



USER DOCUMENTATION (ALEPHINO 4.1) TRAINING MATERIAL

Search

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1 Introduction

1.1 Data structure

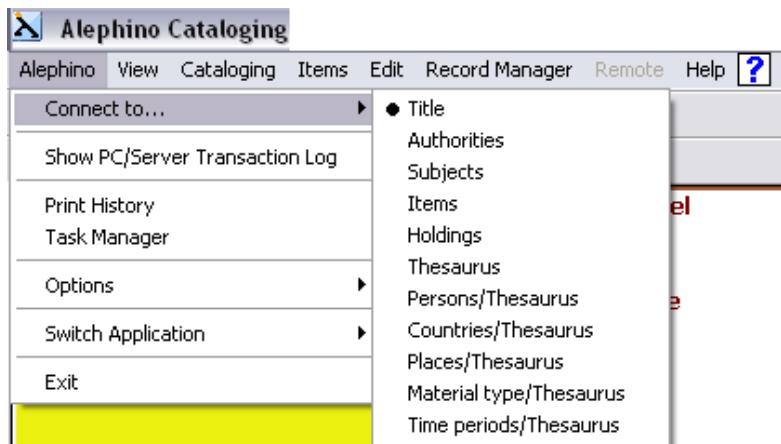
The Alephino database contains bibliographic records, authority records, holdings and administrative data, divided into different interlinked master files. Depending on the type of the records, the format of the records differs.

Bibliographic records, authority records and holdings records are stored in MARC21 format. Administrative data are stored in Alephino format. Administrative records are for example items, acquisitions data like orders, invoices, vendors, and circulation data like partons, loans or requests.

Administrative Data (Alephino format) Items (M-MEX)
Acquisition data (M-BST, M-LFT....)
Circulation data (M-BEN, M-VBU...) Data in standard format (MARC21)
Title records (M-TIT)
Authority records (M-AUT)
Holdings records (M-HOL)

The name of a master file which also appears in the clients is combined of the short name of the database (in this case M), and a three-letter code which stands for the file, for example: AUT for the authorities file.

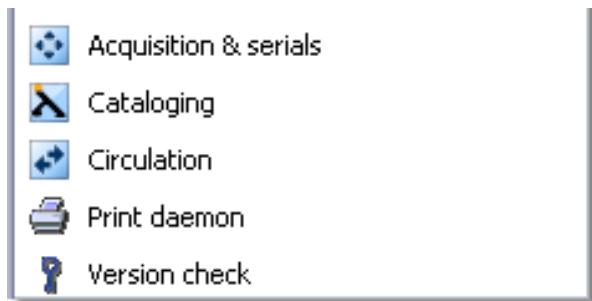
From the menu Alephino, you can select ‘Connect to...’ to connect to a specific master file if you would like to search for records from this file or if you would like to catalog new records. For example, if you want to catalog new title records, you connect to the title file. If you want to catalog authority records, you connect to the authorities file. If you open a module, you will be automatically connected to the file which is most commonly used. For Cataloging, this is the title records file.



1.2 Modules

Alephino has a modular structure. There are clients based on Windows which have a graphical user interface – short GUI. These clients are used by the library staff users when they are working in Acquisitions and Serials, Cataloging or Circulation.

After installation of the clients, any module can be started from the Windows start menu.



If one module is open, icons for the other ones appear at the bottom of the screen, within the operations bar. By clicking on these icons, the module will start or, in case that it is already open, it becomes the active one.



Acquisitions & Serials

The icon with the four arrows represents the Acquisitions and Serials module. This module includes ordering, inventory management, invoice handling, claiming and other acquisition related services as well as the serials management, where the staff user can manage subscriptions, control issues and items, manage routing and claiming. Budgets, vendors and currencies are managed within this module.



Cataloging

The cataloging module is used to create, update, duplicate or delete bibliographic records as well as authority records. In addition, holdings and items records are managed here.



Circulation

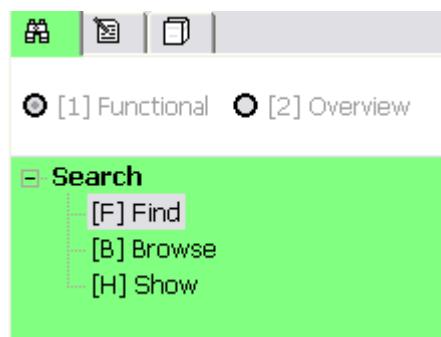
The icon with the two arrows represents the Circulation module. In this module, loans and returns are performed, requests are managed, and patrons are administrated as well as cash transactions.

2 Search – basic functionalities

The search is part of every module. You can use the Search function to:

- **Search the databases** for bibliographic and authority records.
- **View holdings information** about an item, such as the call number of each copy (for example, branch and shelf number).
- **View circulation information** such as how long the item may be on loan and whether the item is currently on loan.

To activate the search click on the tab with the binocular icon from the navigation frame:

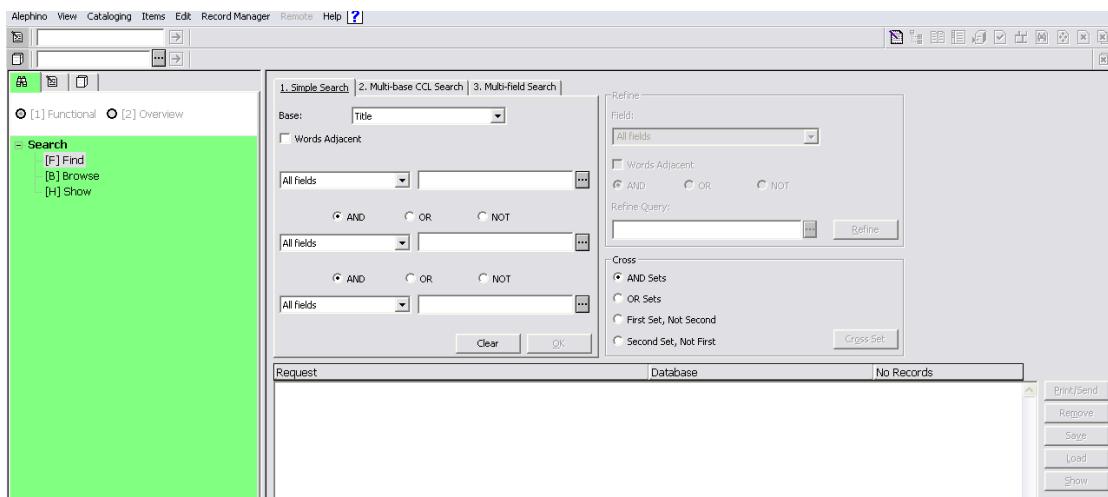


There are two types of searches:

- **Find** - You can search the database for keywords. The system searches Word Indexes (such as Words in Title) for records containing the keywords entered by the patron. To go directly to a specific record, enter the item's unique identifier, such as its ISBN or barcode number.
- **Browse** - You can browse an alphabetical list of headings, such as titles, authors and subjects.

