

# **Searching in Amlib Training Guide**

**Version 5.4**

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# Basic Searching in Amlib

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## Search Basics

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### Keyword Search

Looks for words **anywhere** in the record.

- These Keywords are usually applied to a particular search – for example. Title Keyword Search to find any word in a Title. For example searching for a Title of Factory will find:
  - The Potato Factory
  - Charlie and the Chocolate Factory
  - A Factory of cunning
- A Keyword search across **any** Search (for example, Title, Notes, Subject, Author, Series) may retrieve a large number of results but may be useful for more unusual terms or for a combination of terms
- There are usually some “Stop words” that are not searched
- Keywords are applied to Catalogues because they are tied to an Authority Keyword code. For example Subjects are usually searched because of the “S” Keyword code applied to Subject Headings (any 6xx tag). *Therefore any item that does NOT have a catalogue **cannot** be searched via a Keyword search....!*

### Browse Search

Looks for words only at the **beginning** of the record

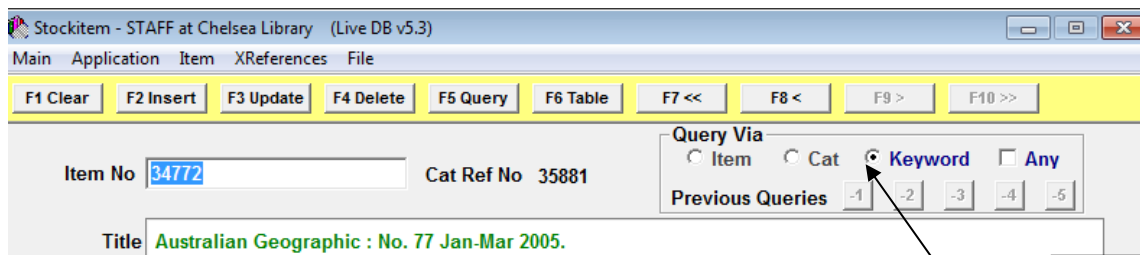
- There are often Filing rules that apply as part of the record (for example, ignore A, An, The at the beginning of the record). This is embedded in the Catalogue record by the indicators
- These Browse or exact search find only terms at the start of the record – for example. A Title Browse Search to find a term at the beginning of a Title. For example searching for a Title of Factory will **ONLY** find Titles with the term Factory at the beginning:
  - A Factory of cunning
  - The Factories of the future
  - Factory life
- Useful when wanting to find an exact title For example, typing Potato Factory in a Browse search will only find those Titles beginning with those terms and not anywhere in the title....Usually the results are more exact
- Problems may occur if the person searching is not sure of *exactly* they are after...

### Netopacs

Can be designed to include Keyword or Browse searching or a combination of both. This is dependent on how it was setup and compiled. The resulting configuration file contains the Keyword codes used for Keyword searching or the Marc Tags that is used for the Browse search. The file is in the same folder as the designed pages – for example ReserveOn.ini found with the MainMenu.htm etc.

# Basic Searching in Amlib

## Searching for StockItems



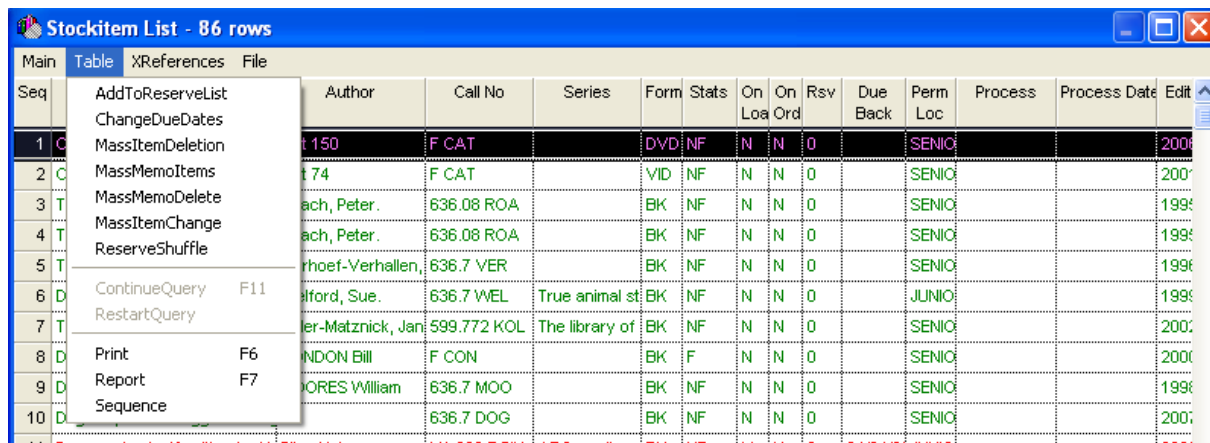
A great place to search via Keyword or Browse

