

welcome to your Saskatchewan e-library services and resources



Training Workshop CAP Administrator

Overview

- Software
- Selecting a database
- Introduction to Southeast Regional Library's databases
- Gateway
- Catalogue searches
- Internet Searching
- PAC care and maintenance
- Basic search techniques
- Questions?

Software

Hardware vs. software

The "Start" button.

Word

- Microsoft word is a word processing program that allows users to compose and arrange written documents. It is useful for typing letters, reports or any written document. Many of the functions and skills learned in this segment will be used in other programs such as Excel, Outlook, databases, etc.
- Basic keyboarding skills
 - The "home" position and typing
 - Keys: enter, caps lock, shift, tab, backspace, delete, home, end, arrow keys
- Basic mouse skills
 - Point and click, double clicking, highlighting
 - Scrolling (vertical and horizontal), minimizing, maximizing, closing, page up, page down
 - Right click functions: copy, cut, paste, paragraph (double spacing), spell check
 - Selecting icons from the toolbar: Bold, italics, underline, alignment, numbering, bullets, save, print, spell check, font, font size, undo, office assistant
 - Adjusting margins
 - Print and print preview

Excel

- Microsoft excel is a program that allows users to create and format spreadsheets. It is useful for managing lists, budgets, inventories, schedules, etc.
- Jargon: cells, rows, columns, handle, formula bar, formulas, ranges
- Creating a spreadsheet
 - creating sheets, renaming a sheet
 - selecting cells, columns and rows
 - expand/shrink/insert/delete columns and rows
 - highlighting rows, cells and columns: deleting info, cut, copy, paste
 - typing data into cells and the formula bar
 - formatting cells: numbers, merge, colours
 - creating a series of values, ex) a list of dates, numbers, etc.
- Formulas
 - "sum" and "average"

- copying formulas using the handle
- Freeze Panes
 - Select the cell under your headings and click **Window/Freeze** panes
- Create a chart
 - Select the data ranges that are to be included in the chart
 - Select the "Chart Wizard" icon – arrange your chart as desired
 - To adjust the chart, click on the elements of the chart that you want to change, right click and select "format data series."
 - To change the raw data of the chart, alter the information in the spreadsheet
 - To change the chart type select **Chart/chart type** - adjust to bar, line, pie, etc.

Outlook

- Outlook is an e-mail program that allows users to send, receive, save and arrange e-mail messages. Most e-mail programs operate on similar principles. When an account is created, you will have to create an e-mail address.
- **Personal folders:** Inbox, junk suspects, spam, sorting, deleting messages
- **Receive** e-mail: opening mail, reading attachments
- **Send** e-mail: reply, forward, new message, adding an attachment, address book, importance indicators

Explorer

- Internet Explorer is a program that allows the user to "browse" the contents of the Internet, hence the name browser. Explorer provides access to the Internet and is a useful interface for navigating, searching and viewing the Internet.
- **Jargon:** links, website, webpage, scrolling
- **Opening** Explorer: your homepage
- **Toolbar buttons:** Back, forward, stop, refresh, home, search, favorites, history
- **Address bar:** reading the bar, entering an address, "Go" button, drop down menu
- **Cursors:** the "arrow," the "hand"
- **Internet Search Engines:** Sites such as *Google* are not browsers but search engines. There are many different types of search engines available, each with their own strengths and weaknesses, see below.

Publisher

- Publisher is a program that will allow the user to create and format a variety of documents such as posters, flyers, signs, pamphlets, etc. It is useful for creating these documents as much of the formatting is already arranged.
- Follow the wizards: ex) Flyers – sale - booksale
- Inserting pictures

Power Point

- Power Point is a visual presentation program that allows users to create, arrange and modify a slide presentation. It is useful for delivering presentations, lectures or classroom teaching.
- Select "outline" or "slide" view as desired
- Select a design from the template, or add a design after the slides have been created, or use a blank design.
- Enter info as desired
- Slide layouts
- Insert pictures or elements from other MS programs (charts, text, etc.)
- Slide transition and animation
- Preview your slide show
- Tips:
 - Use 36 size font as a minimum
 - Rule of thumb: no more than 6 "bullet" points per slide
 - Opt for brevity – just highlight the main points on your slides
 - Limit the use of animation and sound effects for professional presentations

Selecting a Database

Magazine databases

- Log on to Southeast Regional Library
- Select e-library services, magazine and reference databases
- Try a search using all fields:
 - **ISSN**
 - **Title**
 - **Keyword**
 - **Subject**

NOTE: this will only produce results in a *list of databases* that contain info. on the topic being searched. It will not return results such as articles, etc. Be sure to review the individual search strategies with each database.

