

# MANUAL LIBRARY CATALOG

This short manual will help you to find your way in the library catalog. The catalog is an index to the collection of the Nyenrode Library. It helps you to search for all publications available in the Nyenrode Library, including books, journals, journal articles, theses, annual reports, cd-roms and reference material.

You will find the Nyenrode Library Catalog on the Library website:  
<http://library.nyenrode.nl>

## SEARCHING FOR PUBLICATIONS

To search for publications the Library Catalog offers different search methods: Keyword, Browse, Subject and Expert. You can select your search method in the upper frame of the catalog.

Use this search method:	When you want to:
Keyword search	A keyword search enables you to search on a word or a combination of words in the entire record or in specific fields such as author, title, subject etc.
Search by Type of Material	A search by type of material enables you to perform a keyword search limited to a specific type of material
Browse search	A browse search enables you to scroll through an alphabetical index. Some of the indexes available are the author index, the title index and the subject index.
Subject search	A subject search enables you to search for relevant subject terms. Initially you will be presented with a list of subject terms. By clicking on one of them you will find all documents linked to this subject term.
Expert search	An expert search allows the experienced user to build sophisticated searches using search categories (fields), keywords, Boolean operators (and, or, not), precedence, proximity, and truncation.

The first three of these are explained in more detail:

## KEYWORD SEARCH

**Keyword Search**

Words:  Search Type:

**Search limit**

Publication Date  -

1. Select (a) field(s) on which to search by clicking the down arrow of the pull-down boxes labelled Search Type and highlight the desired type.
2. Type the term(s) to be searched in each text box labelled Word.
3. Select one or more logical connectors, or operators to combine your keywords, and highlight the desired logical connector.
4. Enter the year(s) of publication under search limit (optional). Please note: you must fill in both the start date and the end date, i.e. 1997-2007.

### Types of Keywords

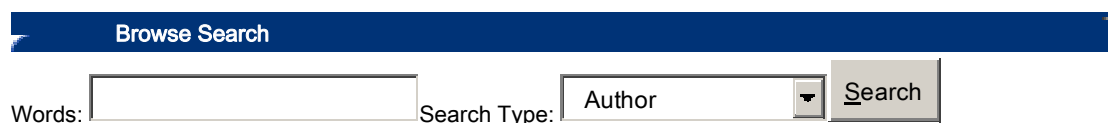
The following types of keywords can be used:

- **Alphanumeric:** for example, 1900s
- **Numbers:** for example, 1984
- **Words truncated with an asterisk (\*):**  
for example, **farm\*** would retrieve **farm, farms, farmer, farming**, or any other word starting with farm.
- **Words containing a question mark (?) to represent a single, wild card character:** for example: **colo?r**, would retrieve **color** and **colour**
- **Word list:** for example, civil war
  1. There is an AND between terms in the word list
  2. There is no order to the terms in the word list
  3. Word lists can include Boolean operator symbols & (AND), + (OR), or - (NOT). **Example:** cats & breeds – Siamese

### SEARCH BY TYPE OF MATERIAL

The catalog enables you to limit your search by type of material (e.g. book, theses or journal article). To do so click on the relevant link at the left side of the screen. This works only with Keyword Search. When you start a new search you have to renew this option too.

## BROWSE SEARCH



Words:  Search Type:

1. Select a search field by clicking the down arrow in the pull-down list box labelled Search Type (e.g. Author, Title, Subject, Publisher, Location) and highlighting your desired choice.
2. Type a search string such as a title, author, or location
3. Click the Search button or press the Enter key.

## SEARCH HISTORY

By clicking on 'View History' in the upper frame you will be able to view a list of searches you've performed. In this screen you may also modify or resubmit a former search. Please note: the Search history doesn't include search limits.

## VIEWING AND SORTING RECORDS

After you've entered your search a title list will appear, containing brief information about each title. Above the title list you have the option to sort the titles by publication date, author, title or location.

