

Using the Catalog

(<http://www.somerset.lib.nj.us>)

There are five main ways to search the catalog. These five ways are readily available from this dropdown:

The screenshot shows the homepage of the Somerset County Library System. At the top is a navigation menu with links: HOME, Catalog, About Us, Programs, Online Resources, Children & Teens, and Current News. Below the menu is a banner image with the text "Somerset County Library System" and the slogan "Making a difference in people's lives!". On the left side, there are sections for "BRANCHES" (listing Bound Brook, Bridgewater, Hillsborough, Mary Jacobs, North Plainfield, Peapack Gladstone, Warren Township, and Watchung) and "READING STATIONS" (listing Branchburg and Washington Valley). The main content area features a search section titled "Search the Catalog" with a link to "Catálogo en Español". Below this is a search form with a "Title" dropdown menu, a text input field, a "County Library Branches" dropdown, and "Search" and "Clear" buttons. A "Log in to My Library Account" link is also present. On the right side, there is a "Reader's Corner" section with links for "New Materials, Booklists & Book Club Resources", "Book Reviews", and "May we suggest a book for you?". A date indicator shows "Today is 10/18/2006" and an "Online Book Clubs" link with a "Click Here" button.

Title

If you know the first few words (excluding the, a and an) type them in the text box. Above, the words "Harry Potter" have been typed in the text box. Now click once on the search button.

A list of titles will appear on a new page. Next to the information is an icon. Here are the 12 icons currently being used by the library system:



You can see more information about an item by clicking on the hyperlinked (underlined) title. Click on the item you are interested in. (Try "Harry Potter and the Chamber of Secrets" since there are 14 items under that listing.)

There are a number of location codes. The first two letters are the most important because this is the branch designation.

BB – Bound Brook
BG – Branchburg*
BW – Bridgewater
HL – Hillsborough
MJ – Mary Jacobs

NP – North Plainfield
PG – Peapack Gladstone
WT – Warren Township
WG – Watchung
WV – Washington Valley*

*Branchburg and Washington Valley are stations; items cannot be requested from these locations.

The next part of the call number indicates the area of the library the item is located in (Juvenile, Fiction, Non-fiction, etc.). The Call # is the exact location of the book in this area. Finally, the status indicates whether the book is on the shelf or not. If this section does not show “Checked In” the book is not physically in the library and available to be checked out.

Author

Last name first! Even if you are unsure of the first name of an author this type of search can be helpful. Just enter the last name or last name, (comma is not necessary) first initial.

Try “King, Stephen”. (Click on the listing “Stephen, King, 1947 –”) If you want the most recent book he has written use the sorting drop down box. Change the selection to “Reverse Year” and then click on the “Sort” button. The default sorts in alphabetical order.



The screenshot shows the Somerset County Library System Online Catalog search interface. At the top, there are navigation buttons: Library Home, Catalog Home, Help, New Search, and Advanced Search. Below these are buttons for Start Over, Return to List, Limit/Sort Search, and Another Search. A search bar contains the text "King, stephen". To the right of the search bar is a dropdown menu for "County Library Branches" and another dropdown menu for "Reverse Year". A "Sort" button is located to the right of the "Reverse Year" dropdown. A red arrow points to the "Reverse Year" dropdown menu. Below the search bar is a "Search" button. The results page shows "Result Page 1 2 3 4 5 6 7 8 9 10 11 ... 19 Next". A "Save All On Page" button is also visible. The main content area is titled "AUTHORS (1-12 of 227)" and shows a list of authors. The first author is "King, Stephen, 1947-". Underneath this, there is a list of books. The first book is "1 Apt pupil" with a "Save" button and a "Save to List" button. The description for "Apt pupil" is "Culver City, CA : Columbia TriStar Home Video, c1998. 1 videocassette (ca. 111 min.) : sd., col. ; 1/2 in." There is a "Place Hold" button and a "Full Record" button next to the book title. A small image of the book cover is also visible.

Pretty neat huh? “Cell” is Stephen King’s most recently written work. “The Stephen King Collection” is a re-release (the two dates in the publication information are an indication of a new edition).

Series

Have a favorite series? Here’s how to search for new titles in a series, and more importantly, the order of a series.