List of databases by subject

- These list the subjects that are covered by databases available to Southeast Regional Library patrons. Each subject offers a brief description of its content.
- Very useful for subject searches in broad areas.
- Find here the **Encyclopedia Britannica** (under encyclopedia).

List of databases by title

- Alphabetical list of all databases available to Southeast Regional Library patrons.
- *In* library and *Out* of library service.
- Each database title has a brief explanation of content.

Introduction to Southeast Regional Library Databases

1. Associations Canada

Features listing of Canadian not-for-profit professional and trade & business organizations.

Users can search and find a huge list of non-profit organizations across Canada and the USA.

Pros:

- results return complete contact information,
- provides indices to organization names, categories and even contact name.

Cons:

- must have most of the search fields complete before any results will be returned therefore of limited use for broad searching.

Example: Canadian Blood Services, Regina, category: health

2. Business and Company Resource Center

Provides accurate, up-to-date company and industry intelligence of more than 400,000 companies.

Pros:

- search by company name or industry type,
- search for articles relating to a specific topic,
- Brief Company Profile includes full contact information including websites and e-mail addresses, employee numbers, revenue, and stock information plus links to industry codes that allow for search expansion into related companies.
- Provides links to magazine and newspaper articles about the company on a variety of topics, company history, financial reports, business rankings and related industries and associations.

Cons:

- Industry searches will not return as complete results as a specific search for a particular company but does provide interesting industry overviews.

Examples: CanFor, Vancouver, BC. "Cigars" – search codes under Tobacco and Products

3. Business Index ASAP – Thompson Gale

Search magazines for information needed by businesses and professionals.

Powered by Thompson Gale, has the same interface and search options as all Thompson Gale databases (subject, relevance, keyword, advanced, journal).

Pros:

- Simple easy to use InfoTrac interface,
- includes full text and photographs,
- links to related topics and subjects.

Cons:

- Often requires several search attempts and considerable narrowing of the topic to return results.

Example: Canadian AND Oil AND Alberta

4. CBCA Complete - ProQuest

Fulltext Education Covers monographs and journal articles from over 150 Canadian education journals, many in full text.

Pros:

- returns results from both magazines and newspapers (ex. Globe and Mail),
- can limit search by database type in all searches,
- can mark and create list of articles of interest
- full text, e-mail, citations, abstracts, printing and graphics available

Cons:

Example: School Libraries OR school librarians AND Saskatchewan

5. Canadian Periodical Index (CPI.Q) – Thompson Gale

Search a comprehensive list of Canadian and international journals, magazines and newspapers for information important to Canadians.

Pros:

- searches a wide range of periodicals with Canadian content
- Journal search links user to complete issues of a specified magazine

Cons:

- Best results are attained from a narrow search, too many results are returned from a broad search or none at all

Example: NAFTA AND Canada AND Mexico

6. Canadian Almanac Directory - ProQuest

Contains ten directories in one to provide robust information on business and finance, communications, government, associations, arts and culture (museums, zoos, libraries, etc.), health, transportation, law, education, and more.

Pros:

- Useful for finding information regarding a particular organization,

- provides full contact information and brief profile of the organization.

Cons:

- Searching in a broad topic is difficult, as the best search results are returned with specific searches, including the category name,
- slower results for broader search queries.