2.1 Find

The Find function enables you to search the database using keywords, unique identifiers and heading phrases. The system searches Word Indexes (such as Words in Title, Words in Subject) for records containing the keywords entered by the user; Direct Indexes for unique identifiers such as ISSN, barcode and Headings Indexes for heading phrases.



2.1.1 Simple search

Select the search field and enter the search term:

This is a detailed view of the 'Simple Search' dialog box. It has a tab bar at the top with '1. Simple Search' (which is selected), '2. Multi-base CCL Search', and '3. Multi-field Search'. The 'Base' dropdown is set to 'Title'. There's a 'Words Adjacent' checkbox. Below it is a search field with 'All fields' dropdown and the search term 'german history'. There are three stacked search fields. The top one has 'All fields' dropdown and 'AND' selected. The middle one has 'All fields' dropdown and 'OR' selected. The bottom one has 'All fields' dropdown and 'NOT' selected. At the bottom are 'Clear' and 'OK' buttons.

Selecting the 'Words Adjacent' option instructs the system that the words in the search string must be in the same field and must appear next to each other in the record.

When entering keywords, you can use truncation, masking and logical operators, as explained below.

Truncation / Masking

Type a portion of a word and add the * character at the beginning (or end) to indicate that you want all words that begin (or end) with that portion of the word. Truncation can be used in the middle and at the beginning or end, but not both in the beginning and at the end.

For example:

chloro*

retrieves all records that have words beginning with *chloro*

****phyll***

retrieves all records that have words ending with *phyll*

In masking, special characters are used as placeholders and enable the system to retrieve words having variant spellings or matches that contain portions of words.

* is a placeholder for any number of characters.

For example:

ps*ic

retrieves all records that have words beginning with *ps* and ending with *ic* such as *psychic* and *psychotic*.

For example:

colo*r

retrieves both *color* and *colour*.

? is a placeholder for one character.

For example:

B?rma

retrieves both *Burma* and *Birma*.

Use publication years or system numbers as search scopes

A search can be limited by using scopes for publication years or system numbers.

Examples:

Search for Publication Years 2009 < 2010

Search for System numbers: 60000 < 61000

Note: Enter a blank before and after the < character.

Logical (Boolean) Operators

A search may be narrowed or broadened by using the logical (Boolean) operators ***AND, OR, NOT***.

Examples:

Africa and Ele*ant

retrieves all records that have *Africa* and *Elefant* or *Elephant*.

peasant or serf

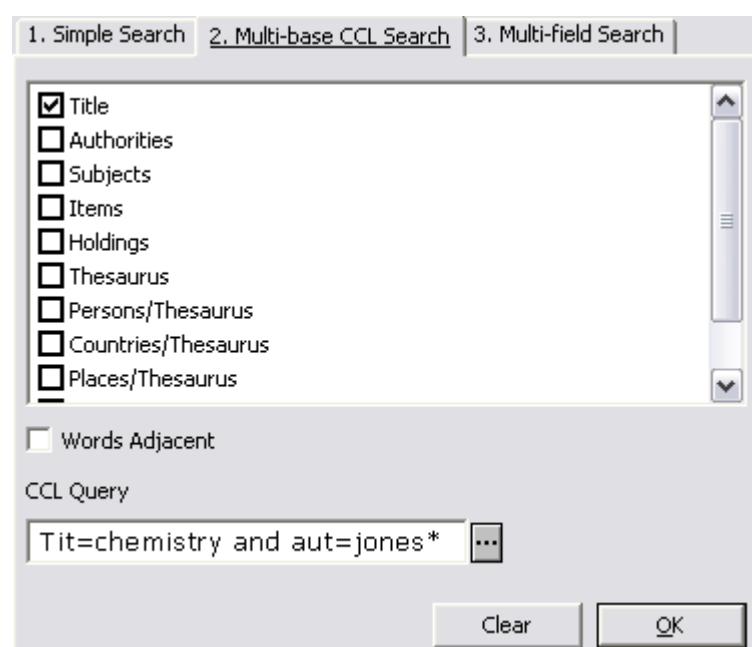
retrieves all records that have either *peasant* or *serf*.

heaven not hell

retrieves all records that have the word *heaven* but do not also include the word *hell*.

2.1.2 Multibase-CCL Search

You can use the Multi-base CCL Search tab to search more than one base at a time (for example in your own base and bases on Z39.50). First select the databases, and then type the keywords you are looking for.



This function enables you to use the **Common Command Language** to search multiple databases for bibliographic records. You must specify the code of the word indexes to be searched. For example:

*Tit=chemistry and aut=jones** searches the **Words from Titles** and the **Words from Authors** indexes.

You can use the Boolean Operators AND, OR, NOT.

Examples:

Tit=(history AND society)

Retrieves all documents which have **history** and **society** in one of the title fields.

Tit=(history OR society)

Retrieves all documents which have either **history** or **society** in one of the title fields.

Tit=(history NOT society)

Retrieves all documents which have **history** but not **society** in one of the title fields.

Select **Words Adjacent** to receive only those results where the search words are next to each other. For example, if the query is "computer programming", the system will only retrieve records that have the word "computer" immediately followed by the word "programming."

Alephino CCL (Common command language)

Please find below all the search aspects available with Alephino in its MARC21-Version. Please note that:

- The aspect **IDN** stands for the primary key (= Identification Number) which is available for each type of record.
- The search query "**IDN = ***" will always produce the latest record.

Alephino search aspects available with the bibliographic record:

ACC - Accession No.

BAR - Barcode

COR - Authors / Corporate names

DWN - Term incl. narrower terms

IMP - Imprint

ISN - ISBN/ISSN

LCC - LoC Control No.

LND - Country / thesaurus

LNG - Language

LOC - Location

MAL - Material thesaurus term

MEE - Authors / Meeting names

NAM - All Authors

NOT - Notation

ORT - Place / thesaurus

PE1 - Person of / thesaurus

PE2 - Person about / thesaurus

PE3 - Person for / thesaurus

PER - Authors / Personal names

PEW - Authors / keywords

PLA - Place of Publication

PUB - Publisher name

SRP - Series (Phrase)

SRS - Series

SUB - All Subjects

TIP - Title (Phrase)

TIT - Titles

TRM - Thesaurus term

TRN - Thesaurus notation

WRD - All fields

YEA - Year of Publication

ZTR - Time period / thesaurus

Alephino search aspects available with the authority record:

COR - Authors / Corporate names
DCC - DDC Call No.
DDN - DDC Number
LCC - LoC Control No.
LCN - LoC Call No.
MEE - Authors / Meeting names
NAL - NAL Call No.
NAM - All Authors
NLM - NLM Call No.
PER - Authors / Personal names
SYC - System Control No.
TIT - Titles

Alephino search aspects available with the subjects record:

COR - Corporate names
DCC - DDC Call No.
DDN - DDC Number
GEN - Genre / Form Terms
GEO - Geographical names
GEP - Geographic names (Phrase)
LCC - LoC Control No.
LCN - LoC Call No.
MEE - Meeting names
NAL - NAL Call No.
NLM - NLM Call No.
PER - Personal names
SCT - Subjects / Chronological Term
SUB - All Subjects
SUP - Subject (Phrase)
SUW - Subject
SYC - System Control No.
TIT - Titles
TOT - Topical Term
TTP - Topical Terms (Phrase)

2.1.3 Multi-field search

The Multi-field Search enables you to search for records, using pre-set indexes. If you fill in more than one field, a Boolean *and* operation is performed. The more fields you fill in, the more precise the query results will be.

