

# Iluminar Orientation Guide

## Using the Splash Page

The Splash Page is a “three panel display.”

The “Login” (**left**) panel lets you login to the library’s catalog.

The “Content” (**center**) panel includes:

- **Search Area** – including the Quick Search bar and the advanced search button



- **Showcases** – the *What’s New* showcase is used to highlight new items with a scrollable panel of book jacket illustrations for showcased items. Click an item in the panel *once* to view *brief* information (title and author) for the item. *Double-click* an item to view the Full Record Display for the item.

- **New and Awarded searches** – let you perform a pre-formatted search with a single click. A new tab opens to show the criteria for the search. Clicking on DVDs under New, for instance, automatically searches for all new DVDs.

The “Information” (**right**) panel shows the library’s hours, events, and RSS News feeds.

## Searching

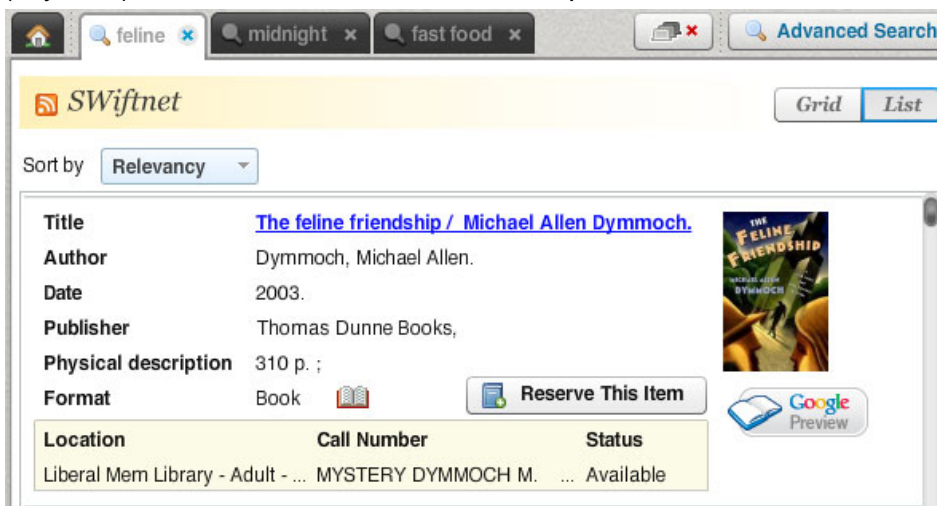
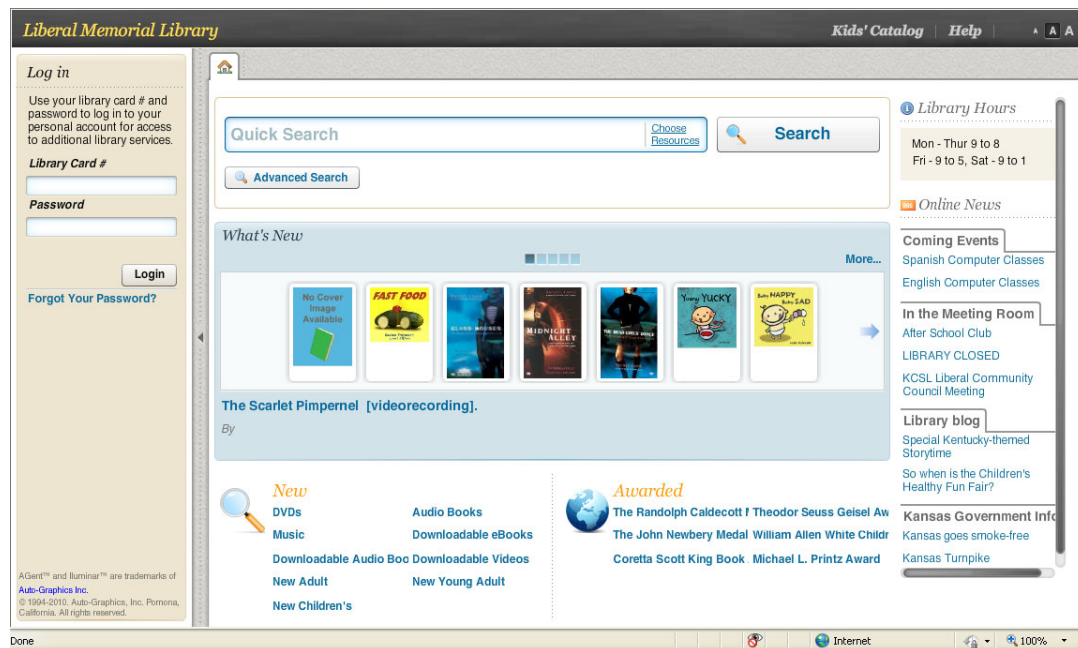
The Iluminar interface provides both Simple (keyword) Search and Advanced Search capabilities. It uses a “tabbed” display that allows you to submit and navigate between *multiple* searches. Each time you submit a search, a *new* tab is added for the search.