Example: Museums, Arts and Culture, SK, Weyburn

7. Canadian Environmental Directory – ProQuest

The Canadian Research Index database includes all depository publications of research issued by the federal provincial and municipal governments, non-depository publications issued by hundreds of Canadian government agencies and departments, as well as policy, social, economic, political, scientific and technical report literature issued by research institutes and government laboratories. It offers descriptive abstracts and detailed bibliographic citations. (MDLP resource)

Pros:

- Provides full contact information and a brief profile of any listed organization.
- A large database of organizations, offices, associations, etc. are available to search.

Cons:

- Remember to select the corresponding category for the search will increase results but is sometimes guesswork as to which category to use.
- Broad searches may not return any results

Example: Ducks UnLtd. Canada, SK, Regina

8. Canadian Research Index - ProQuest

The Canadian Research Index database includes all depository publications of research issued by the federal provincial and municipal governments, non-depository publications issued by hundreds of Canadian government agencies and departments, as well as policy, social, economic, political, scientific and technical report literature issued by research institutes and government laboratories. It offers descriptive abstracts and detailed bibliographic citations. (MDLP resource)

Pros:

Cons:

- Will not adjust indexes to relate only to previous options selected in other indexes. Ex) will not limit the list of corporations in the health and safety field even after “health and safety” was chosen as a series.

- Must have very specific search string complete with a majority of the fields, therefore broad searching is limited.
Example: Canada 2001 census

9. **Cochrane Library**

A collection of evidence-based medicine databases, including the Cochrane Database of Systematic Reviews.

Pros:

- Results are highly technical, in-depth research articles
- Allows for wildcard searches ex) *
- Provides search tips

Cons:

- Results are highly technical, in-depth research articles
- Many results will have restricted access without a license to all resources

Example: Cancer AND treatment AND Canada

10. **Directory of Canadian Libraries - ProQuest**

A comprehensive list of Canadian special and public libraries.

Pros:

- Easily search via specific library name or through broad categories ex) government libraries
- Especially useful for specific searches
- Results include full contact information and a brief profile

Cons:

- May be difficult to determine what type/category of library to use.

Example: The Globe and Mail Library

11. **Discovering Collection**

A comprehensive database of in-depth reference content for the core curriculum areas of Literature, History, Biographies, Science and Social Studies.

Pros:

- Provides primary document and multimedia links from a reference selection.
- Excellent reference and "overview" style information.

Cons:

- Limited to searches within the selected topics of Literature, History, Biographies, Science and Social Studies
- Provides many results from broad searching style, many can be irrelevant

Example: Geography and culture search - Canada

12. Encyclopedia Britannica

Pros:

Cons:

Example:

13. Expanded Academic ASAP Index – Thomson Gale

Scholarly journals, magazines and newspapers - with full text and images.

Pros:

- Familiar InfoTrac format
- Results are from reliable and popular journals ex) Maclean's
- Fast results
- Some results can be highly technical in-depth research reports

Cons:

- Some results can be highly technical in-depth research reports

Example: Global Warming AND Canada

14. Financial Services in Canada - ProQuest

The most up-to-date source for names and contact numbers of industry professionals, senior executives, portfolio managers, financial advisors, agency bureaucrats and elected representatives.

Pros:

- Contains full contact information and a brief profile of each organization

Cons:

- Selecting an "organization type" or category can be guess work
- Knowing all of the fields required aids in the search but may not be known by a user!

Example: Royal Canadian Mint – Business and Finance – Ottawa

15. General Business File –Thomson Gale

Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics.

Pros:

- Fast returns on results
- Capable of returning highly specific and relevant results

Cons:

- Best results produced from general searches – being too specific or too broad did not return relevant results if any

Example: Hudson Bay Company - Financial

16. General Reference Center Gold – Thomson Gale

Search key business and general interest titles from national newsmagazines, encyclopedias and core business journals.

Pros:

- Excellent for general first time searches when requiring an overview of the topic
- Returns browseable amount of relevant results.

Cons:

-

Example: Hudson Bay Company - Sales

17. Government of Canada - ProQuest

Search key business and general interest titles from national newsmagazines, encyclopedias and core business journals.