Choose “Series” from the catalog drop-down menu and type “Series of Unfortunate Events” in the text box. Once you see the results, if you only want a book, you can sort by “Material Type.”

When you open a record there will be a line called “Series” (it’s under the description of the dimensions of the book) which usually has a number associated with it (this book’s number in the series). Click on this underlined text. Use the “Prev” and “Next” links to find the number in the series you are interested in.

SERIES Series of unfortunate events ; bks. County Library Branches Search

Nearby SERIES are:

Result Page [Prev](#) [Next](#)

Save Marked Records Save All On Page

Save	Year	Entries
<input type="checkbox"/> Series Of Unfortunate Events Bk 8		5
<input type="checkbox"/> Series Of Unfortunate Events Bk 9		5

Keyword

This type of search works like google. Any words you type in will be compared to all the words in a record in the catalog to find a good match. Let's pretend you remember reading a review about a killer who puts notes on someone's car. The first note says something about killing some innocent person if the recipient doesn't go to the police. How are you ever going to find this book? First, see if a librarian recognizes it from your description! If you're not near the library try using some keywords from your description like killer, innocent, car, note. (Hint: try "car" and "note" to see what you get.)

Using a keyword search is a great way to get records of some items that fit your needs. Then, from there you can do a subject search...

Subject

If you really like the character Amelia Peabody from the popular mystery series, choose "Subject" from the catalog drop-down menu and type "Amelia Peabody" in the text box. The below information should appear on the screen.

Amelia Peabody (Fictitious character) is not used in this library's catalog.

Peabody, Amelia (Fictitious character) is used instead.

Search for [Peabody, Amelia \(Fictitious character\)](#)

This is a cross-reference screen. The catalog database is pointing you to the term that it uses instead of the term that you typed in. Click on the underlined subject term, then the link on the next screen with the most choices, and finally one of the books that is on the screen.

There is another way to check the titles in a series, as well as read reviews and a summary of a book. Sometimes even excerpts of the novel are available. Just click on the "Reviews & More" button on the right of the screen.

Author [Peters, Elizabeth.](#)
 Title **The ape who guards the balance : an Amelia Peabody mystery / Elizabeth Peters.**
 Pub info New York : Avon Books, c1998.



Additional Information

The Ape Who Guards the Balance
by Peters, Elizabeth



- ▶ Search for Similar Titles
- ▶ Summary
- ▶ Awards
- ▶ Cover Image
- ▶ Review - *Publisher's Weekly*
- ▶ Review - *School Library Journal*
- ▶ Review - *Booklist*
- ▶ Series

When you click on the “Reviews & More” button, a new screen, with information like the box to the left, will open.

From this screen all the items listed next to the gold triangles are links. Click the “Back” button to go back to the screen you found the title on.

The search for similar titles works like *NovelList* and shows which “matches” are in the Somerset County Library System. You can use this matching system to search for a particular genre as well as character types and situations in the novel.

The series information is particularly helpful and is easier to use than the series function from the catalog. Click on the series information for the book to see how it looks.

The subject search can also be used in the traditional way – to find information on non-fiction topics. Try entering “American history” in the text box. This term should bring up a screen directing you to the term the catalog recognizes “United States – History.” If you need an item that you can take home immediately, limit your choices to those items located at the Bridgewater Library and then click the “Search” button.



Look at all these children’s books! History books that are less than 150 pages are most likely children’s books. As you browse the results you will also notice that there are also CD-ROMs and Videocassettes in the list. What if you want an adult reading level book on United States history?

Subject:	united states history	And
Any Field:		And
Any Field:		And
Any Field:		

Click the “Advanced Search” button on the top of your screen...



Limited to

Collection:

Location:

Material Type:

And you’ll see the screen to the left!

Switch the first drop-down box to “Subject” and type in “United States history”.

Limit the location to “Bridgewater Library” and the location type to “Bridgewater Adult”.

Finally since you are only interested in print materials change the material type to “Book/Magazine”.

The search and sort option is already set to date so the items with the most recent publication date will appear first in the list.

Now, some of these titles are fictional accounts, like “The March: a novel”. There is one more step to clean your results. Select “And not” to the right of the first line and add “fiction” to the next line.

