

Enquiry

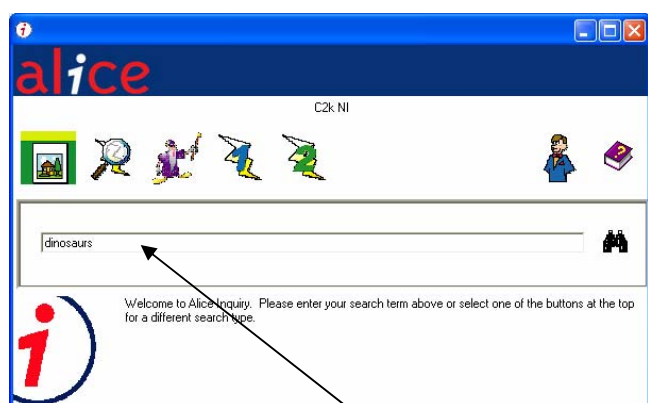
Introduction

- Click on **Start > All Programs > Library**
- Click on **Library Enquiry**.

Note: As with many programs on C2K computers, Inquiry can take a few minutes to load (especially in the Junior school).

The Initial Search Screen

The following dialogue box appears with a number of different tools on its toolbar.



Quick Pic Module – **search by pictures**



Access **Book Wizard**




Quick Search – **one word search**



Quick Search - **two-word search**

Standard Search

By simply **typing a word or phrase** in the box provided and either pressing **<Enter>** or clicking on the search button (**Binoculars** ), a results screen displays the closest match and the way in which it was found.

(see next page)

Standard Search – Step by Step

Step 1: The Results Screen

In this case the Subject heading “**Dinosaurs**” was entered in the box.

You can choose to pick from among the icons displayed on the right of the window to find out a lot of information about all the matches that ALICE has found on the search words entered.



The **View button** opens the next screen in Inquiry **giving more information about what is highlighted**.



The **Include button** adds a highlighted term for use in a **complex (Boolean) search using more words**.



The **Scope button** allows you to **restrict searches** to a particular type of search eg search by author.



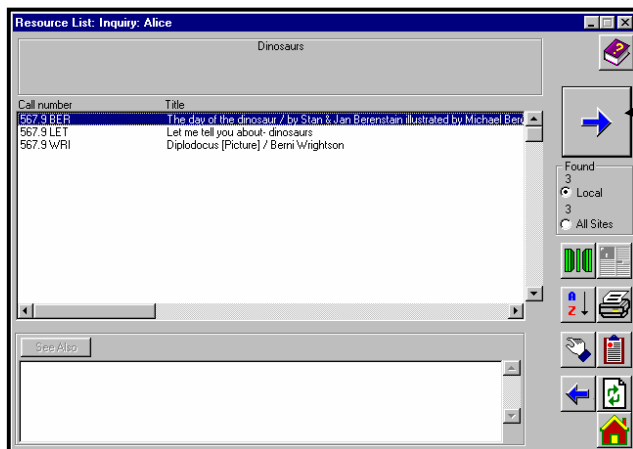
The **End button** ends the current search and **returns the user to the initial Inquiry screen** ready to begin a new search.

Step 2: Title Matches Screen

From the previous screen illustrated press <Enter> or clicking the **Blue Right arrow** on screen will **move to the next screen**

This screen **displays all titles (and their associated call number) matching the search word** requested in Step 1.

The buttons on this screen are described below.



To move to the next screen (step 3) for full details of each book – select a book and click the View button (blue arrow pointing right).

Other useful buttons



Restrict results to those not currently on loan



Sort – sorts the title results into call number order



Print – prints a bibliography report of the titles



Return – go back to previous

Step 3: The Bibliographic Details Screen

This screen provides the most detailed information for a selected title and provides access to copy information as well as specific subject headings used to catalogue the item.

Most importantly, this screen shows the item's availability.

Borrowers can immediately tell **whether a book is available or on loan.**

The screenshot shows a web interface for a library catalog. The main content area displays the following information:

- Title:** MACMILLAN ILLUS. ENCYCLOPEDIA OF DINOSAURS AND PREHISTORIC ANIMALS / COX, BARRY
- Authors/Names:** COX, BARRY
- Edition:**
- Publisher:** LONDON : GUILD, 1988
- Country of origin:**
- ISBN:** J000000200
- Control No.:**
- Department:**
- Acquisition:**
- Average Rating:** (No Reviews)
- Physical description:** 312p, illus.
- Notes:**
- Suitable For:**
- Curriculum Areas:**

On the right side, there is a 'Copies' section showing 'Available: 1 of 1' and 'JRE 560 COX'. Below this is a 'Subjects' section with various icons. At the bottom right, there is a navigation bar with icons for 'HOME', 'FIVE', and 'BACK'.

Annotations:

- An arrow points from the 'Available: 1 of 1' text to a box: "It also shows whether the book is in the Senior or Junior Library, as well as its shelf location."
- An arrow points from the 'FIVE' icon to a box: "Click on icon **FIVE** to read any **Reviews** that have been written by students about this book."
- An arrow points from the 'HOME' icon to an oval: "Click **HOME** to return to the start of"
- An arrow points from the 'BACK' icon to an oval: "Click here to **go back** to previous page"