1. Simple Search | 2. Multi-base CCL Search | 3. Multi-field Search |

Base:	Title
All fields	german history
All Authors	winkler
All Subjects	
Imprint	
Titles	
Year of Publication	
ISBN/ISSN	
Identification no.	

2.1.4 Result Sets

The List of Result Sets (shown below) displays the set of records created as a result of a Find query, or, in the Browse function, as a result of saving selected records using the Save As option. The list appears in the lower pane of the Find node.

Request	Database	No Records
(WRD=history)	M-TIT	30
(TIT=art)	M-TIT	1
(PER=arnold*)	M-TIT	3

To see brief and full display of records in a specific set, highlight a set and click **Show**. The display of the records is explained in the Show section.

If a set is too large or too small, you can narrow or broaden the search by entering "Refine" qualifiers in the right side of the right pane in the Find node.

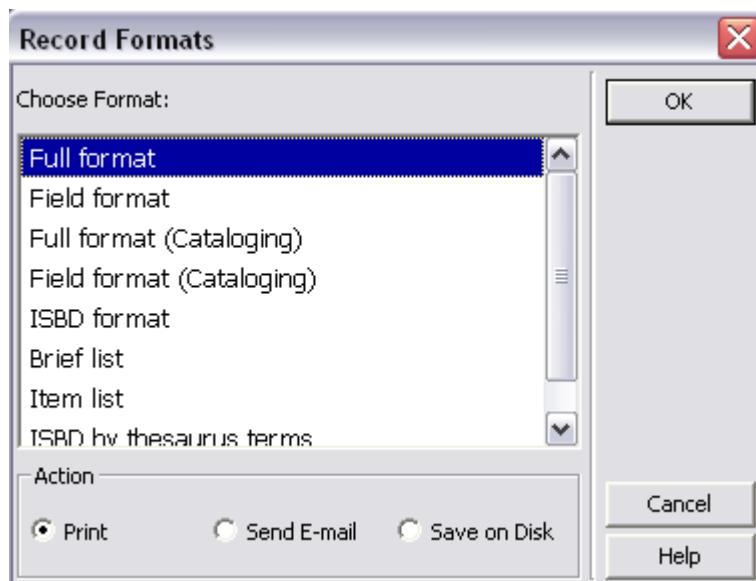
The list of Results Sets is available during the session. It will be deleted after closing the system.

The following actions are available from the list of results sets:

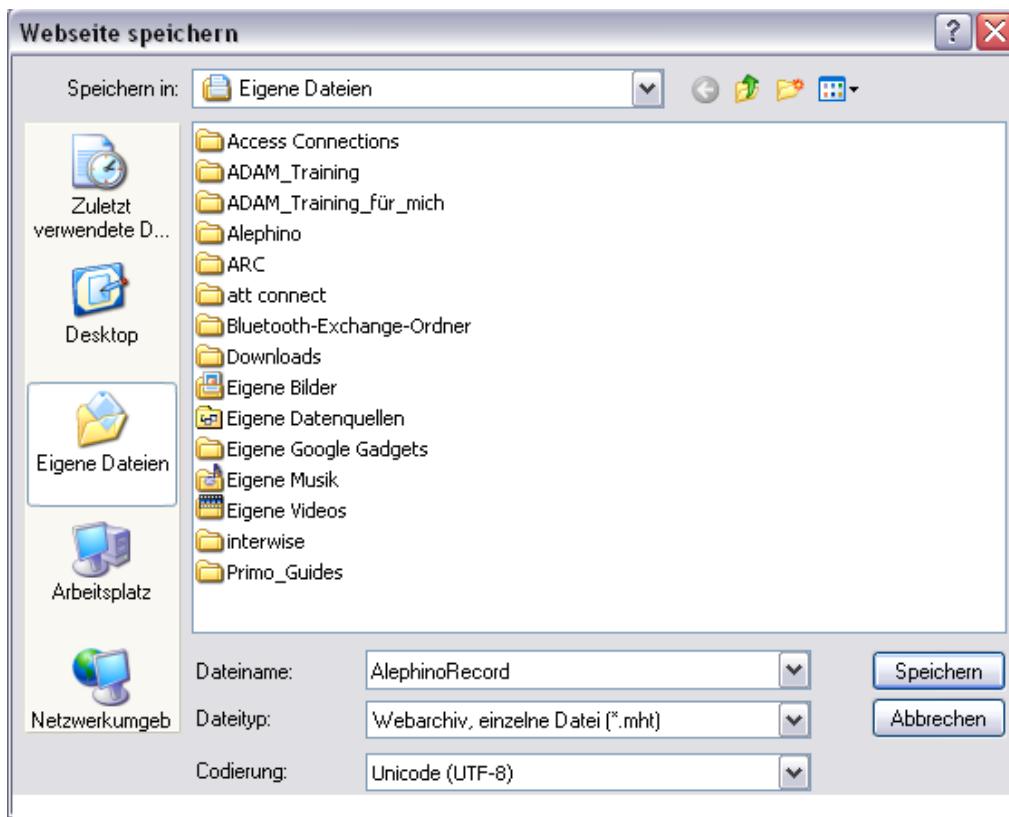
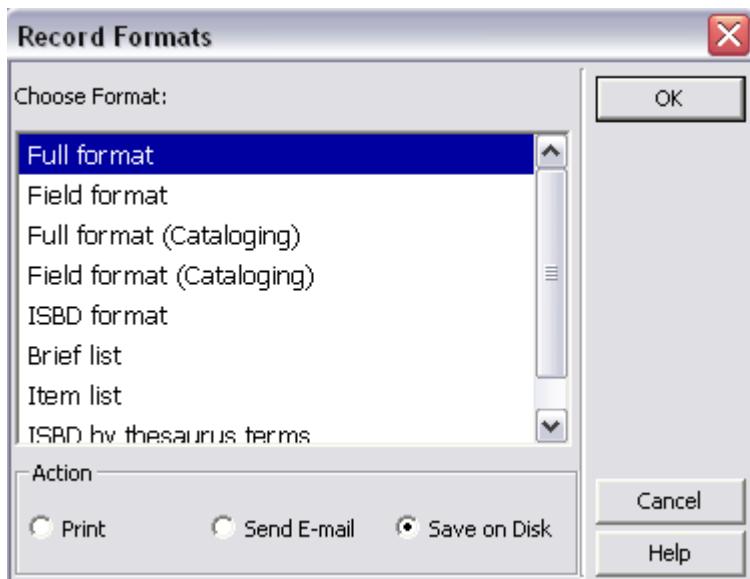
Print/Send

You can select this button in order to print records, or to send record information via email, or to save the record information on disk. The following window appears where you can select the format of the records.

