

Your Harper Library Catalog has a new look, new conveniences, and new ways for you to access information. The new on-line catalog is available for your use from any Internet capable computer in the *library*, at *home*, or *anywhere*. There are two primary capabilities: the catalog and your library account. Instructions on the catalog are provided here to help smooth your transition into our new system. Account information can be found in a different document. If you need help, please don't hesitate to ask a staff member for assistance.

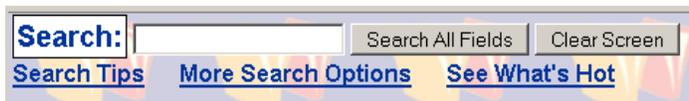
ACCESSING THE CATALOG:

1. From the library's website homepage (www.harperxlibrary.org), click "On-Line Catalog" and you will see the screen shown to the right.
2. On the library website, you'll see a catalog search blank where can enter your terms directly.



SEARCHING:

There are 3 ways of searching: "Search All Fields", "More Search Options", and "See What's Hot". [The "Search All Fields" option is what is used when you use the search blank from the library's homepage.](#)



Search All Fields: most likely, you'll want to use this simple search. It performs a Google® type search. It searches all titles, subtitles, authors' first and last names, various notes, and a number of other fields. You'll be presented with the list of items that match **all** of the words you entered. Word order and letter case do not matter. To use this method, simply type a word, words, or phrase into the "Search" blank at the top of the screen. Then either push the Enter key on your keyboard, or click the Search All Fields button.

Keyword Search Examples:

- o DVDs based on books by John Grisham:
- o The Lord of the Rings series:
- o Snakes in Texas:
- o Items involving a particular fictitious character:
- o That book you heard about once, written by somebody named Fred that has "Sea" somewhere in the title:

grisham dvd
lord of the rings
snakes texas
jack ryan
fred sea

NOTE: Search commands, such as "AND", "OR", and surrounding phrases in double quotes, are not supported. Punctuation is not recommended.

More Search Options: If you wish to perform very detailed, Boolean type searches, this option is for you. It also allows you to examine the subject categories that the library is using.

See What's Hot: Have you ever wanted to know what new works of fiction or DVDs are available in the library since the last time you looked? The "See What's Hot" search method will show you. When you click the link, you'll see the "Latest Additions" pop-up box. Two drop-down boxes are available to define your search. Select the type of item you are looking for ("All items", "DVDs", or "Audios") and the preceding time period over which you want to search ("Week", "2 Weeks", "Month", "2 Months"). Click search or press enter and a list of items fitting your chosen parameters will appear.

SEARCH RESULTS

Below is example image of a search result. It shows results for a 3-word search: dogs puppies training. The top box shows the number of matches found for each individual word. You can click on any of these to see the matching items. The matches of **all** the search terms are displayed in the bottom box, no matter how many there are and no matter if they are books, audio CDs, DVDs, etc. Each line/item is color coded: Green for "In" and available for check out, and Pink for "Out" and not available. The "Location" column tells you where to locate the item in the library. The "In" column tells you how many copies are available, etc. (Note: if you were to perform another search, your previous search(es) will appear in the upper right for fast access. Instead of the "Back" button, use this history listing).

Search Term	Results
keyword: dogs	1503
keyword: puppies	184
keyword: training	414
(keyword: dogs AND keyword: puppies)	139
((keyword: dogs AND keyword: puppies) AND keyword: training)	29 matches below.

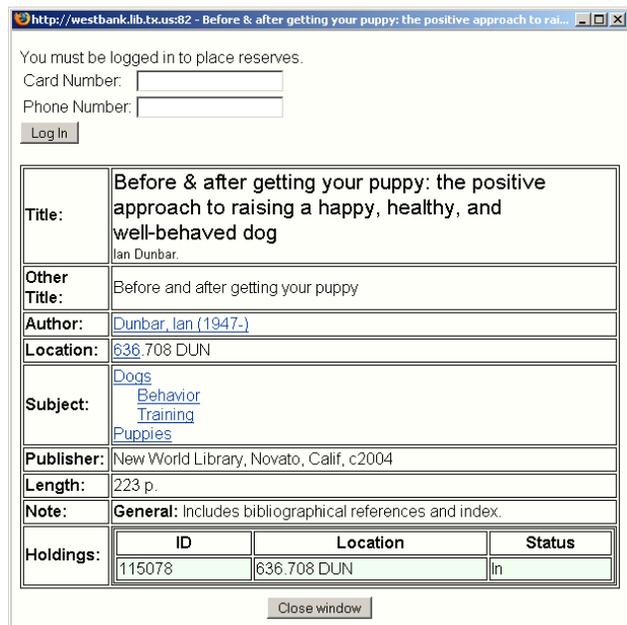
Location	Title	Author	In	Tot	Added
636.7 BAR	A puppy owner's survival manual	Barnes, Julia	1	1	2005
636.7 DEV	The everything puppy book: choosing, raising, and training	DeVito, Carlo	1	1	2005
636.708 DEL	The puppy owner's manual: solutions to all you puppy proble	Delmar, Diana	1	1	2005
636.708 DEP	A new owner's guide to training the perfect puppy	De Prisco, Andrew	1	1	2002
636.708 DUN	Before & after getting your puppy: the positive approach to	Dunbar, Ian	1	1	2004
636.708 HAR	DVD: Positive puppy kindergarten	Harris, Suzanne	0	1	2006
636.708 HOL	Puppy school: everything you need to know to raise the perf	Holt, Maggie	1	1	2004

You can:

- Click on an item, green or pink, to see more information and to place a reserve on it
- Click on a column heading to sort the list by that heading. Click again to sort in the reverse direction.

When you click on an item in the bottom box. A pop-up box will appear. You can click on any words in blue to access additional information. For example, by clicking the call number (eg, 636) you get a list of additional books we have with that call number, ie, on the same topic.

You can also place a reserve on that item by logging in. When the item becomes available, you will be notified and it will be held for a day or two. More about Reserves, etc in the companion document to this: [Our New Features for Patrons.](#)



We hope you enjoy our new catalog. Let us know what you think.

(Special thanks to the Dripping Springs Community Library, Texas, for originating this document!)