### Query via:

1. Item - Browse search for data displayed within the Stockitem record
2. Cat - Browse search for data displayed within the Catalogue record
3. Keyword – Searches any keyword using the line the Search Term was entered (the six lines available within Stockitem are usually Title, Author, Subject, Series, Publisher or Call No). Typing in the Subject line will search only Subject keywords.
4. Any - Searches for any keyword for example: Even if the Search Term was entered in the Title line, the keyword will be searched across ALL Keyword codes in Title, Author, Notes, Subject etc.
5. Previous Queries - The last 5 searches are kept in case they need to be re-performed. Use the -1 to -5 buttons to select a previous search

Query via Cat, item, Keyword or Any Keyword

Once the **Stockitem Table** is displayed, it is possible to

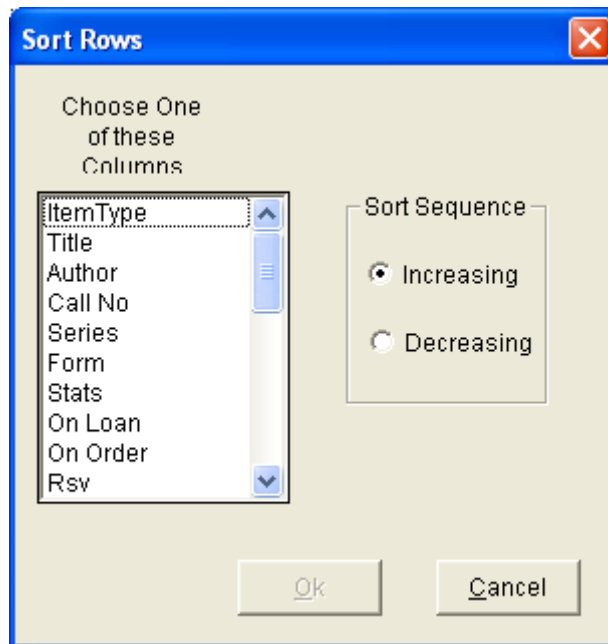


1. Go to the **Table Menu** to choose various options. Highlight the items to
  - Add to Reserve List
  - Change Date Due
  - Mass Item deletion
  - Mass Memo Items
  - Mass Memo delete
  - Mass Item Change (only for saved Files)
  - Reserve Shuffle
  - Print

# Basic Searching in Amlib

- Report
- Sequence (no need to highlight)

A Sort Rows window will display where a Column can be chosen as well as the Sort Sequence of Increasing or Decreasing



## 2. Highlight certain Stockitems and XReference to

- Authorities
- Borrowers
- Catalogue

For example, highlight the Stockitems and use the XReference Menu to link to Catalogue.

Seq	Title	Author	Call No	Form	Stats	On Loan	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Ec
16	The name of the game is- cric	Emerson, David	J796.358 EME	BK	JNF	Y	16/12/2	0	CHEL		N	Aussie sport		19
17	The name of the game is-- net	Otago, Leonie	J796.32 OTA	BK	JNF	N		0	CHEL		N	Aussie sport		19
18	Netball / Garry Chapman	Chapman, Garry	J796.32 CHA	BK	JNF	Y	16/12/2	0	CHEL		N	Great Austral		19
19	Netball the greatest team spor	Smith, Marian	796.32 SMI	BK	ANF	N		0	CHEL		N	978-0-7269-3		19
20	The Oxford companion to Aus		REF 796.0994	RE	REF	N		0	CHEL		N	978-0-19-553		19
21	The Oxford companion to Aus		REF 796.0994	RE	REF	N		0	CHEL		N	978-0-19-553		19
22	Racing pigeons - A practical g	Osman, Colin	636.596 OSM	BK	ANF	N		0	CHEL		N	978-0-571-17		19
23	Rugby league / Garry Chapma	Chapman, Garry	J796.3338 CH	BK	JNF	Y	16/12/2	0	CHEL		N	Great Austral		19
24	Smart sport : The ultimate refe		REF 613.71 S	BK	ANF	N		0	CHEL		N	978-0-95868		19
25	Soccer / Garry Chapman	Chapman, Garry	J796.334 CHA	BK	JNF	N		0	CHEL		N	Great Austral		19