- Click a search tab to view the search.
- Click the  icon on a search tab to close the search.
- Click the  button to close *all* search tabs.

### Quick Search (Keyword Search)

Keyword Search is the *broadest* search method. It lets you search all indexes (**Title, Author, Subject, Notes**) to find items based on the keywords you enter.

You can use *one or more* keywords as your search term. When you use *two or more* words in a search term, the system searches for items that contain *all* the words. Enter your search term in the **Quick Search** text box, then click the button to submit your search.



## Advanced Search

### 1 Enter Search Terms

Advanced Search lets you create *complex* searches. You can use *up to three* search terms and the logical functions **And**, **Or** and **Not**.

- **And** - Finds items that contain the 1st search term **And** the 2nd search term.
- **Or** - Finds items that contain the 1st search term **Or** the 2nd search term.
- **Not** - Finds items that contain the 1st search term but **Not** the 2nd search term.

You can select a *separate* search index for *each* search term. You can also add *search qualifiers* to your search. Search qualifiers let you limit your search results to items of a selected media, form, language and/or publication date. You can use one or more qualifiers on any Advanced Search.

### 2 Add Search Qualifiers

- **Locations** - Lets you limit your search to *selected* locations in the library. You can narrow your search by choosing any location listed.
- **Format** – Lets you limit your search to items in a specified media format (Books, Computer Files, etc.).
- **Language** – Lets you limit your search to items in a specified language.
- **Material Type** – Lets you limit your search to items of a specified material type (Books, CD, DVD, etc.).
- **Year of Publication** – Lets you limit your search to materials published during a specific year, multiple years or a range of years.
- **New Items** – Lets you limit your search to items added to your library's collection within a specified time period.

### 3 Choose Resources

Unless changed, the search will be limited to items our library owns. You can broaden your search to include other libraries. You can also search any of the databases listed. Click the box beside whichever of the resources you want to include in your search.

The screenshot displays the 'Advanced Search 1-2-3' interface. It features three main columns:

- 1 Enter Search Terms:** Contains three search input fields with the terms 'genetics', 'cloning', and 'dolly'. Each field has a dropdown menu for 'Contains ALL of these words' and 'All Headings'. Logical operators 'OR' and 'AND' are available between fields. A 'Remove Last Search Option' button is at the bottom, along with a 'Clear Fields' button.
- 2 Add Search Qualifiers:** Includes sections for 'Locations' (Liberal Memorial Library), 'Format' (All Formats), 'Language' (All Languages), 'Material Type' (All Material Types), and 'Year of Publication' (All). A 'New Items' section is set to 'All items'. A 'For Reference Databases' section has a checked box for 'Limit to full-text articles'. A 'Clear Fields' button is at the bottom.
- 3 Choose Resources:** Lists various resources with checkboxes. 'All Resources' is expanded, showing 'Swiftnet' (checked), 'Account Login Liberal Memorial Lib', 'Liberal Memorial Library website', 'My Account', and 'My Circulation Information'. Other sections include 'Find it in another library' (unchecked), 'Interlibrary Loan' (checked), 'Encyclopedia' (checked, with 'WorldBook Advanced' and 'WorldBook Encyclopedia' checked), 'Best for Kids' (unchecked), 'Business & Technology' (unchecked), and 'Computer Database' (unchecked). A 'Clear Fields' button is at the bottom.

