also can limit your search by clicking the appropriate limiters at the bottom of the screen (language, medium, place or date of publication)

For both combined and quick searches, you will be able to limit the results through various links on the left side of the results screen.

**Alphabetic search** - Similar to a quick search, but alphabetic search allows you to specify in which field your query will search: title, author, subject, publisher, series, or call number.

**Define query limits** - In all of the search modes above, you are able to limit your results by clicking on one or more limiters at the bottom of the search page under the 'define your query limits' section. You may limit your results by the place or date of publication, language, medium or collection.

**Viewing the results of your search** - You may sort the entries your search results by title, author or year of publication by clicking the drop down menu.

**Locating your titles** – You will see the call number for the title both on the results page and at the bottom of each record. Note the call number and follow the direction signs in the library or ask a staff member where the title is located.

**Title details** – click the title of the title you are interested in viewing. You will see the complete bibliographic information. Scroll to the bottom of the page to view the copies available in the library, their status (available, on loan, reserved, missing)

**Reserve a title** – To reserve a title, from the bibliographic record of the item in question, click the reservation tab. You will then be prompted to enter your library account number and password and then confirm the reservation. You will be notified by email when the title you reserved is available.

**Reader reviews** – From the bibliographic record, you can read the comments other library users have made regarding that title by clicking on the 'reader reviews' tab. You may also leave your comments on the title by clicking on this tab and following the prompts

**Note entry** – Add titles to your notepad be either checking the box next to the title in the list of the search results or by clicking the 'note entry' tab from the record details. This is useful for making a selection of titles you wish to view later or even print out. To view your notepad, click 'your notepad' under the blue 'Services' bar on the left.

**Search history** – may be viewed from the link under the blue 'Services' bar on the left.

**Kids Zone** – is a catalog specially designed for our youngest library users. To access Kids Zone, click the Kids Zone link at the top left of the catalog. Once in Kids Zone, you may search by typing a query, exploring, or by choosing a letter. Note that all of the results will be titles held in the Espace Jeunesse. Adult materials are not searchable through the Kids Zone catalog, however, you will find all of the juvenile materials in the adult catalog.