Example for print:

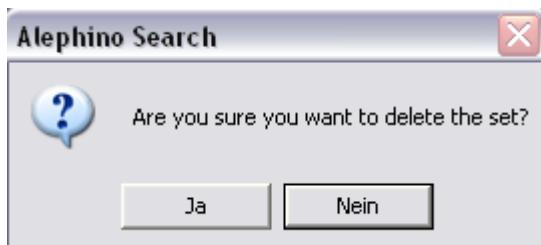


Example for save on disk:



Remove

You are able to remove result sets from the list whenever you like to. If you click on the button 'Remove', the following message appears and asks for confirmation.



Save on server / Load from server

This function can be used to save record information on the server. The result set can be loaded and processed later on. The result set will be saved in the directory /temp on the server with the name that you are asked to enter:



If you click on 'Load' from the list of result sets, you will be asked to enter the name of the result set which you want to load. If you click on OK, the result set will be added to the list of result sets.

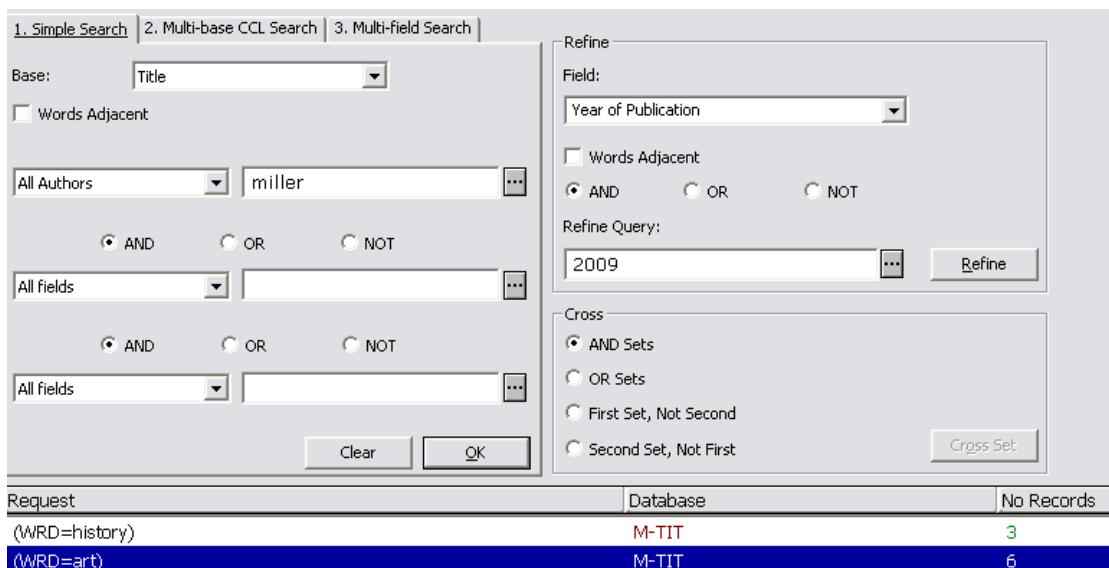
Show

Clicking on this button will open all records from the result list in a brief list and in full format.

A screenshot of a cataloging software interface showing a list of records and a detailed view of one record. The top section shows a table of records with columns: No., Title, Author statement, Year, It., and Location. The bottom section shows a detailed view of record 1/6 with various fields like SYSID, Control no., Latest transaction, etc. A vertical toolbar on the right provides navigation and cataloging functions.

2.1.5 Refine result sets

If a set is too large or too small, you can narrow or broaden the search by entering "Refine" qualifiers in the right side of the right pane in the Find node. Select the result set and enter refine information.



To broaden the search, choose, for example, OR. To narrow a search, choose AND, NOT or a specific field to perform the search in, then enter a string in the Refine Query field. The Refine button will now be active. To perform the refine operation, click 'Refine'.

The Refine action will only be performed on an existing set. The selected set is crossed with a new find query in order to produce a new set that is broader or narrower than the original one.

If you select the *Words Adjacent* option, the system retrieves records in which the words in the search string are in the same field and appear next to each other in the record.

2.1.6 Cross sets

You can cross sets by highlighting the appropriate sets, choosing the appropriate cross function, and clicking **Cross Set** (which will only be active if more than one set is chosen).

For crossing sets with AND and OR, choose as many sets as you want. For *First set not second* and *Second set not first*, you may choose two sets only.

First set not second will retrieve all records that contain the keyword(s) of set 1 but not the keyword(s) of set 2. *Second set not first* is the opposite condition, that is, it will retrieve all records that contain the keyword(s) of set 2 but not those of set 1.

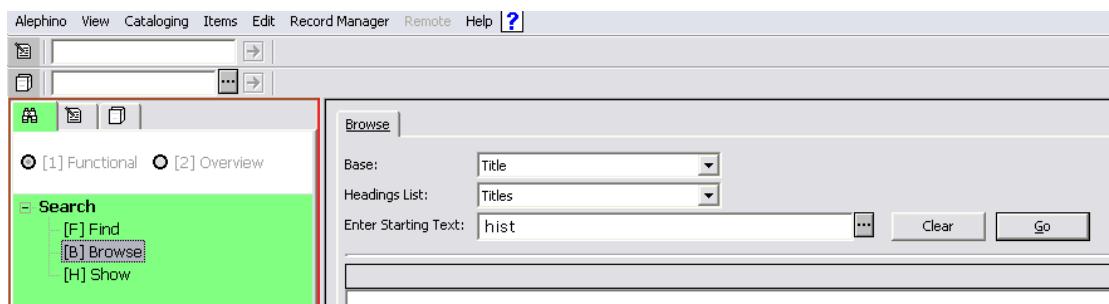
The screenshot shows the Alephino search interface. At the top, there are three radio buttons: AND (selected), OR, and NOT. Below them is a dropdown menu set to 'All fields' and a text input field. To the right of these are 'Clear' and 'OK' buttons. Further right is a 'Cross' section with four radio button options: AND Sets, OR Sets, First Set, Not Second (selected), and Second Set, Not First. A 'Cross Set' button is located at the bottom right of this section. Below this is a table with three columns: 'Request', 'Database', and 'No Records'. The 'Request' column contains '(WRD=history)' and '(WRD=art)'. The 'Database' column contains 'M-TIT' and 'M-TIT'. The 'No Records' column contains '3' and '6' respectively.