The interface also shows a browser window with tabs for 'ght', 'fast food', and 'genetics', and a search bar with 'Advanced Search' and 'Quick Search' options. The title bar reads 'Advanced Search 1-2-3' and a 'Search' button is visible in the top right.

## Viewing Search Results

### Search Results Screen

The Search Results screen can be viewed in two formats:

- **List Format:** Shown when the **List** view button is selected. It displays each item's most important information in a single column.

- Click a **Title** link for an item to view the Full Record Display and see other options.
- Click on the drop down next to **Sort by** to change the sort.
- Click on **Reserve This Item** to place a hold

- The bar containing **Location**, **Call Number** and **Status** lets a patron know where the item is and if it is available.

If there isn't a Location bar listed that means the item doesn't belong to our library.

- **Grid Format:** Shown when the **Grid View** button is selected. Displays an item's information as a single line, and shows small icons indicating the **Format** (media type), the **Title** and **Author**, and the **Date** of publication and **Publisher** for the associated item. If you click on **Availability**, you can see location information for the associated item.

- You can sort the list by clicking any heading. When you choose to load more items, the *new* items are inserted into the list in the current selected sort order.

- You can *rearrange the order* in which the columns are shown by dragging the column head to the preferred column position. The *new* column order is saved with the preferences for your account.

- You can *resize* any column. Place the cursor at the edge of a column head, and drag left or right to widen or narrow the column. The *new* column width is saved with the preferences for your account.

- Double-click an item to view the Full Record Display.







Format	Title	Author	Date	Publisher	Rating	Availability	Preview
	Cat womer	---	c2007.	Seal Press	☆☆☆☆☆	Online Con	
	The cat in t	---	1992, c198	Random H	☆☆☆☆☆	1 Available	
	The cat wh	Gethers, Pe	c2001.	Broadway E	☆☆☆☆☆	1 Available	
	A cat for yc	Blackaby, S	c2003.	Picture Wir	☆☆☆☆☆	1 Available	
	A cat name	Jordan, Wi	2002.	Boston : H	☆☆☆☆☆	1 Available	
	A cat abroe	Gethers, Pe	1993.	Crown Pub	☆☆☆☆☆	1 Available	

showing 50 out of 756 titles found in Swiftnet

- **Viewing and Printing Locations in Grid format:** When the Search Results screen is displayed in “grid” view the **Availability** column shows a button.
  - Click the **Availability** button to view a list of locations for the associated item. A “popup” window shows the title and author of the item, and a list of locations for the item.
  - Click the **Print** link to print the list of locations.
  - Click the **See Full Record** button to view the Full Record Display for the item.
  - Click the **Request This Item** button to submit a request to borrow the item through interlibrary loan.

## Format Icons

The “Media Type” icons in the **Format** column of “grid” view search results lists and in the **Format** field of “list” view search results lists indicate the media in which the associated title is available.

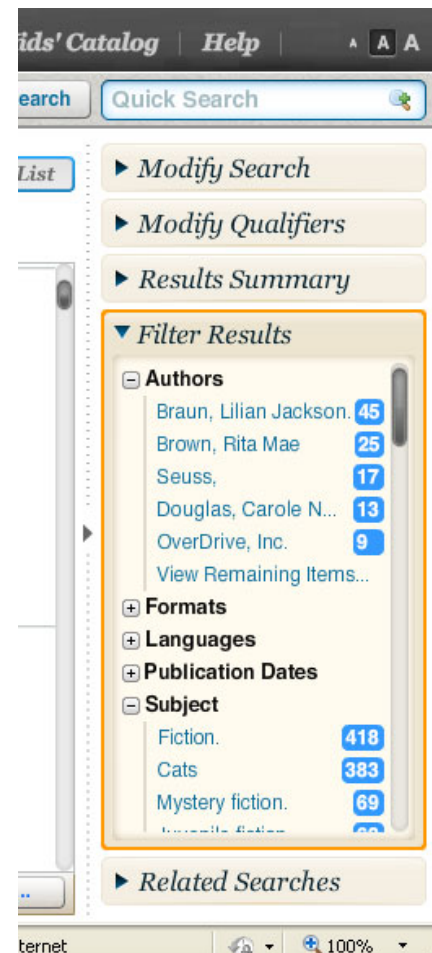
 <b>Archival Mixed Materials</b>	 <b>Books</b>	 <b>Computer Files</b>
 <b>Maps</b>	 <b>Music</b>	 <b>Music Scores</b>
 <b>Non-musical Sound Recordings</b>	 <b>Serials</b>	 <b>Visual Materials</b>

Search results lists for some Reference databases may include icons indicating that a “full text” version of an article is available (F), that an “abstract” of an article is available (A), or that “citations” are available for an article (C).