You can view the full description of a publication by clicking on the button 'Full'. To view the location and the status of a book please click on the button 'Items'.

Some parts of the records are hyperlinks, e.g. author and subject. By clicking on these hyperlinks you will be able to navigate to other publications that have the same author or subject.

## SAVING, PRINTING AND E-MAILING YOUR SEARCH RESULTS

During your searches you can save records by selecting them (activate the check box) and saving them to the cart (click on Save to cart). You can access the cart by click on the link 'Cart' in the upper frame. The cart enables you to print, save and e-mail the selected records at your convenience.

## SAVING & LOADING YOUR SESSION

You can save your session (Search History and the contents of your Cart) and retrieve it at a later time.

Saving a session:

1. At the end of a session, *before* logging out, click on 'Save/load Session' in the upper frame. The Session Management screen appears.
2. Record the Current Session ID number, *or* if you want to email yourself a message with the session ID in the subject line, click the email link.
3. Click the 'End and Save Session' link. Your session is now saved.

Loading a session:

1. Click the 'Save/load Session' link in the upper frame and the Session Management screen appears.
2. In the Load Session text box, type or paste the session ID that you want to load.
3. Click the 'Load Session' button. A message appears on the Session Management screen, informing you that your session has been loaded. The Search History and Cart for the loaded session will be available.

## **REQUESTING BOOKS**

The Library Catalog enables you to request books. Just click on the 'Request' button and the request form appears. If the book is out on loan you will receive a notice as soon as it's available. If the book is available please collect it at the Nyenrode Library within 10 days. You can check the status of the publication by clicking on the button 'Items'. Please note that journal articles cannot be requested using the library catalog.

## **PATRON INFORMATION & RENEWING BOOKS**

The Library Catalog enables you to view your patron information and to renew the lending period of your books. In the left frame you can access your patron information:

- Patron ID: fill in your barcode without interspacing (see library card or back of student/staff card; if your barcode starts with '3462' please ignore these first 4 numbers).
- Password: fill in the barcode once again.
- Click on 'Submit'.

*(Staff members who do not have a library barcode can request one at the information desk in the library, ext. 1310, e-mail [library@nyenrode.nl](mailto:library@nyenrode.nl).)*

Now you can see your options: 'Circulation Activities' and 'Account'.

'Circulation activities' will give an overview of your checked out books and your requests.

'Account' will give an overview of any outstanding fees.

In order to renew the lending period of your books:

- Activate 'select for renewal' for each title
- Click on 'Renew'

Renewal is only allowed for book which are not already 'overdue' and which are not requested. If a book is 'overdue' contact the library for renewal of the loan period.

## **QUESTIONS?**

If you have any questions, please consult the library staff, telephone 0346-291310, e-mail: [library@nyenrode.nl](mailto:library@nyenrode.nl).

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## FREQUENTLY ASKED QUESTIONS

### **When I try to access my patron information an error message appears: 'invalid user ID or Password'.**

Suggestions:

- If your barcode starts with '3462', please ignore these first 4 numbers.
- The barcode should be entered without any spaces.
- If your barcode contains an 'X', please enter a capital 'X'.
- If these suggestions have no result please consult the library staff.

### **Can I limit my search to only books or only journal articles?**

Yes, keyword search enables filtering on format. Click on the appropriate format at the left side of the screen under **Search by type of material**.

Now you can perform a keyword search limited to a specific type of material.

### **I cannot renew my checked out books, because they are overdue.**

Please contact the library staff. They will be able to renew overdue books for you, unless another patron requested them.

### **How can I refine or modify my search (without typing it all over again)?**

Click on 'View history' in the upper frame. Scroll down to the search you want to modify and click on the button 'Modify search'. Now you can edit your search terms and click on 'Search' again.

### **How can I navigate back from a full record to the title list?**

Use the back-link in the screen or the back-button of the browser.