2.2 Browse

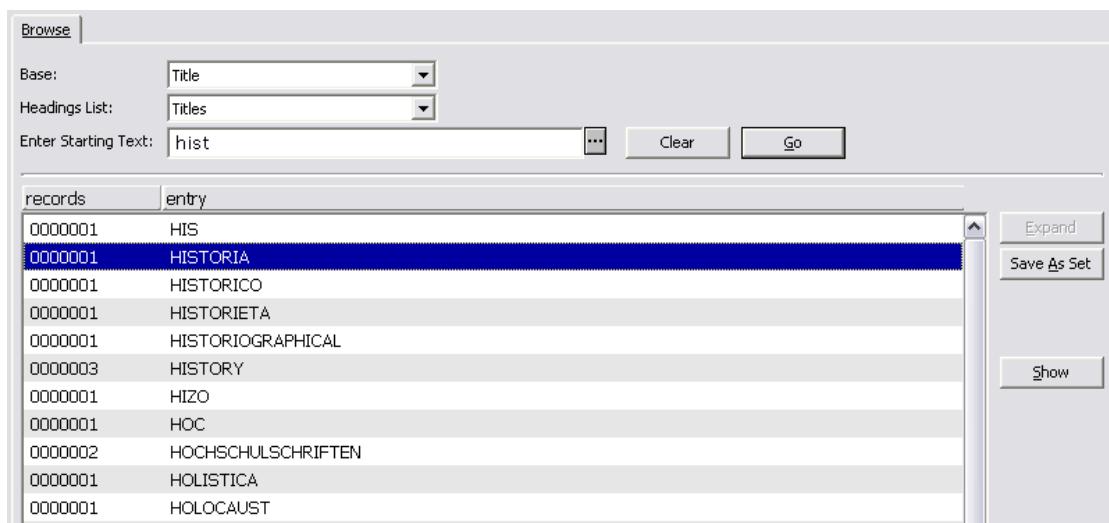
2.2.1 General

The Browse function enables you to look through an alphabetical list of phrases (such as titles, authors, subjects).

To use the Browse function, select the *Browse* node. When you choose the *Browse* node, the pane below is displayed. Choose a base, a headings index, and type the starting text of the phrase you are looking for:



The system displays an alphabetical list of headings for you to browse through, with the text you typed appearing near the top of the list. The system also displays the heading before your request. The number of documents associated with each heading is shown in the column 'records'.



To jump to a new location in the list type the new starting text in the Enter Starting Text field.

The following actions are available in this window:

Show

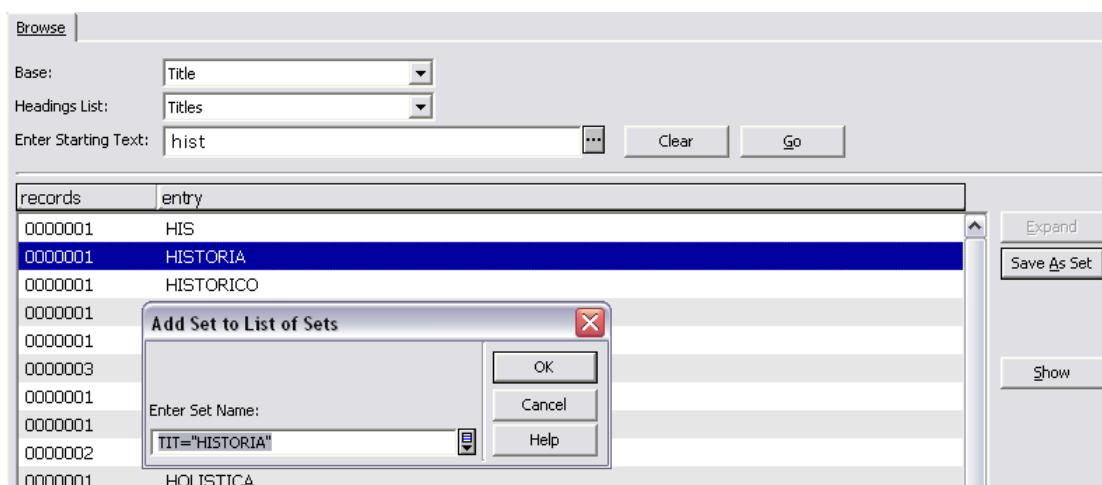
Click **Show** to see the bibliographic records associated with a heading.

Expand

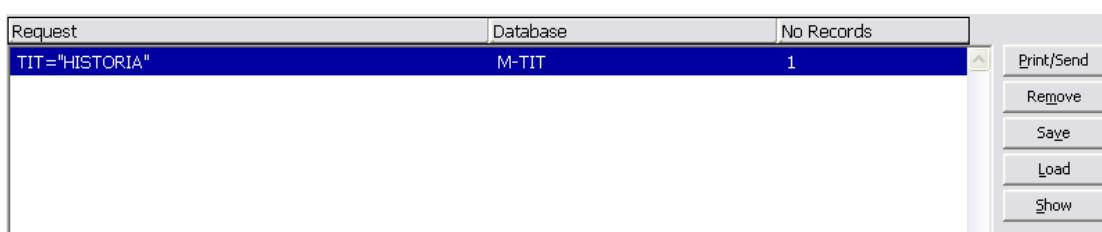
If you highlight an entry that has a related authority record, the Expand button is activated and you can click it to view *see*, *see also* and *see from* references.

Save as Set

Highlight a single heading or a number of headings in the Browse List and click **Save As Set** to save as a set the records linked to the headings. A small window pops up, enabling you to identify the set by a name of your choice or simply to confirm the default name assigned to the set by the system.



The saved set will be displayed in the List of Sets in the Find node shown below:



3 Display of records

3.1 General

From the Browse and Find functions, you can choose to see Bibliographic records in the Brief, Full+Link, or other formats. You can set up the Search Function to display a set in the List of Sets after a FIND command, or to immediately display the records themselves. A threshold can be set so that if there are under a certain number of records in a set, the records will be displayed in Full format. If, on the other hand, there is more than that number of records in a set, the records will be displayed in a set. The configuration can be set on each Client in the file

..../alephcom/tab/alephcom.ini. The parameter AutoShow=5 determines that in case of result of up 5 records, these would be displayed in Fullformat. In case of search result containing more than 5 records, the search result will be displayed with the number of hits.

The screenshot displays two windows from the Alephino software interface:

Brief List Window: This window shows a list of bibliographic records. The records are as follows:

No.	Title	Author statement	Year	It.	Location
1/5	De Marziani : pinturas 1976-1977	Bertola, Elena de, intr.	1977		
2/5	Dávila : serigrafías	Squirru, Rafael	1973		
3/5	Miguel Dávila : tablas, collage, temple	Art Gallery International (Buenos Aires)	1971		
4/5	Dávila	Art Gallery International (Buenos Aires)	1969		
5/5	De lo siniestro : Libero Badii en el color, años 1966-71	Art Gallery International (Buenos Aires)	1971		

Full Format (Cataloging) Window: This window shows detailed cataloging information for the first record (1/5). The fields and their values are:

Field	Value
SYSID	000000092
Control no. / ID	000000092
Latest transaction	10/02/2009
Cataloging source	Cataloging agency: AR-FUNDACION ESPIGAS
Language code	spa
Geograph. area code	AR
Time period code	1977
Personal name	Bertola, Elena de, intr.
Main Title	De Marziani : pinturas 1976-1977
Imprint	Buenos Aires : Art Gallery International , 1977
Physical description	desplegable : 4 ll. 1 fot. del artista (blanco y negro) 22,5 cm.
General note	Fecha de exposición: 6 al 25 de junio 1977
Formatted contents note	El poder de sorpresa frente al mundo natural
Formatted contents note	Paisaje
Restrictions on access note	Acceso restringido

3.2 Brief list

To view the Brief format of records in a set, highlight a set in the Find node or a line in the Browse node and click **Show**. The window below is displayed.

