OPAC (Online Public Access Catalog) Tutorial for The Archbishop Iakovos Library

Entering the OPAC from the Library’s Home Page:

http://www.hchc.edu/library

Select the link “Catalog”. This will bring you to the catalog’s basic search page:
Basic Search Screen:

Basic Searching: By clicking the drop-down menu at the right of the search box, various basic search options are made available:

- **Words or phrase**: offers broadest search results, essentially a **keyword** search
- **Author**: last name, first name, capitalization not required
- **Title**: full or **first** part of title
- **Subject**: controlled vocabulary (subject terms are those of Library of Congress Subject Headings and often are not identical with common terms)
- **Series**: search by series title brings together all publications under that series (i.e., Ancient Christian Writers)
- **Periodical Title**: search results are only the **title** of the periodical not for any abstract or full-text article within the periodical (i.e., the title *Speculum* results in showing only the volumes held by the library and their location)

Sample Author Search:

An author search for Jaroslav Pelikan is typed in the search box as “Pelikan, Jaroslav”. Select **Author** from the search menu box as seen above. A list of results appears as seen in the screen below. Above the first result is the total number of items found from the search and the number of screen pages of results. You can navigate pages sequentially or select specific pages. The **call number** (following the Library of Congress classification scheme) for each item and the **number of copies** that the library holds and the **location** of each copy is found under the name of the author. Boxes at the right of the screen offer two options:

- **Google**: this leads to the Google page with a list of results for the same author search.
- **You Found Titles in Categories**: selecting any one of these links displays your search results by that particular subject category.
From among the 32 results for Jaroslav Pelikan as an author, you may wish to limit your results by scrolling to the bottom of the screen and selecting one or more of the available options as seen below and then resubmit your search:
After selecting the result you want, click the title of the item to open the record:

Two views for the item are available. The first or Item Information tab provides basic information for the item such as title, author, publication information, number of pages, etc., and how many copies are available in the library and their location (Theological & Periodical Collections – 2nd Floor; Reference Collection & Rare Books–1st Floor; General Collection-Ground Floor). In addition the call number is given at the lower left. If there is an URL link, as in the above example, this leads to the Library of Congress’ source for
the book’s table of contents as well as to the Library of Congress’ full catalog record for the item.

The **Catalog Record** tab exhibits the fuller bibliographic record for the item where the blue data in the fields are links to other items associated with those terms elsewhere in the catalog. The linked terms in the box to the left are for browsing related items found in this particular record by various topics or terms. Note the **Keep** button. By selecting this, you can add this record (along with others) into a **Kept** file where records may be gathered, sorted, viewed, printed or emailed as seen below:
The above procedures can be similarly employed in the basic search mode for title, series and periodical title. Keep in mind that when searching a periodical title, type in the periodical title only, not the title of any abstract or article within the periodical. The periodical search results in a list of the volumes held by the library appearing to the left of the screen while at the right is the number of copies of each volume, their item type and location within the library. Below is an example for the periodical entitled *Traditio*.

Subject searching employs specific words or phrases, that is, it is a controlled vocabulary based upon Library of Congress terms. You need to use the correct vocabulary for a subject search. If you use a word that is not part of the accepted vocabulary, you will often get a list of results of related terms that are hyperlinked. You can select one of these relevant terms that lead to a list of search results for titles in your subject. For example, typing the word “iconology” in the basic subject search results in a list of related accepted terms from which to choose to further your search:
By clicking the **Power Search** link below the basic search box, this enables you to create a power or advance search:
Power (Advance Search):

Use the **Boolean** operators **And**, **Or**, **XOR** (i.e. either or), and **NOT** when searching more than one different field (i.e. Author and Subject) or more than one identical field (word or phrase and word or phrase) to limit, expand or refine your searches. A power search enables you to create a more complex and refined search by searching simultaneously in different fields of records (i.e., searching simultaneously for “Cormack, Robin” in the author field **AND** “Byzantine” in the subject field will result in all records that include both Robin Cormack as an author and any subject described as Byzantine). The Boolean operators are explained as follows:

**AND**: to narrow results to only those records that contain both terms (i.e. Byzantine and Church)
**OR**: to expand search using similar terms (i.e. Byzantium or Constantinople or Istanbul)
**XOR**: to search for mutually exclusive terms (i.e. either Constantinople or Istanbul)
**NOT**: to limit a broader search (i.e. Constantinople but not Istanbul)

It is important to realize that you can use the Boolean operators in the basic search mode as well.
In the Power Search mode, be aware of additional options for **browsing** the catalog or search or browse by a *known* call number of an item:

After selecting the **Browse** option, you can type in any term or phrase and browse by that term alphabetically through the collection’s holdings by either author, title, subject, series or periodical title.

When using **Call Number** browsing, type in an item’s call number (with an option for selecting the type of item or format and location within the library) to learn what other items are near this item and share similar subject matter:
Your Library Account:

You can view and update information concerning your personal library account. Select the **My Account** link found in the menu bar on the search pages:

![My Account Screen](image)

This will open the page where online you can either review your account (the materials you have checked out); renew your checked out materials online without having to come to the library; or change your PIN:

![My Account Review Screen](image)

To carry out these activities, such as renewing materials online, you will first be prompted to supply your ID (the 10 digit number found on your School ID card [including the 5 preceding zeros]) and PIN as shown in the screen below:

![Login Screen](image)
Interlibrary Loan Requests & Library Order Recommendations:

One can request interlibrary loan materials online and make recommendations for the Library to purchase materials online as well by selecting the **I Need Material** link from the menu on the search page of the catalog:
Select the **Interlibrary Loan** link and fill out the electronic form as much as possible, including your User ID (the 10 digit number found on your School ID card [including the 5 preceding zeros]), then select the **Send** button to submit your request. Follow the identical procedure for submitting the electronic **Recommend to Order** form.

For more information on loan periods and renewal limits, see the **Circulation Policies** listed on the Library’s home page:  
http://www.hchc.edu/library/circulation_policies

For further information or assistance, contact one of the Library staff members. Names and contact information are found on the Library’s staff page:  
http://www.hchc.edu/library/staff