The Table will then display in Catalogue.

# Basic Searching in Amlib



Seq	AUTHOR / Title / Publisher	Oper	LastUpdate
1	COADY, DIANE. Australian butterflies in stained glass / Diane Coady. Kenthurst, N.S.W. : Kangaroo Press, 1996. 748.50284	STAFF	13/10/2011
2	AUSTRALIAN GEOGRAPHIC SOCIETY. Australian Geographic : No. 77 Jan-Mar 2005. Terry Hills, N.S.W. : Australian Geographic Society, 1994- PER AUS	TREVOR	1/05/2006 1
3	GORDON, TONY. Australia's butterflies [chart] / Australian Geographic ; design, Tony Gordon ; research and text, A Terrey Hills, N.S.W. : Australian Geographic, 1991. 595.7890994	STAFF	13/10/2011
4	CARTER, DAVID. Butterflies and moths / David Carter ; photography by Frank Greenaway. N.S.W. : Collins Angus & Robertson, 1992. 595.78	STAFF	28/10/2011
5	FARNDON, JOHN. 1960-	STAFF	13/10/2011

To view a particular **Catalogue**, double click the line. The main catalogue window will return with the selected Catalogue record displayed. Click on the **Arrow keys** to scroll through the listing.

- Order stockitems
  - Periodical copies
  - Stockitem
    - ❖ other items on loan to Borrower
    - ❖ Items with the same Catalogue no
3. **Save records to File**
- Save All
  - Save Marked
  - Save Not Marked
  - Remove All from File
  - Remove Marked from File
  - Remove Not Marked From File
  - Remove Marked from Any File

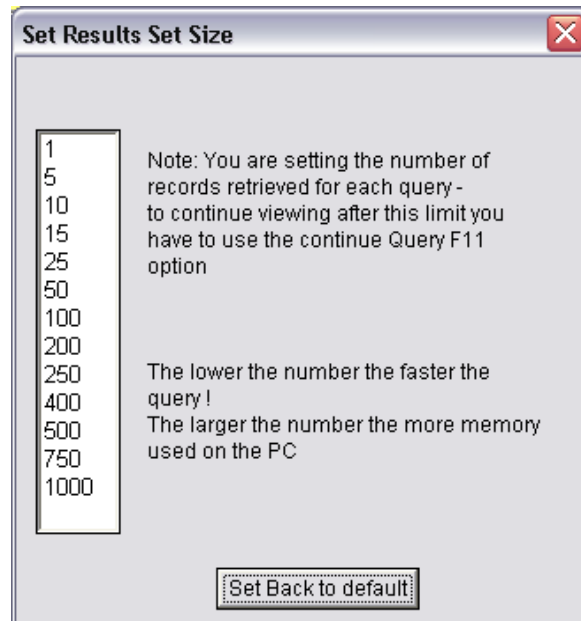
## Search Size

The default for Search sizes is set via the Supervisor, Installation, System parameters for specific Locations.

It is possible to change the number of records found to be different from the Default (in Stockitem it is possible to set the Search size from the Item Menu. The number selected will be the default for Query until the application is logged off or the Set Back to Default button is selected.

To view the next set the Continue Query option **[F11]** can be chosen. (**Note:** The Continue Query option can only become active if the parameter set in Supervisor, Library Menu, Installation, System, "Read Only Cache" option is set to N).





The size of the set is a determining factor in the speed of query results. The lower the number the faster the query!

The current Query size is displayed in the bottom right hand corner of the Stockitem Details screen in the ?Size field.