Pros:

- More searchable than other ProQuest databases due to lower volume of entries
- Complete contact information included in results

Cons:

- Can be difficult to determine categories or organization type
- Some results will have a more complete organization profile i.e. more information will be included

Example: National Gallery of Canada

18. Health and Wellness Resource Centre

Search magazines, reference books, and newspapers for information related to your health.

Pros:

- Fast results
- Contains search strategies as a medical encyclopedia, drug finder, health organizations, medical dictionary, health news and health assessments (links to assessing your own health)
- Results returned in magazines/journals and general reference sources

Cons:

Example: West Nile Virus

19. Health Reference Center Academic – Thomson Gale

Search magazines, reference books and pamphlets for information related to your health.

Pros:

- Results include many technical in-depth research articles and papers
- Excellent for in-depth research
- Returns many results

Cons:

- Results include many technical in-depth research articles and papers
- Can return too many results to browse

Example: Hernia - treatment

20. **InfoTrac Onefile – Thomson Gale**

A one-stop source for news and periodical articles on a wide range of topics.

Pros:

- Ideal starting place for broad searches on any topic
- Fast result returns
- Variety of articles and newspapers are searched
- Includes both in-depth and over-arching concept articles

Cons:

Example: marriage counselling

21. **Junior Edition**

Junior high and middle school students can easily search magazines, newspapers and reference books.

Pros:

- Designed to be user friendly for children and parents
- Search icons offer immediate narrowing of searches: magazines, encyclopedias, reference, maps, newspapers under subject searching
- Dictionary link is very useful and simple
- Very easy and fast search capabilities

Cons:

- Many articles and other results are not necessarily aimed at children as an audience

Example: subject search – maps - Saskatchewan

22. **Kids Info. Bits**

Elementary students can easily search magazines, newspapers and reference books.

Pros:

- Very colourful and attractive for children
- Icons visually assist in narrowing search topics by subject
- Results provide links to reference sources, images, newspaper and magazine articles, charts and flags.

Cons:

- Icon subject searches have limited results and links to articles
- Articles are not necessarily aimed at younger audiences

Example: People – other government and political leaders – Elizabeth II

23. LegalTrac – Thomson Gale

Find articles in all major law reviews, law journals, specialty law and bar association journals and legal newspapers.

Pros:

- Returns highly specific results quickly
- Variety of search strategies and articles returned

Cons:

- Be sure to specify Canadian law if that is desired

Example: Statute of limitations AND DNA

24. Literature Resource Center

Covers biographies, bibliographies and critical analysis of over 90,000 novelists, poets, essayists, journalists and other authors.

Pros:

- Provides excellent biographical sketches of authors
- Includes links to works, personal information and date last changed.
- Includes links to articles regarding literary criticism and reviews
- Excellent for homework or research
- “Authors by type” search

Cons:

Example: Rutherford, Edward

25. Repere

Full text of articles appearing in key Quebec periodicals, as well as citations to articles from French-language periodicals published since 1980.

Pros:

- Entirely French language database
- Fast returns on results
- Browseable number of results for each search

Cons:

- Entirely French language database

Example: Rambaud, Patrick

26. Student Edition

Students can search magazines, newspapers and reference books when researching a topic for school.

Pros:

- Similar friendly interface as with *Junior Edition* database
- Variety of results available: encyclopedia entries, articles, newspapers, reference books, etc.
- Excellent for gaining a quick overview of a topic

Cons:

- Fewer in-depth research articles

Example: Quebec City

27. Micromedia ProQuest

Micromedia ProQuest Canada's Information Resource Centre platform.

Another ProQuest database allowing users to select a variety of databases from those offered through Mircromedia ProQuest.

Pros:

Cons:

- Requires majority of fields to be complete before a search will return results
- Guessing at categories and/or organization type can slow down the search process

Example: Department of Tourism and Parks

28. Canadian Newsstand Dailies – ProQuest

Pros:

- Much more useable and friendly interface than other ProQuest databases
- Conduct basic, advanced, topical and publication searches
- Returns browseable list of results from a variety of Canadian newspapers
- Users can select a publication included in the database to search within prompting a list of issues, volumes and dates available for searching.

