



---

# Gateway

search all Saskatchewan public library catalogues

---

## What is the Saskatchewan Libraries Gateway?

The Gateway (<http://zgateway.lib.sk.ca/SAS.jsp>) is a library search tool that allows you to search all Saskatchewan public library catalogues with a single search.

## How is the Gateway different from my library catalogue?

Your library catalogue allows you to search for materials in your library. The Gateway allows you to search for materials in all the public library catalogues in Saskatchewan. If you find something in the Gateway that your library does not have, you are able to submit a request through interlibrary loan to borrow the item from the library that owns the item.

## How do I use the Gateway?

- Click the “e-library services” link on your library web page.
- Click on the “Gateway” link.
- If you are outside your library, you will have to log into Gateway with your postal code. By doing so, you will ensure that the library closest to you will appear first in the results. You will also have access to the interlibrary loan request form.
- After logging onto Gateway, you will be able to search the catalogues.

## How do I search the Gateway?

You have two search options: *Basic Search* and *Advanced Search*. *Basic Search* allows you to do a keyword search and works best when using one word per search box. *Basic Search* allows you to combine more than one search term across multiple search boxes, which means, for instance, that you can create a search by combining an author keyword and a title keyword. You are able to perform four different keyword searches:

- **Author Keyword** – use author’s last name
- **Title Keyword** – use one word from the title per box
- **Subject Keyword** – use one word from the subject
- **Any Keyword** – use any keyword

*Advanced Search* works best when you are looking for a specific item as you are able to perform an exact search. An *Advanced Search* allows you to search by:

- **Author first words in field** – type the author last name, first name. For example, “King, Stephen” will retrieve items written by Stephen King held by the libraries.
- **Title first words in field** – type in the first few words of the title. For example, “Lord of the Rings” will retrieve all of the items with this title – including books, videos, and books on tape.
- **Subject first words in field** – type in the first few words of a subject. For example “travel photography” will retrieve the items about this topic in the libraries.
- **ISBN** – type in the ISBN of the book to retrieve a specific book.

## What other options are available on the Search screens?

There are four other options available to help you define your search:

- **List of libraries** – This is the list of library catalogues that are available for you to search. You can leave them all checked to search all catalogues with one search or you can select one or more library catalogues to search with one search.
- **Sort List By** - This feature allows you to select how you would like the search results sorted and presented to you. The default is alphabetical by title, but you can also change to alphabetical by author or by most recently published first.
- **Hits per page** – This feature allows you to select the number of records you would like to display on your results pages.
- **Merge Results** – When this is checked, this feature takes your search results from each of the different libraries and merges them together into one list. For example, if you are looking for Dan Brown's book "The DaVinci Code," many libraries in the province have copies. Instead of having to scroll through a long list of over 40 results, the results are merged to under 15. Although the merge adds a little bit of time to the search, this is a handy feature to keep selected!

## How do I get to the results of my search?

Once you click the search button, your search is sent to the different libraries. Every few seconds, the information is sent to the Gateway and the results are sorted and merged. This process takes some time, but depends on the size of your search results.

If a library has the message "search timed out," your search may be too general and it has taken too long to retrieve all the results. The Gateway will try to retrieve results from the library catalogues for 5 minutes before timing out.

Once your search is completed, click on the *Merged Records link* at the bottom of the page to get to the brief results list. If your library has a copy, you may place a hold for the item from its library catalogue. This can be done by clicking on your library's logo at the bottom of the page. This opens up your local library catalogue in a new screen and you can search and place a hold from there.

If your library does not have a copy and you would like to request it from another library in the list click on the *Full Record link* to see more information on which libraries have the item of interest. From here, click on the "Request this Item" button to open the interlibrary loan request form. This opens up a request form in a new screen with the information about item already in the form. You will need your library card and PIN to complete the request. Please note that not everything you find in the Gateway may be available for loan, but it doesn't hurt to ask!

There are many more features available in the Gateway such as the "search history" and the ability to create a reading list using a shopping cart. If you need additional help, please use the link at the bottom of the page to submit feedback, or contact your local library.