### Search using Date Received Field

1. Access the **Stockitem** window using **Ctrl S** or from **Main > StockItems > Stockitem**
2. Enter a date into the Received Field to query:

- < Date **Less** than the date entered
- = Date **Equal** to the date entered
- > Date **More** than the date entered

It is possible to combine other fields with the Date received query – for example, combine Location, Form or Stats code with Date received. It is possible to also use a Search for a term – for example, find all the Science Subject resources for items received before 01/01/2000.

For date ranges it is necessary to use a Where search (see Where Search chapter). Stockitem Keyword Search

## Main > StockItems > StockitemKeyword

The screenshot shows the 'Stockitem Keyword - STAFF at Chelsea Library' application window. It features a yellow header with function keys: F1 Clear, F3 Count, and F5 Query. The interface is divided into four numbered steps:

- 1 Type the Keywords and TAB**: A text box contains the keyword 'COMPUTERS'.
- 2 Select Keyword(s) From Table To 'Or' together**: A table displays search results for the keyword.
- 3 Paste and join clauses**: A search clause builder with buttons for 'Paste', 'Delete', and logical operators 'AND', 'OR', 'NOT'. A table shows the current search structure.
- 4 AND:** A section for refining the search with dropdown menus for 'Reserved', 'On Loan', 'On Order', and various filters like 'Stats', 'FormType', 'Location', and 'Group'.

Type	Word	Count
T	COMPUTERIZED	1
N	COMPUTERS	3
S	COMPUTERS	33
T	COMPUTERS	17

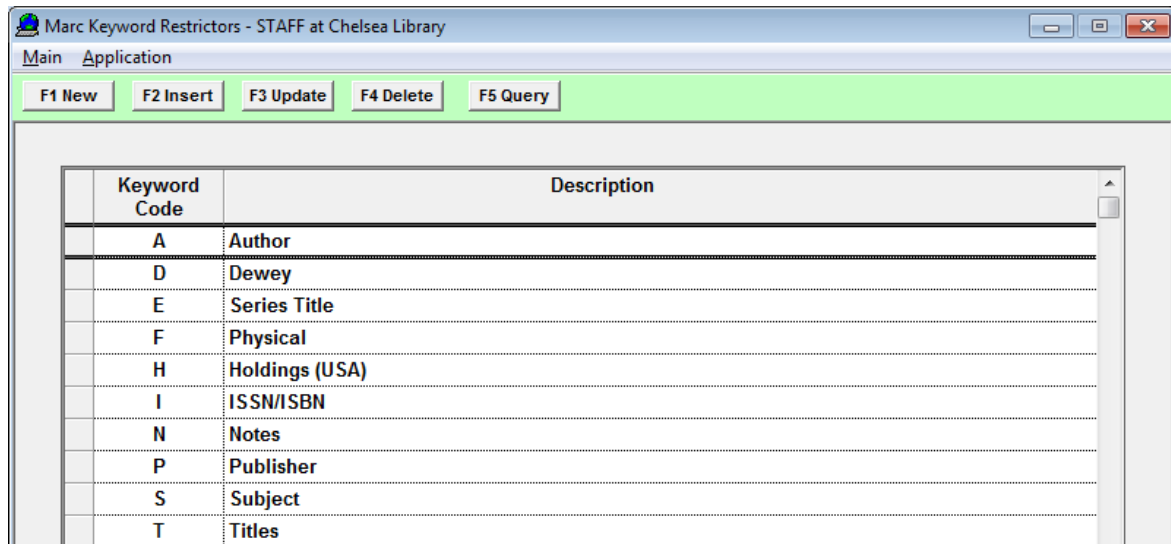
	Where	Cat. Count	
→	Where keyword is in N.'WINDOW' T.'WINDOW', 'WINDOW'	9	AND
→	Where keyword is in N.'COMPUTERS' S.'COMPUTERS' T	28	

The Keyword is entered in box 1 and the **Tab** key is pressed. Once the **Tab** key is pressed, the results will display in the box on the right. The Keyword code (Type) is also shown.