Cons:

- Some irrelevant results as the database searches for keywords across a variety of articles

Example: Royal visit - 2005 - Saskatchewan

29. Canadian Newsstand Prairies

Pros:

- Topical search allows for narrowing of topic using terms the database will recognize
- Can mark items and create a list for later reference

Cons:

- The database searches for words/phrases/keywords in articles, therefore many results can be irrelevant.

Example: Aboriginal Day – Saskatchewan

Gateway

Gateway is a database designed to offer access to all public library holdings in SK. Useful for finding materials that are not in Southeast's collection.

- Accessible to all patrons in library and at home
- Logon to Southeast Regional Library, Select e-library services, Gateway

Search Gateway

- **Basic** search:
 - fast search and returns, sorting capabilities,
 - includes "any keyword" option,
 - good for **keyword** searches – broad topics and general subjects ex. Railways, tourism, Canada, travel, CPR.
- **Advanced** search:
 - good for more detailed searches when you have a **specific** topic/item to retrieve.
 - Ex) Smith, Hart. *Trains, peaks and tourists*, travel
- **History**:
 - Displays all of the search strings in your search session
 - Strings can be combined ex) Kennedy in first search, Diefenbaker in second search. The search strings for Diefenbaker and Kennedy can be combined to produce results pertaining to both leaders.
- **Find a Library**: opens a link to Saskatchewan Libraries search page for any library in Saskatchewan

Catalogue searching (refresher)

Access Southeast Regional Library's catalogue through our website. The catalogue is accessible through the library or anywhere with an Internet connection.

- The catalogue lists the entire collection available in Southeast Regional Library.
- Accessing the catalogue will make a “search” or “my account” field available.
- Search results in the catalogue display a brief view of all holdings related to your search preferences: title, author, publisher, publication date and call number.

Search the catalogue

- **Basic:**
 - Drop-down box offers a variety of search options for a quick search.
 - Only one option can be searched at a time.
 - Useful for broad or specific searching
- **Search results**
 - By selecting a title, a detailed display of the item’s bibliographic information is displayed: title, author, publisher, publication date, call number, subjects, ISBN, physical description, notes, additional authors, number of holds.
 - This field will also display **Copy/holding information** such as the item’s location, its collection (ANF, AF, Etc.), call number, status and an opportunity to request the item.
 - Note that “item information” is listed on the left of the screen. This displays information such as author, title, call number and subject lists that can be accessed as another search string.
- **Advanced:**
 - Offers a variety of search options at the same time.
 - Limit by format
 - User defined limits: limit by location, pubdate, publisher
 - Sorting by title, author, publication date
 - Useful for very specific searches or when only partial information about a title is known/available.
- **Power Search:**
 - Similar to advanced but offering only four choices of search fields
 - Limit by format
 - User defined limits
 - Sorting
 - Useful for more narrowly defined searches
 - Ex) Berton, *Vimy*, World War, 1914-1918
- **History**

- "History" will list in order all of the previous searches conducted in this session.
- Can return to search results or edit a previous search.
- **Add to my list**
 - When conducting multiple searches or when searching a long list of results, click on "add to my list" within the results page following a search. This function will arrange and save all items that are added to your list. To view your list, click on "My list" in the top right of the screen.

My Account

- Enter library card barcode and individual PIN.
- **Overview**
 - Provides an overview of the status of your account including items checked out, hold requests, blocks and profile information.
- **Checked Out**
 - By selecting "Checked Out" details of each item that is charged to your card are displayed.
- **Holds**
 - Includes lists of items that have been requested and items that are ready to be picked up at your branch.
- **Blocks**
 - Fines or blocks are listed here.
- **Profile**
 - Contains personal information such as name, address, phone number, location registered, and library card expiry date. Any changes must be made via the library.

Internet Searching

Internet Search Engines: There are many different types of search engines available, each with their own strengths and weaknesses. The main engines are:

- Open Directory Project: a database of information that lists websites in categories such as arts, reference, sports, etc.
 - Pros: define a search easily by clicking on one of the predetermined categories ex) Reference – Libraries – Public
 - Cons: Websites must be accepted into the database "lists" in order to be found, time intensive as a user must "click" their way up and down the organization plan of the site.

