RESEARCHit®

SHAREit®

User Guide

SCI Standalone Search

Version 2024.009

auto-graphics

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Chapter 1. INTRODUCTION

Overview

This User Guide is designed to provide a working understanding of the features and functions of the State Correctional Institution (SCI) Standalone Search module. The Standalone Search module allows offline searching of a Union catalog using a standard Web browser.

Using the Standalone Search module, you can:

- Select and search the desired library database
- Use Filters to narrow the scope of your search
- View search results and Full Record Displays
- Prepare and print interlibrary loan requests

Hardware/Software Requirements

The Standalone Search module designed to operate on a Windows™ Web Browser-enabled workstation using a standard Web browser (Internet Explorer 10 or higher, Firefox, Chrome and Safari 4). No stringent hardware requirements are necessary.

Getting Help

If you need help using the Standalone Search module, contact Auto-Graphics' Help Desk by one of the following means:

voice: (800) 852-8686 5am ~ 5pm Pacific Time

email: HelpDesk@auto-graphics.com

fax: (909) 595-5190

Organization of the User Guide

This User Guide is designed to provide an overview of the features and functions available with the Standalone Search module. Procedures are provided to select the desired search database(s), search the selected database(s), view search results, and prepare Interlibrary Loan Requests.

Chapter 1 – INTRODUCTION. This chapter provides an overview of the User Guide, hardware and software requirements, and where to get help using the software.

Chapter 2 – SEARCHING. This chapter provides the procedures to select the search database(s), enter search criteria and search the selected database(s).

Chapter 3 – VIEWING SEARCH RESULTS. This chapter provides the procedures for viewing and navigating search results screens.

Chapter 4 – INTERLIBRARY LOAN. This chapter provides the procedures for requesting Interlibrary Loans, and for tracking in-process loan requests.
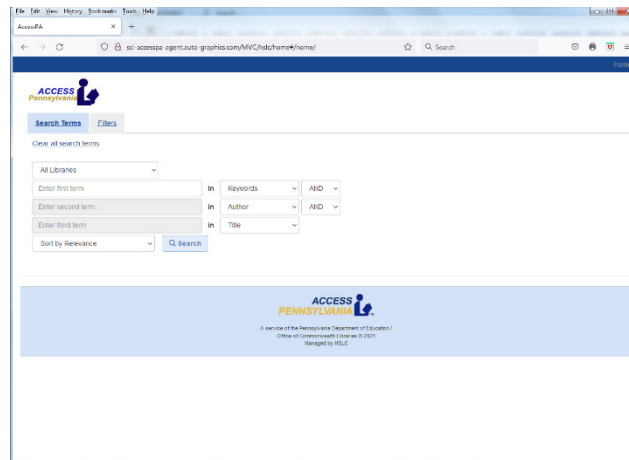
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Chapter 2. SEARCHING

Overview

This chapter provides the procedures to:

- Enter search terms in the search form
- Use filters to narrow the scope of your search

Searching

To prepare and submit a search:

1. If necessary, click the **Home** link in the upper right corner of the screen.

    - The Search screen displays.

Search Screen

- The Search screen is a two-page screen:

    o **Search Terms** – This page lets you create a "search query" for the title you wish to locate.

    o **Filters** – This page lets you *narrow* the scope of your search by applying filters (format, language and/or year of publication).

2. If necessary, click the **Search Terms** tab to enter your "search query."

3. Select the library you wish to search from the "Libraries" menu.

    - The name of your library is selected by *default*.

4. Enter the *first* term of your "search query":

    - Enter the keyword(s) (search term) in the **Enter first term** text box (see *Entering Search Terms* on page 9 for details).