These codes are set up in:

3. **Main > Authorities > Authorities** > select **Application > KeywordDesc**
4. The Codes are usually self-explanatory – for example: **T = Title**, **A = Author** and **S = Subject**

# Basic Searching in Amlib



5. Searches can be narrowed depending whether they are/are not:

<b>Reserved</b>	Y/N
<b>On Loan</b>	
<b>On Order</b>	
<b>Stats Codes</b>	Highlight the required code/s for the search. To deselect code/s, click the highlighted code/s
<b>Location</b>	
<b>Form Type</b>	

6. Boolean operands of **AND**, **OR** and **NOT** are available in the query.
7. The Stockitem results can be displayed as a count using the **F3 Count** button or displayed a results list using the **F5 Query** button

## Create a Search

1. From the *Stockitem* menu, select **Application > StockKeyword** – the Stockitem Keyword screen will display
2. Enter the keyword in box **1** and press the **<Tab>** key – the adjacent keyword table fills with a count of the number of keywords found as a result of the search:

# Basic Searching in Amlib

Stockitem Keyword - STAFF at Chelsea Library

Main Application

F1 Clear F3 Count F5 Query

1 Type the Keywords and TAB

FISH

Type	Word	Count
D	FISH	2
N	FISH	4
S	FISH	6
T	FISH	24
A	FISHBURNF	1

2 Select Keyword(s) From Table To 'Or' together

3 Paste and join clauses

( Paste Delete ) AND OR NOT

Where	Cat. Count
(	

4 AND:

Reserved: [dropdown] Stats: AFIC [checkbox], AFSTA [checkbox], ANF [checkbox], ANFSTA [checkbox]

FormType: AC [checkbox], BK [checkbox], BR [checkbox], CD [checkbox]

Location: BELMONT [checkbox], CHELSEA [checkbox], HASTINGS [checkbox], HOME [checkbox]

Group: LIBRARY [checkbox], MOBILE [checkbox]

NUM

**Please Note:** The keyword entered in box 1 may be typed in already containing the keyword identifier Type – for example: **T.ANIMALS** that indicates to search only **Animals** in the **Title**.

- Highlight the entries to query from the table – for example, a search for **Fish** yielded four Types found for the Word **Animals** (Dewey, Title, Subject, Notes) plus numerous other entries
- To select only the Title result, highlight the line beginning with the Type of **T**.

F1 Clear F3 Count F5 Query

1 Type the Keywords and TAB

FISH

Type	Word	Count
D	FISH	2
N	FISH	4
S	FISH	6
T	FISH	24
A	FISHBURNF	1

2 Select Keyword(s) From Table To 'Or' together

3 Paste and join clauses

( Paste Delete ) AND OR NOT

Where	Cat. Count
(	
→ Where keyword is in D.'FISH' N.'FISH' S.'FISH' T.'FISH'	24

4 AND:

Reserved: [dropdown] Stats: AFIC [checkbox], AFSTA [checkbox], ANF [checkbox], ANFSTA [checkbox]

FormType: AC [checkbox], BK [checkbox], BR [checkbox], CD [checkbox]

Location: BELMONT [checkbox], CHELSEA [checkbox], HASTINGS [checkbox], HOME [checkbox]

Group: LIBRARY [checkbox], MOBILE [checkbox]

## Basic Searching in Amlib

- Click the **Paste** Button – the highlighted selections will drop down into box 3:
- When highlighting more than one entry from the Keyword table and selecting Paste, an **OR** search is defined between Keyword codes – for example: **N.Fish (Notes – Fish)** or **S.Fish (Subject – Fish)** or **T.Fish (Title – Fish)**. A count of the total catalogues found for the **OR** search will list in the Cat. Count column. If an **AND** search is required, the Keywords can be chosen separately from the Table and the **AND** operand is automatically selected.
- Steps 2-5 can be repeated for other Terms as required
- The Boolean operand can be manipulated independently by highlight the line from the resultant table and selecting the relevant **AND**, **OR** or **NOT** buttons

Stockitem Keyword - STAFF at Chelsea Library (UM DB v5.3)

Main Application

F1 Clear F3 Count F5 Query

1 Type the Keywords and TAB  
COOK

Type	Word	Count
D	COOK	24
N	COOK	1
S	COOK	1
T	COOK	14
T	COOKBOOK	39

2 Select Keyword(s) From Table To 'Or' together

3 Paste and join clauses

( Paste Delete ) AND OR NOT

	Where	Cat. Count	
→	Where keyword is in D.'FISH' N.'FISH' S.'FISH' T.'FISH'	24	AND
→	Where keyword is in S.'COOK' T.'COOK'	13	