- www.dmoz.com
- Looksmart: Sorts the Internet's content and arranges websites into directory, relevant and reviewed categories.
 - Pros: Good for multi-word searches and travel related information. Allows for searches of articles or related websites. Can sort results by a variety of options (date, relevance, publication name, length).
 - Cons: Searches for articles related to a topic, not websites (pro...?).
 - www.looksmart.com
- Yahoo: Sorts websites by categories, one of the most popular and useful search tools available.
 - Pros: Excellent for generalized searches, especially anything organized into categories such as companies or general information. Search via format ex) images only
 - Cons: Returns many results, sometimes not relevant to the search.
 - www.yahoo.com

Meta-search engines: These are search engines that search other search engines. Upon submitting a query, meta-search engines will search the results of other search engines to return the best results, i.e. a compilation of results.

- Dogpile:
 - Pros: will compile results from the most popular search engines such as MSN, Yahoo and Google. Can search via format (video, images, audio, etc.)
 - Cons: will return only the top 10 search results from each search engine, produces a browseable list of results however, the list may not be long.
 - www.dogpile.com
- Mamma:
 - Pros: very fast, good for general information and shopping (auctions, online shopping, etc.) results, usually very current, search by format (images, news, websites)
 - Cons: will return a browseable number of results, however, as such it may not return many results.
 - www.mamma.com

Indexes: Indexes search websites and then rank the results of a particular search via relevance. Relevance is determined by the number of times a particular word, keyword, address, title, description or phrase is found in a given website.

- Google: The most popular search tool on the Internet, it ranks its results by the number of links a particular website already has in order to determine relevancy.
 - Pros: accurate, very fast, good for specific searches, “I feel lucky” option, offers a Canadian version
 - Cons: returns too many results to review all of them
 - www.google.ca or www.google.com
- Hotbot: Allows for highly specific and personalized search strategies and limits (date, content, formats).
 - Pros: fast returns, good for broad specific searches, has a filter option
 - Cons: has a filter option, linked to Google therefore may duplicate results from elsewhere
 - www.hotbot.com
- Northern Light: Good for specific searches and arranges results by relevancy.
 - Pros: offers different perspective and searches than Google, search via different topics such as business, news, general searches.
 - Cons: requires registration and subscription
 - www.northernlight.com
- Ask Jeeves: Search tool that allows the user to ask any question as a search strategy. Uses a database of questions and possible answers
 - Pros: good for broad searches or if you have a question
 - Cons: may return many irrelevant and generalized results
 - www.ask.com
- Alta Vista: Results are determined by the discovery of keywords on webpages
 - Pros: Good for searching for images and sounds as these are listed in separate categories from text articles, very fast returns. Can search via format (sound, images, video, etc.)
 - Cons: results are sometimes not relevant as the search is governed only by the number of times a query keyword appears on a webpage.
 - www.altavista.com

PAC care, maintenance and troubleshooting

If you experience a problem with your computer or any of the PAC's, try these steps to remedy the situation. Even if the problem cannot be

resolved, you may still be able to diagnose the problem and suggest a course of action.

Before troubleshooting, be prepared to document every step you take, in order to describe and record what you have done or tried and what happened with each attempt.

The computer will not start:

- Ensure that all cables and connections are secure, serviceable and accounted for at each end.
- Ensure that the library has a power supply:
 - Check the UPS (Uninterrupted Power Supply). Note: only the computer tower, monitor and Linksys box are to be connected to the UPS.
 - Check breakers (especially after a storm), if possible. Have a contact number available if you do not have access to breaker boxes for the library or are unsure of how to operate one.
 - Ensure all power bars are turned on.

There is no Internet/Dynix connection:

- Check power on the router (purple Linksys box)
- Each PAC at your branch will have a connection port to the router, ensure that these cables are connected securely and are not damaged.
- For each port on the router, there is a corresponding row of 3 lights. These 3 lights must be active (alight). If not, there is no connection from the router to the computer(s).
- Ensure the WAN light is on. This can be found on the far right hand side at the rear of the router. Ensure that the WAN cable is connected securely and that the light labeled "WAN" is active. If the WAN is not active, the service provider (Sasktel) is experiencing difficulties. Contact HQ so that Sasktel can be notified.