    - Choose the index you wish to search from the **in** menu:

        o **Keywords:** Searches terms that appear in any of the **Title**, **Author**, **Subject** or **Notes** headings.

        o **Author:** Searches by the author's name (personal or corporate).

o **Title:** Searches terms that appear in publication title.

o **Subject:** Searches terms that appear in particular subjects.

o **A-G Control ID:** The A-G Control ID is the Auto-Graphics assigned accession number (system number). Enter the complete A-G Control ID.

o **ISBN:** Searches terms that appear in International Standard Book Number. Enter a complete (9, 10 or 13 digit) ISBN *without* the hyphens.

o **ISSN:** Searches terms that appear in International Standard Serial Number. Enter a complete (7 or 8 digit) ISSN; hyphens are *optional*. If you omit the hyphen, close up the number and *do not* use spaces. For example, if you omit the hyphen for ISSN 1068-2554, enter the number as 10682554.

o **LCCN:** Searches terms that appear in Library of Congress Catalog Number. Enter a complete (8, 10 or 12 digit) or partial LCCN.

   If you enter a *complete* LCCN, the hyphen is *optional*. If you omit the hyphen, close up the number and *do not* use spaces. For example, if you omit the hyphen for LCCN 95-123456, enter the number as 95123456.

   If you enter a *partial* LCCN, you *must* include the hyphen between the *second* and *third* digits. For example, 95-123.

o **SuDoc Number:** Enter a complete or partial SuDoc number. It *is not* necessary to enter spaces and/or punctuation marks when entering the SuDoc number. If desired, you may use the "*" wildcard character to replace *multiple characters* in the SuDoc number (see *Using Wildcards* on page **9** for details).

o **Notes:** Searches terms that appear in record notes.

o **Publisher Number:** Enter a complete publisher number assigned to sound recordings, video recordings, printed music and other music-related material.

o **Dewey:** Searches terms by Dewey Decimal Classification Number.

- Select **AND**, **OR** or **NOT** from the drop-down menu to set the logical function between the *first* search term text box and the *second* search term text box.

5. If desired, add a *second* and *third* term to your search query in the **Enter second term** and **Enter third term** text boxes using the procedures described in step **4**, above.

6. Use the "sort" menu to select the desired sort order for search results; **Sort by Relevance**, **Sort by Title**, **Sort by Newest Publication Date** or **Sort by Oldest Publication Date**.

- When you perform a search by **Title**, *and* select **Sort by Relevance** as the sort order, titles that are an *exact match* to your search term are shown at the beginning of the search results list.

   NOTE: Your library may specify a maximum results sort value between 1,000 and 20,000 results. Depending on the maximum results sort value specified and the number of results returned by your search, the search results may be unsorted.

7. If desired, click the **Filters** tab to use the available options to narrow the scope of your search (see *Using Filters* on page **10** for details):

- **Formats:** Limits your search results to materials that are available in a specified form or media format (Books, Visual Materials, Large Print, Microform, etc.).

- **Languages:** Limits your search results to materials that are available in a specific language.

- **Publication Years:** Limits your search results to materials that were published during a specific year (or range of years).

   NOTE: Click the Search Terms tabs to return to the Search screen.

8. Click the **Search** button to submit your search.

   *NOTE: If you wish to re-enter your search terms, click the **Clear all search terms** link to reset search term fields on the Search screen to their default values.*

9. The Search Results screen displays when the search is completed (see **Chapter 3. VIEWING SEARCH RESULTS** for more information).

Entering Search Terms

You can use *one or more* words in your search term. You may also use the wildcard characters "**?**" and "*****" (see **Using Wildcards** on page **9** for details) or the Boolean operators "And", "Or" and "Not" (see **Using Boolean Operators in Search Terms** on page **10** for details) to broaden or narrow the scope of your search. You can also locate items by *standard number* (ISBN, ISSN, LCCN, etc.).

NOTE: Search terms are not case-sensitive.

NOTE: Diacritics are acceptable within search terms.

To use a *single-word* search term:

- Enter the *single word* you wish to search for.

To use a *multiple-word* search term:

- Enter *two or more words* you wish to search for. When more than one word is used in a search term, the system searches for records that contain *all* the words.

- Words can be entered in *any order*. The Boolean operator **'And'** is *automatically* assumed between all words in a search term. For example, the search term **king stephen** will return the same results as **stephen king**.