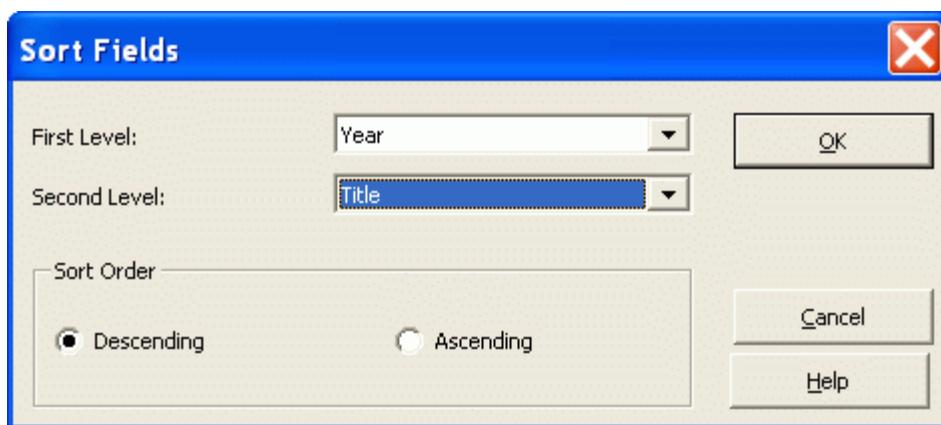
1. Brief List 2. My Records						
<< >> (NAM=art)						
[Unsorted] <<< M-TIT >>>						
No.	Title	Author statement	Year	It.	Location	
1/5	De Marziani : pinturas 1976-1977	Bertola, Elena de, intr.	1977			<input type="button" value="Sort"/>
2/5	Dávila : serigrafías	Squirru, Rafael	1973			<input type="button" value="Save As"/>
3/5	Miguel Dávila : tablas, collage, temple	Art Gallery International (Buenos Aires)	1971			<input type="button" value="Print/Send"/>
4/5	Dávila	Art Gallery International (Buenos Aires)	1969			<input type="button" value="My Records"/>
5/5	De lo siniestro : Libero Badii en el color, años 1966-71	Art Gallery International (Buenos Aires)	1971			<input type="button" value="Catalog"/>

You can select either one or several lines to perform the following actions:

- Save the records to the List of Sets on the Find node by clicking **Save As**;
- Save records to the My Records tab for later use by clicking **My Records**;
- Print, save on local disk or send by e-mail selected records by clicking **Print/Send**;
- View the records in the Catalog module by clicking **Catalog**. This option is available only from the Search tab in the Cataloging module.

3.2.1 Sort

You can sort the records in the Brief List by clicking **Sort** and filling in the following form:



3.2.2 Save As

You can save a set of records to the List of Sets in the Find node by highlighting the appropriate records and clicking **Save As**. A small window pops up, enabling you to identify the set by a name of your choice or simply to confirm the default name assigned to the set by the system.



3.2.3 Jump To

When a set shown in the Brief List contains a large number of records, you can browse for a specific headings string to redisplay the list from the number of the appropriate heading. For example, you can enter a string starting with *100* to jump to a title that begins with the word *100*.

3.2.4 -> Catalog

This is an example of a button which transfers the record to a functional tab in the module, in this case, taken from the Cataloguing module. When you click **Catalog**, the Records tab opens, allowing you to make changes in the cataloguing record.

Leader	LDR	L -----nam-----a^4500
Control No.	001	000000092
Entry date	002	20091002
Date and Time	005	20091002161937
Fixed Data	008	951123s1977----ag----rr----000-0-spa-d
Catal. Source	040	a AR-FUNDACION ESPIGAS
Language Code	041	a spa
Geog. Area Code	043	a AR
Time Period	045	b 1977
Personal Name	100 1	L 000002262 a Bértola, Elena de, intr. a De Marziani : b pinturas 1976-1977
Main Title	245 13	a Buenos Aires : a Art Gallery International , c 1977
Imprint	260	a desplegable :
Physical Descr.	300	b 4 il. 1 fot. del artista (blanco y negro) 22,5 cm.
General Note	500	a Fecha de exposición: 6 al 25 de junio 1977
Form.Cont.Note	505	t El poder de sorpresa frente al mundo natural
Form.Cont.Note	505	t Paisaje
Restrict. Note	506	a Acceso restringido
Subj. Top.term	650 14	L 000002013

3.2.5 My Records

You can save records to the My Records tab for further use. You do this from the Brief List tab by clicking **My Records**. The My Records tab enables you to perform extra activities such as:

- Saving the records on a local PC by clicking **Save**.
- Loading records from a local PC by clicking **Load**.
- Removing all records from the tab by clicking **Clear**.
- Removing highlighted records from the tab by clicking **Remove**.
- Printing, saving on local disk or sending by e-mail selected records by clicking **Print/Send**.
- Viewing records in the Catalog module by clicking **Catalog**. This option is only available from the Search tab in the Cataloging module.

The screenshot shows the 'My Records' tab interface. At the top, there are tabs for '1. Brief List' and '2. My Records'. Below the tabs, there is a note field and a scroll bar. A vertical toolbar on the right contains buttons for 'Save', 'Load', 'Clear', 'Remove', 'Print/Send', and 'Catalog'. The main area displays a table of records with columns: No., Title, Author statement, Year, It., and Location. The first record is '1/2 De Marziani : pinturas 1976-1977' with author 'Bértola, Elena de, intr.' and year '1977'. The second record is '2/2 De lo siniestro : Libero Badii en el color, años 1966-71' with author 'Art Gallery International (Buenos Aires)' and year '1971'. The 'Catalog' button is highlighted.

No.	Title	Author statement	Year	It.	Location
1/2	De Marziani : pinturas 1976-1977	Bértola, Elena de, intr.	1977		
2/2	De lo siniestro : Libero Badii en el color, años 1966-71	Art Gallery International (Buenos Aires)	1971		

3.3 Full + link format

The Full+Link format (shown below) is a more complete display of the bibliographic record. Above the buttons on the right side of the screen you can see the ordinal number of the displayed record and the total number of records in the selected set.

