

Training Notes

Search for: Title: Crocodile has me by the leg (only retrieves one entry)

Title: History: show use of scroll bar or pg up & pg down; status bar at bottom shows how many records are retrieved

Title: Cater Street Hangman (no hits, show 100 before and after)

Title: Gone with the wind—retrieves many entries. Show how to expand entries.

Do author: Robert

Then show how to refine by making it Roberts

Point out that the status bar shows how many entries retrieved

Show how you can resize columns

Then expand entries, choose “Convex functions”: on browse screen, it shows MSSC and SBU as holding item; double-click on line to bring up record.

Point out that location is “multi” since more than one institution has holdings. Also, the 008 fixed fields display all on one line. Move to item record by clicking item tab.

Choose an item record and open it. Move back to the bib record by clicking on the “back to bib record button.”

Show how to use “Window” pull-down menu to see how many windows are open

Go back to browse display, unexpand entries, and have them double click on one specific line to see an expansion of that entry.

Show use of the browse toolbar buttons—especially limits.

Limit this search (Roberts) to items published after 1995 and format: video

SEARCHING EXERCISES

1. Find titles by E.M. Forster. How many entries are there? (86)
2. Expand the entries.
3. Find title: A passage to India., Expand just the entries for line 1. Move column width on browse display so you can see imprint. Which line # shows the copy with 1927 copyright date? (7)
4. Choose the entry. What is the bib location? (bmb) How many items are attached (1)? Move to the item record. What is the item location code? (bmbii) Return to the bib screen.
5. Find books on tape by John Grisham, published after 1995. How many? Title? (The Brethren).
6. Do a subject search on cookery. Choose an item from the list and look at bib and item records.
7. Search the call no.: SB449.D7 M5 1967