4 AND: Reserved On Loan On Order Stats FormType Location Group

Reserved: [ ] On Loan: [ ] On Order: [ ]

Stats: AFIC AFSTA ANF ANFSTA

FormType: AC BK BR CD

Location: BELMONT CHELSEA HASTINGS HOME

Group: LIBRARY MOBILE

NUM

- Further refine the search by indicating whether the items are Reserved, On Loan, On Order, specify a particular Stats code(s), Form Type(s) Location or Group

4 AND: Reserved On Loan On Order Stats FormType Location Group

Reserved: [ ] On Loan: [Y] On Order: [ ]

Stats: EQ ILL J JCAS

FormType: AC BK BR CD

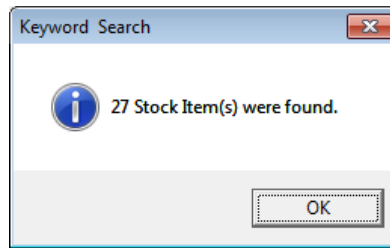
Location: BELMONT CHELSEA HASTINGS HOME

Group: LIBRARY MOBILE

NUM

- Selecting the **F3 Count** button results in the number of Stockitems for the Query:

# Basic Searching in Amlib



11. Selecting the **F5 Query** button results in a display of Stockitems that meet the Search criteria: Query results display in the Stockitem List table and are subject to normal rules set on that screen – for example: ReadOnly, Set size, etc.

Seq	Title	Author	Call No	Form	Stats	On Loa	Due Back	Rsv	Perm Loc	Process	On Ord	Series	Process Date	Et
1	Ron Calcutt's complete book	Calcutt, Ron.	799.10994 CA	BK	ANF	N		0	CHEL		N	978-0-7318-0		19
2	Australian fish cooking : 200 d	Blackman, Grant, 19	641.692 BLA	BK	ANF	N		0	CHEL		N	978-0-85572-		19
3	Fresh ways with fish and she		641.692 FRE	BK	ANF	N		0	CHEL		N	Healthy home		c1
4	The fisherman's handbook : h	Starling, Stephen.	799.10994 ST	BK	ANF	N		0	CHEL		N	PSEUDO: 187		19
5	The ultimate book of fishing hi	Starling, Stephen.	799.1 STAR	BK	ANF	N		0	CHEL		N	978-1-86378-		19
6	Rex Hunt's fishing world.	Hunt, Rex.	799.1 HUNT	BK	ANF	N		0	CHEL		N	978-0-646-14		19
7	The Doyle's fish cookbook / [b	Doyle, Alice.	641.692 DOY	BK	ANF	N		0	CHEL		N	978-0-207-14		19
8	How to fish with lures / by Ro	Hungerford, Rodge	799.12 HUN	BK	ANF	N		0	CHEL		N	978-0-589-50		19
9	Jean-Jacques seafood / Jean	Lale-Demoz, Jean-	641.692 LAL	BK	ANF	N		0	CHEL		N	978-0-17-006		19
10	Australian fish and how to ca	Allan, Richard, 193	799.10994 AL	BK	ANF	N		0	CHEL		N	978-1-86302-		19
11	Australia and New Zealand fi	Wilson, John.	641.692 WIL	BK	ANF	N		0	CHEL		N	978-0-86866-		19
12	Go fish Australia : All you nee	Allan, Richard, 193	799.10994 GC	BK	ANF	N		0	CHEL		N	978-0-642-53		19
13	Fish Australia : the essential f		799.1 FISH	BK	ANF	N		0	CHEL		N	978-0-670-86		19
14	How to go fish Australia : Vol		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
15	How to go fish Australia : Vol		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
16	How to go fish Australia : Vol		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
17	How to go fish Australia : Vol		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
18	How to go fish Australia : Lur		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
19	How to go fish Australia : Lur		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
20	How to go fish Australia Volu		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
21	How to go fish Australia Volu		VIDEO 799.1	VI	VID	N		0	CHEL		N			19
22	One fish two fish red fish blu	Sauss, Dr. 1904.	F SFUIS	BK	F	N		0	CHFI		N	978-0-394-20		19

## How to find the Keyword codes defined?

1. Access the Authority Module
2. Go to the Application Menu. Select **KeywordDesc**
3. The Keyword **codes** and **descriptions** will display
4. The **Keyword** prefixes (for example: A for Author) are may be different according to your defaults at installation. Prefixes may be typed in UPPER or lower case.