Subject:	united states history	And not
Any Field:	fiction	And

If you were to read this it would sound like: “Books on United States history that are not fiction too”. This search screen uses Boolean logic. A great primer on Boolean logic is located at <http://library.albany.edu/internet/boolean.html>.

Want to see all the items a library owns? Keep the first drop down at “Any Field” and type “*” in the text box. Then use the drop boxes to choose your limits. For example, by using this search the Adult collection at the Bridgewater library currently has 2,121 books in Chinese.

Viewing Your Library Record

To see your library record, go back to the home page. Towards the middle of the page, under the catalog search area, are the words “Log in to my Library Account,” click here. The screen below will appear.

Login to My Library Account

***note: PIN # is the last four digits of your phone number unless you have set it to something else**


Please enter the following information:

Use the full 14 digit barcode

Type in your Barcode #:

You must have a PIN for this function

Type in your PIN #:

 Submit

Type in the barcode number, located on the back of your library card, in the first text box. In the next box type in your pin number. The library staff sets your four-digit pin number to the last four digits of your phone number. You can call the library reference desk if you get a message that a pin is needed to have one set for you. Click the “Submit” button. Be careful typing since you cannot see what you are typing! If it doesn’t work, refresh your screen and try again.


The next screen will have your name, address and contact phone number. It also lists your holds and the items you have checked out. From here you can “Modify Your Pin”. The library recommends that you keep it set to the last four digits of your phone number so we can prompt you when placing holds.

If you forget your pin there is no way for you to set a new one without calling the library and speaking to a librarian to reset it.

Click on the underlined line with the number of items you have checked out; it will say something like “## Items currently checked out”. A new screen with the below screen shot, as well as a list of your checked out items, will be on your screen.

The “Sort by Due Date” button is an easy way to see what items are due back soonest. Click this button to see how the list changes. To renew all items you have out just click the “Renew All” button. If you want to renew items individually, click in the box next to the item(s) you wish to renew, then click the “Renew Selected Items” button.

REMEMBER: Each item can only be renewed once and items with a holds list cannot be renewed.



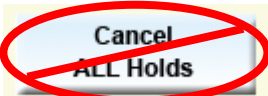
25 ITEMS CHECKED OUT				
RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	The amazing adventures of Kavalier & Clay : a novel / Michael Chabon.	33665018391814	DUE 10-31-06	CHABON

You can also see the items you have on hold. Click the underlined line that mentions holds, “## Requests (holds)”. This screen works very much like the screen that shows items that are currently checked out. From this screen you can check the status of your holds. The status column will show you if the item is ready to be picked up and the date it is available until, or your place in line. Please give the library time to pull items with a status of “Checked In”. If you place a hold at 3:00 and come to the library at 3:15 it will not be ready for you, especially if it is coming from another location.

From the holds screen you can cancel ALL holds. **BEWARE!** If you accidentally click “Cancel All Holds” you have one chance to cancel your action. There is nothing the library can do if you cancel all your holds. The library does not keep this information so there is nowhere to retrieve it from. The library will not place you back in your spot on the waiting list either.

You can also cancel holds individually or “freeze” your holds. Freezing will hold your place in line if you go on vacation. In the example below this person is the first of seven holds. If the record is “unfrozen” then this patron will be the next person to receive this item. To cancel or freeze an item, click in the box under the appropriate column heading and then click the “Update List” button. Remember to “unfreeze” your items when you are back from vacation! (Uncheck the checkbox next to the frozen items and click the “Update Holds List” button to do this.)

To cancel an item click here, and then the “Update Holds List” button.



HOLDS					
CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
<input type="checkbox"/>	The Colorado Kid [CD book] / Stephen King.	Ready. Must pick up by 05-30-06	Bridgewater Library		
<input type="checkbox"/>	The lighthouse [CD book] / P.D. Jones.	1 of 7 holds	Bridgewater Library		<input checked="" type="checkbox"/>

If you anticipate placing more than one item on hold, before you search for the item, log in to your library records first. Once in your record, you can search the catalog (click on the “Search Catalog” button on the upper right hand side to get back into the catalog). When you find an item you would like to put on hold, click on “place a hold”. Your personal information is already entered so you need only select your pick-up location.

It is also important to remember to “Logout” especially if you are using a public computer.

And that’s how to use the Library Catalog!

Happy Searching!