   NOTE: In most cases, the following words are optional: 'a', 'an', 'and', 'at', 'by', 'etc.', 'for', 'from', 'in', 'of', 'on', 'the', 'to' and 'with'. These words are ignored when included in your search term. For example, you could search for "Gone with the Wind" by typing the full title or by typing just "Gone Wind." Both combinations will retrieve the same results.

To use a *single standard number* as a search term:

- Enter the standard number you wish to search for.

To use *multiple standard numbers* as a search term:

- Enter the standard numbers you wish to search for. You may enter *up to 10* standard numbers in each text box. When using *multiple* standard numbers in your search term, separate numbers using the Boolean "**OR**" operator (i.e., "0198203640 **OR** 0140714782").

Using Wildcards

You can use the wildcard characters "**?**" and "*****" to *broaden* the scope of your search.

*NOTE: Wildcards are not supported by all databases. In cases where wildcards are not supported, the Search Summary screen will display an error status message and/or "**0**" results for these databases.*

- Use the '**?**' wildcard to replace a *single character* in a word. For example, the search term **gr?y** will return items containing the words *gray* or *grey*.

   o You can use the '**?**' wildcard *more than once* in a single word. For example, the search term **st??n** will return records containing the words *stien* or *stein*.

- Use the '*****' wildcard to replace *one or more characters* in a word. For example, the search term **comput*** will return items containing the words *compute*, *computer*, *computers* or *computing*.

NOTE: You may use the wildcard characters in any or all words in your search term. You may not use the wildcard as the first character in any word in your search term.

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## Using Boolean Operators in Search Terms

You can use the Boolean operators "**AND**", "**OR**" and "**NOT**" to *broaden* or *narrow* the scope of your search.

- Use the Boolean operator "**AND**" to *narrow* the scope of your search. This function retrieves all occurrences of 1st Word **AND** 2nd Word. For example, the search term "**cats AND dogs**" will return items containing the word "cats" *and* the word "dogs".

- Use the Boolean operator "**OR**" to *broaden* the scope of your search. This function retrieves all occurrences of 1st Word **OR** 2nd Word. For example, the search term "**cats OR dogs**" will return items containing the word "cats" or the word "dogs".

- Use the Boolean operator "**NOT**" to *narrow* the scope of your search. This function retrieves all occurrences of 1st Word **NOT** 2nd Word. For example, the search term "**cats NOT dogs**" will return items containing the word "cats" but not the word "dogs".

DO NOT use a Boolean operator as the first word of your search term.

Using Filters

When you submit a search, the system searches the *entire* database(s) you have selected for matching items. Click the **Filters** tab on the Search screen to display the Filters page. You can use the following options to narrow the scope of your search:
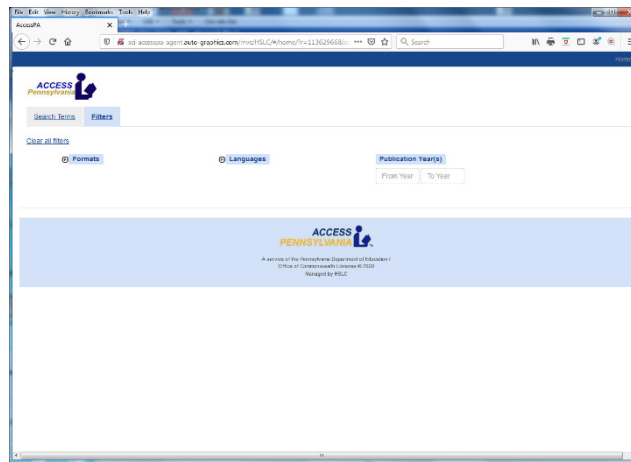
Search Screen – Filters Tab

- **Formats:** Limits your search results to materials that are available in a specified form or media format (Books, Visual Materials, Large Print, Microform, etc.).

- **Languages:** Limits your search results to materials that are available in a specific language.

- **Publication Years:** Limits your search results to materials that were published during a specific year (or range of years).