## Modify Search Results

You can modify your search results using any or all of the following features and functions:

- **Modify Search** – Lets you add, edit or delete search words, and change index selections
- **Modify Qualifiers** – Lets you add or remove qualifiers for your search, such as Location, Format, or Material Type
- **Results Summary** – Lets you modify which resources are being searched, such as our library, other libraries, and/or databases
- **Filter Results** – Lets you limit search results based on a selected filter (**Author, Language, Subject**, etc.)
- **Related Searches** – Lets you perform “follow-on” searching by selecting a related topic from the list provided



The screenshot shows a library catalog interface with a search bar and a sidebar menu. The sidebar menu includes options like "Modify Search", "Modify Qualifiers", "Results Summary", "Filter Results", and "Related Searches". The "Filter Results" section is expanded, showing a list of authors and subjects with their respective counts. The authors listed are Braun, Lilian Jackson (45), Brown, Rita Mae (25), Seuss (17), Douglas, Carole N... (13), and OverDrive, Inc. (9). The subjects listed are Fiction (418), Cats (383), and Mystery fiction (69). The interface also shows a "Quick Search" bar and a "List" button.

## Full Record Display

A Full Record Display is shown when you double click on the title of an item

There are three tabs:

**Publication Info:** shows complete bibliographic information for the item

**Where To Find It:** shows the location of the item

**Review:** shows reviews of the item written by other library patrons or staff members.

The screenshot shows the 'Full Record Display' for the book 'This time together : laughter and reflection / by Carol Burnett. by Burnett, Carol.' The interface includes a navigation bar with 'Liberal Memorial Library', 'Welcome \*\*\* Logout', and 'Kids' Catalog Help'. A search bar at the top right contains 'this time together carol ...'. The main content area features a 'Back to Results' link, the title 'Found in: SWiftnet', and a 'Previous Next' navigation. The record itself has three tabs: 'Publication Info', 'Where to Find It', and '1 Review'. The 'Publication Info' tab is active, displaying details such as Format (Book), LCCN (2009041090), ISBN (9780307461186), Author (Burnett, Carol), Title, Edition (1st ed.), Publisher (Harmony Books), Date (c2010), and Description (xiv, 267 p. : ill. ; 25 cm.). A 'Contents' section lists various items from the collection. On the left sidebar, there are sections for 'My Lists', 'Recent Searches', and a list of search results. At the bottom of the record, there are buttons for 'Add to My List', 'Email Record Inform...', 'Print Record Inform...', and 'Reserve This Item'. A 'Review This Item' button is also visible, with an arrow pointing to it.

Use the *Previous* and *Next* links at the upper right of the screen to see the previous or next title from the search results list

Click on any link in the record to search for all items fitting the selected term. (Author, Subject, etc.). For instance, click the author's name to see all other books by that author.

Click the *Back to Results* link at the upper left of the screen to return to the Search Results screen.

**Add To My List** – Lets you add the *current record* to *one or more* lists associated with your account

**Email Record Information** – Lets you email a copy of the record to yourself or another party

**Print Record Information** – Lets you print a copy of the record

**Reserve This Item / Request This Item** – Lets you reserve one of this library's items or submit an interlibrary loan request for something our library doesn't have

This screenshot is similar to the one above, showing the full record display for the same book. However, the 'Review This Item' button is highlighted with an arrow, and the 'Add to My List' button is also visible. The 'Contents' section is more detailed, listing various items from the collection. The interface elements are consistent with the previous screenshot, including the navigation bar, search bar, and sidebar.