Marc Keyword Restrictors - STAFF at Senior School (ST DB v5.3)

Main Application

F1 New F2 Insert F3 Update F4 Delete F5 Query

Keyword Code	Description
A	Author
D	Dewey
F	Physical
I	ISSN/ISBN
N	Notes
P	Publisher
R	Series
S	Subject
T	Titles

## How are these applied to the Catalogue module?

1. Access the Authority Module
2. Go to the Application Menu. Select **Marc Tags**
3. Check which Keyword codes are used within the Keyword column
4. Note the "N" code used for Notes and the "S" code used for Subject

Marc Tags Within the System - STAFF at Senior School (ST DB v5.3)

Main Application

F1 New F2 Insert F3 Update F4 Delete F5 Query F6 Print F7 SubF F8 Format

Tag No	Tag Description	Defa Ind 1	Defa Ind 2	Can the Tag be Repeated in a Catalogue (Y/N)	Is the Tag an Authority that is only used in 1 Catalogue (Y/N)	Keyword Search Code	Default Catalogue Show Sequence	Allow Tag Xrefs with these comma sep list
536	Funding Information Note			Y	N		53600	536
538	System Details Note			Y	N		53800	538
540	Terms Governing Use and Reproduc			Y	N		54000	540
545	Biographical or Historical Note			Y	N	N	54500	545
546	Language Note			Y	N	N	54600	546
547	Notes			Y	N	N	54700	547
562	Copy and Version Identification Note			Y	N		56200	562
586	Awards Note			Y	N	N	58600	586
590	Kinetica Local Note			N	N	N	59000	590
592	Local Note			Y	N	N	59200	592
593	Local Note 2			Y	N	N	59300	593
595	Local Note 3			Y	N	N	59500	595
599	Local Note			Y	N	N	59900	599
600	Subject added entry - Personal name			Y	N	S	60000	600
610	Subject added entry - Corporate nam			Y	N	S	61000	610
611	Subject added entry - Meetin/Confere			Y	N	S	61100	611

## Basic Searching in Amlib

5. To check whether the Subfields are searched for Keywords, highlight the Tag and select **F7 Subfield**

**Tag Subfields** ✕

**F1 New** **F2 Insert** **F3 Update** **F4 Delete** **F5 Query** **F6 Print**

**650** **Subject added entry - Topical term**

Sub-field	Subfield Description	Can be Repeated (Y/N)	Authority (Y/N)	Used In Search Key (Y/N)	Used In Marc Display (Y/N)	Create Key-words (Y/N)	Seq No	Also Create Tag	Also Create SubF
a	Topical term	N	Y	Y	Y	Y	10		
d	Active Dates	N	Y	Y	Y	Y	20		
v	Form subdivision	Y	Y	Y	Y	Y	30		
x	General subdivisi	Y	Y	Y	Y	Y	40		
y	Chronological su	Y	Y	Y	Y	Y	50		
z	Geographic subdi	Y	Y	Y	Y	Y	60		
2	Source	N	Y	N	N	N	70		
b	Data	Y	Y	Y	Y	N	80		
c	Data	Y	Y	Y	Y	N	90		