*NOTE: You can use multiple **Filters** on any search.*

Adding a Formats Filter

Use the **Formats** filter to narrow your search to materials available in a specified form or media format (Books, Visual Materials, Large Print, Microform, etc.).
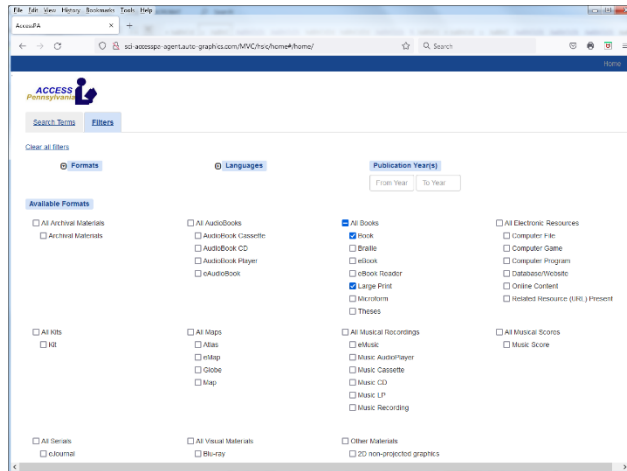
Formats Filters

To add a formats filter:

- If necessary, click the **Expand List** icon ▶ to expand the **Formats** list. (Click the **Collapse List** icon ▼ to collapse the **Formats** list).

- Select the checkbox(es) next to the format(s) by which you wish to qualify your search.

    NOTE: You may select one or more formats as filters.

    - A *checkmark* ☑ indicates the associated format *is* selected as a filter.

    - An *empty checkbox* ☐ indicates the associated format *is not* selected as a filter.

    - Clicking a checkbox repeatedly will toggle it on and off.

    - To select *all formats* under a given format heading, select the checkbox for the format heading.

    - Click the **Clear all filters** link to deselect all currently selected formats.

- When all desired formats have been selected, click the **Search Terms** tab to return to the Search screen.

Adding a Languages Filter

Use the **Languages** filter to narrow your search to materials available in a specified language.
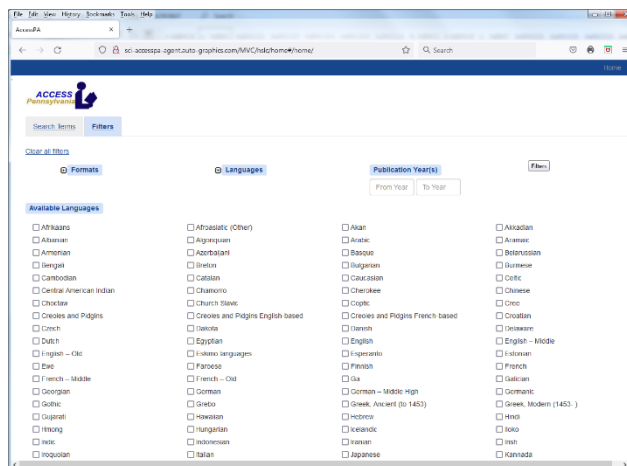
Languages Filters

To add a languages filter:

- If necessary, click the **Expand List** icon ▶ to expand the **Languages** list. (Click the **Collapse List** icon ▼ to collapse the **Languages** list).

- Select the checkbox(es) next to the language(s) by which you wish to qualify your search.

  NOTE: You may select one or more languages as filters.

  o A *checkmark* ☑ indicates the associated language *is* selected as a filter.

  o An *empty checkbox* ☐ indicates the associated language *is not* selected as a filter.

  o Clicking a checkbox repeatedly will toggle it on and off.

- When all desired languages have been selected, click the **Search Terms** tab to return to the Search screen.

Adding a Publication Year Filter

Use the **Publication Year(s)** filter to narrow your search to materials published during a specific year or a range of years.

To add a publication year filter:

*NOTE: When entering the **Publication Year(s)** filter, enter dates as four-digit years; (e.g., 2015).*

1. To limit search results to a *single year* of publication, enter the same year in *both* the **From Year** and **To Year** text boxes.

2. To limit search results to a *range of years*, enter the desired starting and ending years in the **From Year** and **To Year** text boxes.