Printer will not respond:

- First check the status of the printer: if there has been an error or a paper jam, inspect the warning lights to try and determine the problem. Know what each light, sequence of flashing lights or audible signal means for your printer. The solution could be as simple as refilling the paper tray.
- Ensure that all cables and connections are secure, serviceable and accounted for at each end. There must be a **power cable** from the *printer* to the *outlet* and a **connection cable** from the *computer tower* to the *printer*.

- Check the monitor for an error message. Sometimes print jobs fail to transfer from the computer to the printer, if so, an error message with instructions may appear.
- If the printer is only cycling blank pages: the toner container or cartridge may be empty and require replacement or refilling.

The monitor will not display an image:

- If there is a "colour test" displayed on the screen, re-set the monitor by pushing the second button from the left at the bottom right hand corner of the monitor.
- Ensure that there is power to the monitor:
 - Check that the power light is on
 - Listen for the "crackle" of static when starting the computer.
- Ensure that all cables and connections are secure, serviceable and accounted for at each end.
- Ensure that the brightness of the screen has not been adjusted.

Basic Search Techniques

Broad to narrow

- Good for beginning a search when it is unknown what type of material is available, or unsure where to begin on a topic
- begin searching with one broad topic ex) Railways, tourism, Canada
- use subjects, titles, authors, etc. from returned results to narrow your search
- **Pros:** will result in many returns on a single theme
- **Cons:** may return too many results to search

Narrow to broad

- Good for searching unique topics or when a specific item, author, etc. is desired
- start with several very specific subjects, authors, titles, keywords ex) *Castles of the North*, Hotels, Canada
- adjust backwards to less specific if no results are returned or try adding another search technique (see below).
- **Pros:** will find a specific item or subject quickly
- **Cons:** will not provide broad coverage of the topic, may not return any results

Use multiple search terms, plurals and synonyms

- ex) Cooking, cookery, cuisine, recipes

Check your spelling

Boolean

- And: includes multiple fields ex) Chrisholm, Barbara AND *Castles of the North*
- Or: search for either one subject or the other ex) baseball OR softball
- Not: Excludes one topic from searching ex) composers NOT classical
- Combination: Eisenhower AND President NOT General
- **Pros:** provides more control over results, can combine searches
- **Cons:** can provide too many results or not enough

Related subjects

- Find an item on a particular topic
- Use the subject indicators to narrow or expand your search
- Ex) search for Berton, *Vimy* will reveal subject expansion to World War, 1914-1918 – Participation, Canadian
- **Pros:** offers several other related subject searches and the potential for search expansion
- **Cons:** must find an item already on the topic

Ask Us!

- Still can't find what you're looking for? Ask Us is an online question and answer service where you can ask any question via e-mail, and a librarian will find the answer for you.
- Find this service at: <http://www.lib.sk.ca/askus/>

My Library on the Web Workshop Feedback Form

Completion of this form is voluntary and the information gathered will be used only to assess the quality and usefulness of the My Library on the Web Workshops.

1. Which workshop(s) did you attend?
 - Link to the Internet
 - Link to Software
 - Link to Literature
 - Link to Web Safety
 - Link to Quality Info.
 - Link to Genealogy
 - Link to Health Info.

2. At what skill level would you place yourself regarding computer and Internet literacy?
 - Never touched a computer before today
 - Beginner
 - Moderately skilled with computers
 - Expert

3. Did you find the workshop(s) you attended helpful in increasing your skills or knowledge of computer based information resources?
 - Yes
 - No

4. How did you feel about the content of the workshop?
 - There was too much information
 - There was just enough information
 - There was not enough information

5. Would you like to see the Workshop programs run again in the future?
 - Yes
 - No

6. Do you have any suggestions for future workshop themes or topics?

Thank you for completing this feedback form, your participation in the Workshop and feedback are greatly appreciated. If you have any other comments please use the back of this sheet.

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