1. Full format (Cataloging)		2. Field format (Cataloging)	3. ISBD format
SYSID	000000715		
Control no. / ID	000000715 / DDB		
Latest transaction	10/02/2009		
NB no.	GFR-CIP-03,N39,1043		
NBA control no.	969676146 GyFmDB		
Cataloging source	Cataloguing agency: DDB Language: ger		
Language code	eng		
Personal name	Keller, Roland.		
Main Title	Identification of tropical woody plants in the absence of flowers : a field guide / Roland Keller.		
Edition	2. ed.		
Imprint	Basel ; Birkhäuser, 2004.		
Physical description	XII, 294, [34] S. : Ill., graph. Darst. ; 24 cm.		
General note	Literaturverz. S. 271 - 274		
Subject-Topical term	Tropischer Wald / Zweikeimblättrige / Kryptogamen / Systematik.		
ISBN	3-7643-6453-X :		
Availability	kart. : EUR 62.06		

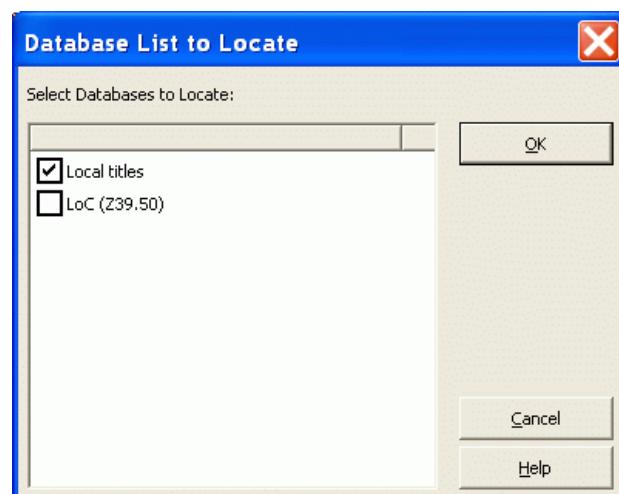
Various buttons on this screen are activated, depending on the links that exist between records. Each button is described below.

Previous and Next

Click the << button to display the previous Brief List record, and the >>, button to display the next Brief List record.

Locate

To locate similar records in other databases, follow these steps. Click **Locate**. The following window appears:



- When the Z39.50-gateway has been created, you can locate records in other databases. (Notes: information about the setting of the localisation entries can be found in the Setup (Client) chapter.) Choose one or more databases and click **OK**. The set containing the located records will be added to the List of Sets in the Find node.

Show Like

This option is available for some fields of the record, such as subject and author. When you highlight a field and click **Show Like**, the Brief List of records is displayed, showing other records that have the same subject.

Headings

This option is available for some fields of the record, such as subject and author. When you highlight a field and click **Headings**, the Browse List associated with the highlighted field will be displayed, with the highlighted text at the top of the alphabetical list.

External

Some fields (such as MAB 655, USMARC 856) contain a link to an external document. When you highlight the EXT field, the External button will become active. Click **External** to see the document.

Link

The cataloger may have linked two bibliographic records together in an UP, DOWN, or PARALLEL relationship. When you highlight the Link field in the bibliographic record, the Link button will become active. Click **Link** to see the linked record displayed in the Full format.

Item List

Click **Item List** to see the list of items associated with the bibliographic record and to read information each item.

-> Catalog

This is an example of a button which transfers the record to a functional tab in the module, in this case, taken from the Cataloging module. When you click **Catalog**, the Records tab opens, allowing you to make changes in the cataloging record.

In the Acquisitions/Serials module, there are buttons for Acquisitions and Serials; in the Circulation module there is a button for Circulation.

-> Items

This is another button which transfers the record to a functional tab in the module. This example is taken from the Cataloging module - when **->Items** is clicked, the Items tab opens.

3.3.1 Additional full formats

In addition to the Full+Link format, zwei other Full formats are available by clicking the tabs that appear in the Full+Link screen. The default formats are **MARC Tags** and **ISBD-Format**. Note that the display of these formats does not have the functional buttons such as those described above for the Full+Link screen.

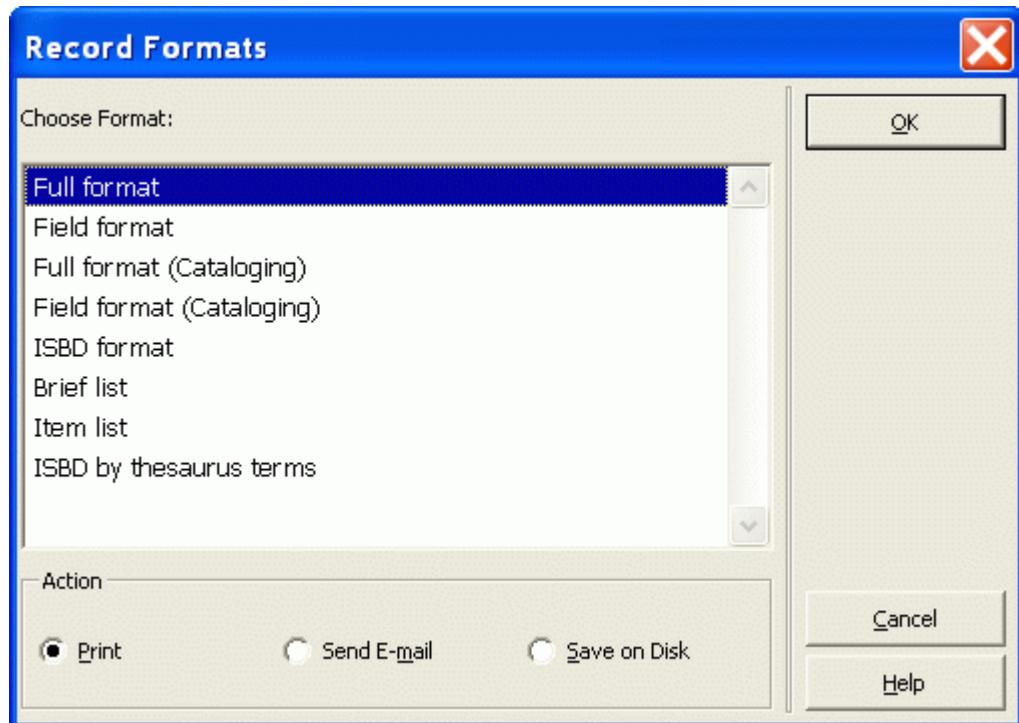
4 Save/Send/Print/Load records

You can print, send by e-mail or save (on your local workstation) an individual bibliographic record or a set of records. You can also save a set of records on the server. A set saved on the server can be recalled into Search.

To print, send by e-mail or save records locally, perform the following steps:

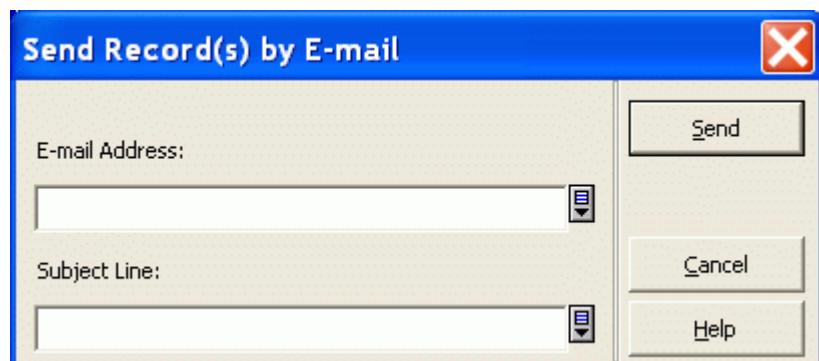
Either highlight a record or records in the upper pane in the Show node, or in any tab or highlight a set of records in the lower pane in the Find function.