3. When the desired publication year option has been specified, click the **Search Terms** tab to return to the Search screen.

Chapter 3. VIEWING SEARCH RESULTS

Overview

The Search Results screen is the initial display shown following any search. The Search Results screen is a multi-page displays that shows a list of titles matching your "search query," sorted according to your selected sort order.

Viewing the Search Results Screen

To view the Search Results screen:

- The **(total titles) Results Found…** field at the top of the screen shows the total number of titles that matched your "search query."

- Each page of the Search Results screen shows 20 titles. Use the **<<Previous** and **Next>>** buttons to scroll backward and forward through the list.

- Each entry in the lists shows the **Title**, **Author**, **Publisher**, **ISBN**, publication **Date** and **Format** for the associated item.

- A "media type" icon provides a visual indication of the media type for the associated title (see *Media Type Icons* on page **13** for details)

- Click a **Title** link to view the Full Record Display for the associated title (see *Full Record Display* on page **14** for details).

To modify your search:

- Click the **<<Back to previous** link to return to the search screen, with your previous search criteria intact.

To perform a new search:

- Click the **Home** link in the upper right corner of the screen to return to the search screen, with your previous search criteria removed.

Media Type Icons

The "Media Type" icons shown on Search Summary screens and Full Record Displays indicate the media in which the associated title is available.

Media Type Icons

Icon	Media Type	Icon	Media Type	Icon	Media Type
	2D Non-projected Graphics		3D Artifacts/ Objects		Archival Materials
	Article		Atlas		AudioBook (Spoken Word Recording)
	AudioBook Cassette		AudioBook CD		AudioBook LP
	AudioBook		Blu-ray		Book
	Braille		Computer File		Computer Game

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Icon	Media Type	Icon	Media Type	Icon	Media Type
	Computer Program		DVD		eAudioBook
	eBook Reader		eBook		eMap
	eMusic		eSerial		EVideo
	Film		Filmstrip		Flashcard
	Game		Globe		Kit
	Large Print		Map		Microform
	Music Cassette		Music CD		Music LP
	Music Recording		Music Score		Periodical
	Picture		Serial		Slide
	Toy		Videocassette		Visual Materials

Full Record Display

The Full Record Display is shown as the result of clicking a title link on the Search Results screen. Each Full Record Display includes complete bibliographic information for the associated title, and includes a list of libraries that have a copy of the title.

The Full Record Display is a two-page screen. Brief bibliographic information for the title as well as a "media type" icon are shown at the top of the screen.
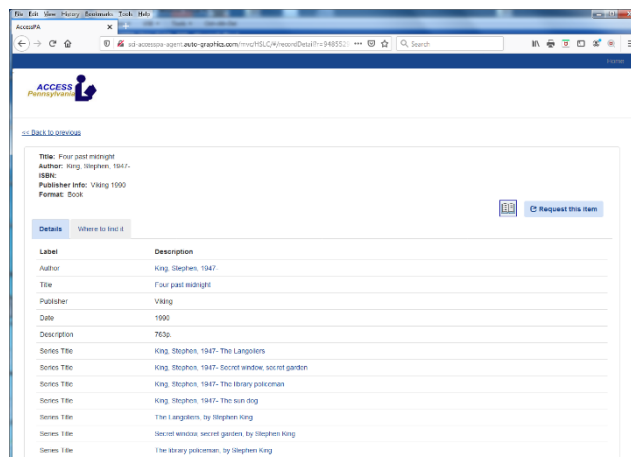
Full Record Display - Details

- Click the **Details** tab to view detailed bibliographic information for the title. Each Full Record Display contains complete bibliographic information, including title, author, description, subject, notes and catalog numbers(s). Links in the bibliographic display let you perform *additional* searches from the Full Record Display.

    o Click an **Author** link to view a list of other titles by the same author.

    o Click a **Title** link to view a list of other items with the same name.

    o Click a **Series** link to view a list of other titles from the same series.

    o Click a **Subject** or **Genre** link to view a list of other titles in the same subject area.

