



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.

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

**Prepared by James Richards, Branch Supervisor
Southeast Regional Library**

49 Bison Avenue
Weyburn, SK S4H 0H9 (306)848-3100

© 2005, Southeast Regional Library

Saskatchewan Libraries are free to use this material providing proper credit is given.
All other potential users shall contact Southeast Regional Library.