1. Click **Print/Send**. The following window appears:



2. Choose a format and an action (Print, Send E-mail or Save on Disk), and click **OK**.

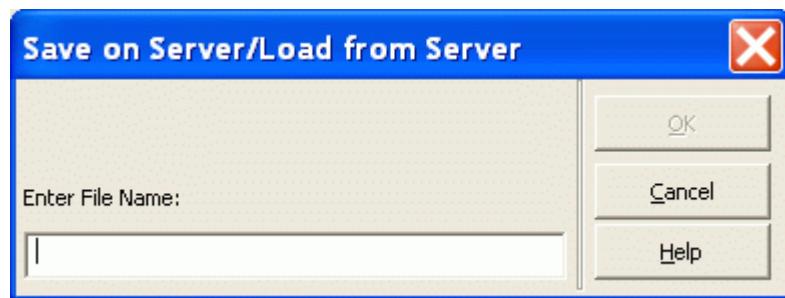
- o If you choose **Send E-mail**, the following window appears:



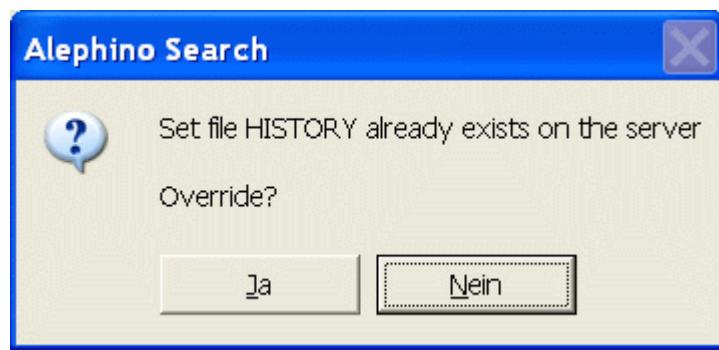
- If you choose **Print** or **Save on Disk**, the resulting action depends on the Print configuration setup on your workstation:
 - Normal Printing + Print sends the printout to the workstation's default printer.
 - Normal Printing + Save on Disk displays a prompt window for "save in..."
 - Preview displays the printout in a Browser window
 - View Raw XML displays the printout in XML format.

4.1 Save on server

You can save, on the server, the record numbers of a set. Highlight the set (only a single set can be chosen) and click Save. The following window will be displayed.



Enter a file name and click OK. If the file name is already in use on the server, the following message appears:



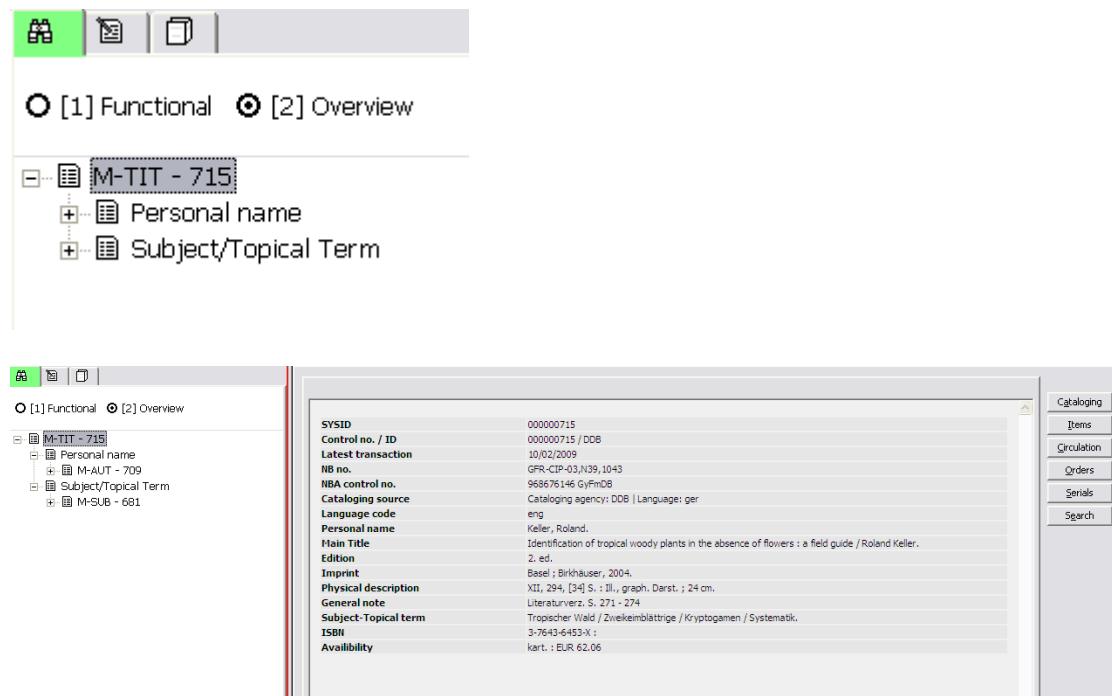
The record numbers are saved in a file in the ..temp/ on the server.

4.2 Load from server

Click **Load** to recall a previously saved set of records from the server. This displays the *Save on Server/Load from Server* window shown above.

5 Navigation

Any record can be shown in the navigation window. To open this window, click on the mode ,Overview'.



The following actions can be performed from here:

Cataloging

To navigate the record to cataloging mode in order to edit the record.

Items

To navigate the record to Items node in order to add new items or the edit existing items.

Circulation

To navigate record to circulation module in order to see circulation status of the items, loans and requests.

Orders

To navigate the record to the Acquisitions module in order to add/edit orders.

Serials

To navigate the record to Serials node of the Acquisitions module in order to add/edit subscriptions records.

Search

To navigate the record to Search node.

6 Appendix A : Hands-on exercises

1. Find Query: Retrieve titles from a specific author. How do you enter the personal name?
2. Find Query: Retrieve titles that contain the keyword "handbook".
3. Browse Query: Start the title keyword index on letter G. Select 5 index entries and have a look at these titles in the brief list.
4. Retrieve titles that contain the title keywords "economic history" once by using the feature "Words adjacent" and once without using this feature. What is the difference in the way of searching?
5. Refine Result Sets
 - a) Find Query: Retrieve titles that contain the keyword "history".
 - b) Refine the result set from a) to the publication years from 2000 to 2003.
6. Cross 2 result sets.
7. Retrieve titles from the author "Bela Balassa". Have a look at these titles in a full view and click on the field "personal name". What is the difference between the two functions "Headings" and "Show like"?
8. Save the query from practice 2. as a bookmark.