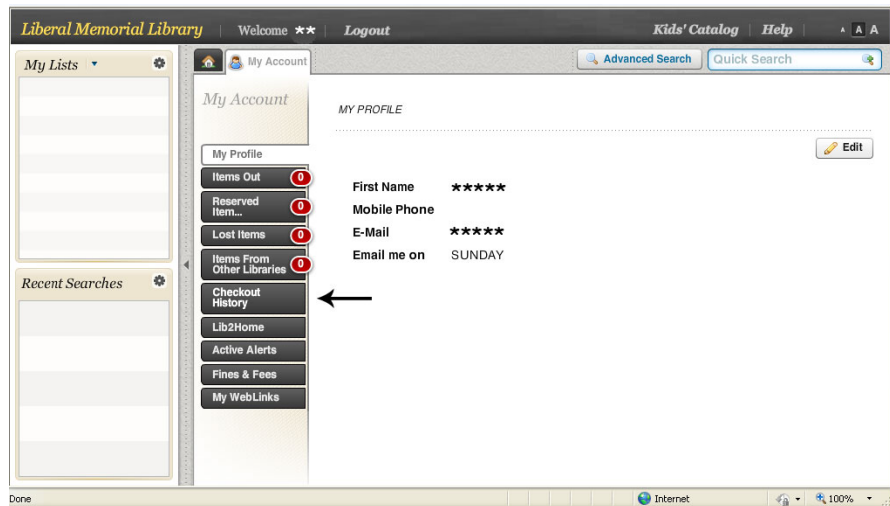
**Suggest This Item** – Lets you submit a suggestion to the library to *add the title* to its collection

**Review This Item** – Lets you *add a review* for the title for viewing by other library patrons

## My Account

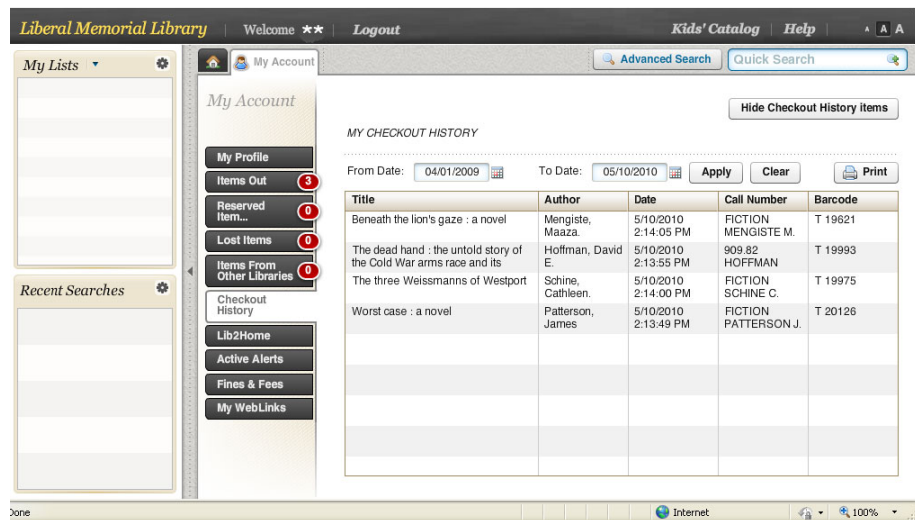
The **My Account** tab lets you view and edit personal information in your user record, and access other information associated with your account.

- **My Profile** – Use **My Profile** to update your email address and change what day of the week you would like to receive emails.
- **Items Out** – Lets you view a list of items checked out to your account from our library and renew checked out items



- **Reserve Items** – Lets you view a list of items for which you have a reserve
- **Lost Items** – Lets you view a list of items registered as “lost” against your account
- **Items From Other Libraries** – Lets you view a list of items checked out to your account through *interlibrary loan*

- **Checkout History** – Lets you view a record of items you have checked out through your library
- **Active Alerts** – Lets you view, add, edit and delete searches used with your library’s **Active Alerts** feature



- **Fines & Fees** – Lets you view your current **Fines & Fees** balance
- **My WebLinks** – Lets you view, add, edit and delete links to other web sites

## Items from Other Libraries

The **Items From Other Libraries** screen lets you view a list of items requested by or checked out to your account through interlibrary loan. Each line in the list shows the following information:

- The **Title**, **Author** and **Pub. Year** (year of publication) of the requested item
- The system-assigned **Request ID** number
- The date and time at which the **Request** was submitted
- The current **Status** of the request