

welcome to your Saskatchewan e-library services and resources



Link to Literature... Workshop

Introduction and welcome

Review: Assess the participants' current computer skill level and previous experience with library catalogues and/or *Gateway*. Assess required emphasis for learning.

What: What participants will learn in the workshop is how to search Southeast Regional Library's Catalogue as well as how to search all the public library holdings in Saskatchewan using *Gateway*.

Where: Participants will use the information learned here whenever they search for an item at any of Southeast Regional Library's branches and across the province anywhere *Gateway* can be accessed.

Why: Participants need to know this information so that they can effectively search library catalogues across Saskatchewan for information they require for educational or recreational needs.

Gateway

1. 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
2. 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

1. Access the catalogue

- 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.

2. 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, 1914-191

- **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.

3. 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.

Searching for books online

Searching or shopping for books online can be easily done on websites such as Chapters-Indigo and Amazon.ca. These sites offer a variety of methods to search for books such as title, author, keyword, ISBN, publisher, best seller lists, recommendations, award winners and others.

Checking these websites may also help to verify the exact title, author or other publishing information about a particular title. Don't forget to check the library catalogue with this information too!

1. Amazon.ca

- Amazon.ca is a purely online business – it does not have any physical “stores” that a person can physically walk into. All of its business is conducted online making its website very user friendly.
- Amazon.ca is particularly useful for its book reviews. With many of its available titles Amazon.ca will include both professional and customer reviews and plot summaries.
- Amazon.ca also contains a very useful function by “clustering” its items. Items with related topics, authors or subjects to the one you have searched for are indicated on the results page.
- www.amazon.ca

2. Chapters-Indigo

- Chapters-Indigo is one of the largest retail book chains. Besides offering online ordering, this website can indicate what items are currently in stock if you prefer browsing the shelves.
- This site contains useful searches such as the ability to search by subject (book category), format (paperbacks, hard cover, etc.) and even price!
- Chapters-Indigo has a wide variety of search methods available making keyword searching less necessary.
- www.chapters.indigo.ca

Using a database

Literature Resource Center. This database contains biographies, bibliographies and critical analysis of over 90,000 novelists, poets, essayists, journalists and other authors. Many entries will include a complete list of works written by a particular author.

- Access the Literature Resource Center from Southeast Regional Library's e-library services page

- Search via title, author by type (genre searching), keyword or a literary-historical timeline.
- Results include a brief biography, career highlights, lists of works, review articles, further readings about the author, contact information and even personal information such as hobbies.

Basic Search Techniques

1. 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
2. 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
3. Try synonyms or plurals
 - ex) Cooking, cookery, cuisine, recipes
4. Boolean (and, or, not)
 - 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
5. 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

6. Ask Us!

- Still can't find what you're looking for? Saskatchewan Libraries: 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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