- Click the **Where to find it** tab to view a list of libraries holding a copy of the associated title. Each line in the listing shows the following information:

Full Record Display – Where To Find It

    o **Institution** – the name of the library holding a copy of the title

    o **ILL Lender?** – indicates whether or not the **Institution** participates in interlibrary loan with your library
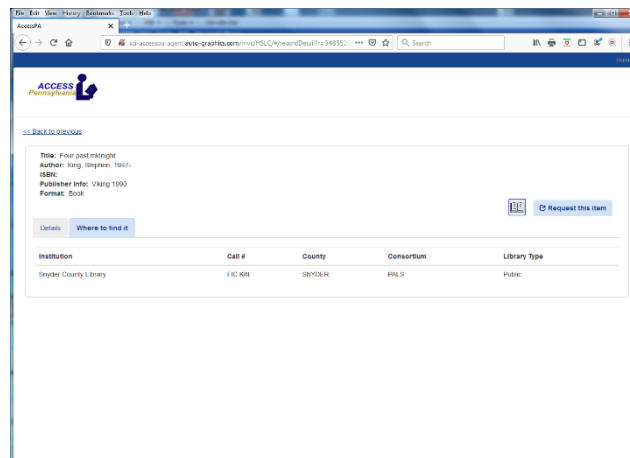
    o **Chk** – NOT APPLICABLE

    o **Call #** – the call number for the title

    o **County** – the county in which the **Institution** is located

    o **Consortium** – the consortium of which the **Institution** is a member

    o **Library Type** – the library type (**Public**, **Academic**, etc.) for the **Institution**

- If your library does not have a copy of the title, click the **Request this item** button to submit an interlibrary loan request for the title (see *Chapter 4. INTERLIBRARY LOAN* for details).

- Click the **Back** button to return to the Search Results screen (see *Viewing the Search Results Screen* on page **13** for details).

Chapter 4. INTERLIBRARY LOAN

Overview

If your library does not have a title available, you can submit a request to borrow the title from *another* library or to copy pages from it.

Using the ILL Request Form

The ILL Request Form lets you prepare and submit your request. Bibliographic information for the title you are requesting is entered automatically at the top of the form. Once the form has been completed, it can be printed and transmitted to the lending library via mail, fax, or other suitable means.

NOTE: The ILL Request Form is password-protected. Only authorized staff can access, prepare and print ILL Request Forms.

ILL Request Form

To prepare an Interlibrary Loan Request:

1. Access the Full Record Display (see ***Full Record Display*** on page **14** for details) for the title you wish to borrow.

2. From the Full Record Display for the title you wish to borrow, click the **Request this item** button.

    - An Enter Password dialog displays.

3. Enter your library's Administrative Password, then click the **OK** button to proceed.

   *NOTE: If you are not authorized to prepare and print ILL Request Forms, click the **Cancel** button to close the Enter Password dialog and return to the previous Full Record Display.*

   - The ILL Request Form displays.

   - The form is pre-filled with bibliographic information for the title you wish to borrow.

4. Enter the required information in the form fields (see *ILL Request Form Fields* on page **18** for more information).

5. Click the **Print Request** button to print the completed ILL Request Form. (Click the **Cancel** button if you *do not* wish to proceed with the ILL request.)

   NOTE: Be sure to retain a copy of the printed request for your records and to track the progress of the request.

   - A standard Print dialog displays.

   - Make the desired selections on the Print dialog, then click the **OK** or **Print** button, as applicable. (Click the **Cancel** button *before printing* to cancel the print request.)

6. Click the **Cancel** button to close the printed ILL Request Form.

7. Forward the request to the lending library by the appropriate means.

ILL Request Form Fields

The following table lists the fields for the ILL Request Form in alphabetic order, and provides instructions for completing each field.

*NOTE: The **To be completed by Borrowing Library** and **To be completed by Lending Library** fields are intended to be completed manually after the ILL request has been printed to track the progress of the request.*
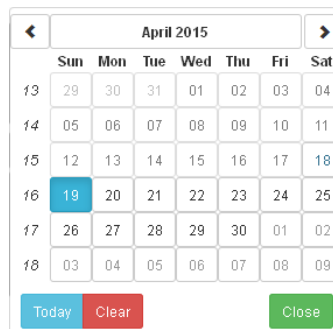
ILL Request Form Fields

Form Field	Description
Any Edition is Acceptable (checkbox)	Use this field to indicate whether or not an edition of the title *other than* the edition specified may be supplied when filling the request. A checkmark ☑ indicates *any edition* may be supplied when filling the request. An empty checkbox ☐ indicates that only the *edition specified* may be supplied when filling the request. Clicking the checkbox repeatedly will toggle it on and off. This option is *selected* by default.
Author (read-only field)	The name of the author of the requested title. *This information is pre-filled by the system with the appropriate value taken from the bibliographic record for the item.*
Bibliographic Level (drop-down menu)	Select the desired material type for the requested item. (For **Returnable (loan)** requests, **Book** is the *default* selection for this field. For **Non-returnable (copy)** requests, **Serial** is the *default* selection for this field.)
Borrower's Email (text box)	Enter the email address for your library's Interlibrary Loan contact.
Borrower's Note (text box)	Enter any text or other instructions meant for the lending library. **Borrower's Notes** may be 500 characters *maximum*, including spaces.
Borrower's Phone (text box)	Enter the phone number for your library's Interlibrary Loan contact.

Form Field	Description
Borrowing Library (drop-down menu / text box)	Select the name of your library. The **Borrowing Library** menu lists the names of *all libraries* in your consortium or collective. The name and address of the selected library are entered in the text box automatically.
Call Number (text box)	The call number for the requested item. This field is populated *automatically* by the system upon selection of the **Lending Library**.
ISBN (read-only field)	The International Standard Book Number (ISBN) for the requested title. *This information is pre-filled by the system with the appropriate value taken from the bibliographic record for the item.*
Lending Library (drop-down menu / text box)	Select the name of the library to which you wish to submit the ILL request. The **Lending Library** menu lists the names of *all libraries* in your consortium or collective. The name and address of the selected library are entered in the text box automatically, and the system enters the call number of the item in the **Call Number** text box.
Need By (text box)	The system enters a *default* **Need by** date a specified number of days from the *current* calendar date (the number of days is determined by your library). If you wish to change the default **Need by** date, enter the new date (MM/DD/YYYY format) or click the **Date Entry Calendar** icon 📅 to use the Date Entry Calendar to select the date by which you need the item (see *Using the Date Entry Calendar* on page **19** for details).
Physical Description (read-only field)	The physical description of the requested item. *This information is pre-filled by the system with the appropriate value taken from the bibliographic record for the item.*
Publisher Info (read-only field)	The place of publication, publisher name, and/or date of publication, as appropriate. *This information is pre-filled by the system with the appropriate value taken from the bibliographic record for the item.*
Request Type (drop-down menu)	Select **Returnable (Loan)** for a borrow request; select **Non-returnable (copy)** for a photocopy request. (**Returnable (loan)** is the *default* selection for this field.)
Series (read-only field)	The name of the series (if the title being requested is part of a series). *This information is pre-filled by the system with the appropriate value taken from the bibliographic record for the item, as applicable.*
Title (read-only field)	The title of the item you wish to borrow. *This information is pre-filled by the system with the appropriate value taken from the bibliographic record for the item.*

Using the Date Entry Calendar

You can use the Date Entry Calendar to select the **Need By** date on the ILL Request Form.

Date Entry Calendar

To select a date from the Date Entry Calendar:

1. On the ILL Request Form (see ***Using the ILL Request Form*** on page **17** for details), click the **Date Entry Calendar** icon ▦ next to the **Need By** text box.

   - The Date Entry Calendar displays. The calendar shows the currently specified **Need By** date.

2. Click the **Scroll Back** button ‹ and **Scroll Forward** button › to scroll backwards and forwards one month at a time.

3. Click the desired date.

   - The Date Entry Calendar closes, and the selected date is automatically entered in the **Need By** text box.