## WHERE SEARCHES

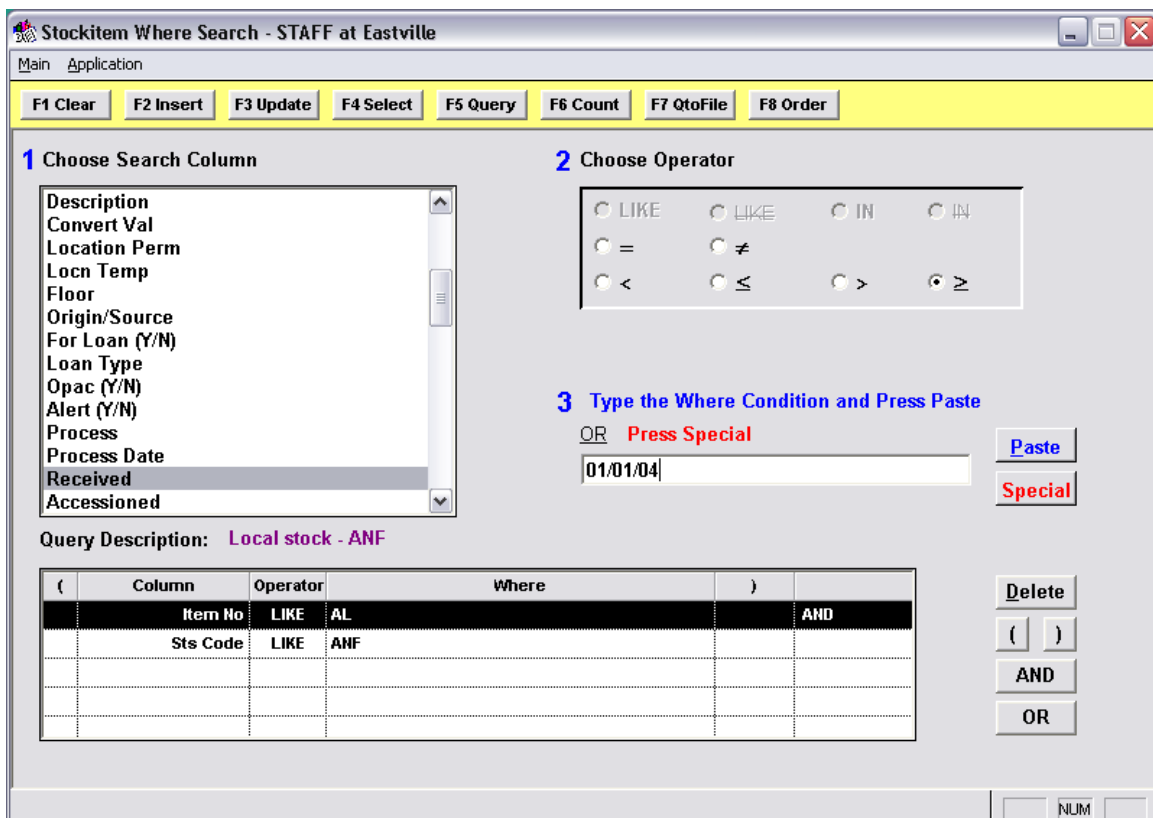
**Where Searches** create dynamic SQL (the language used to access the database) based upon your input. SQL stands for Structured Query Language.

**Where** searches are available in **Stockitems** and **Borrower** Modules, and user defined criteria are applied to determine specific results.

The search results can be :

- Counts
- Queries
- Queried to a File ( save the query to a file)

Where searches provide extra flexibility for searches compared to those already provided by the system



### 1. Choose Search **Column**

This box contains a list of column names as held on the Stockitem details record. Use the scroll bar to move up and down this list.

### 2. Choose **Operator**

LIKE	Beginning with...
LIKE	Not beginning with...

## Basic Searching in Amlib

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IN	Included in the following codes....
<del>IN</del>	Not included in the following codes....
=	Exactly equal to....
≠	Not equal to.....
<	Less than.....
≤	Less than or equal to.....
>	Greater than.....
≥	Greater than or equal to.....

3. Type the Where Condition and press Paste

**Note:** The **SPECIAL** Button can be used to assist in setting the Where conditions

This button contains useful fields that can be used for any mathematical operand (i.e. =, ≠, <, ≤, >, ≥). For example, **Current date**

4. Click.....

Paste	Adds the Where Condition to the Query box
Delete	Deletes the Highlighted Where Condition from the Query box
And	Includes the “and” separator to the multiple Where Conditions in the Query box. This is the default
Or	Includes the “or” separator to the multiple Where Conditions in the Query box
(	Adds a beginning bracket to the Where Condition in the Query box
)	Adds a closing bracket to the Where Condition in the Query box

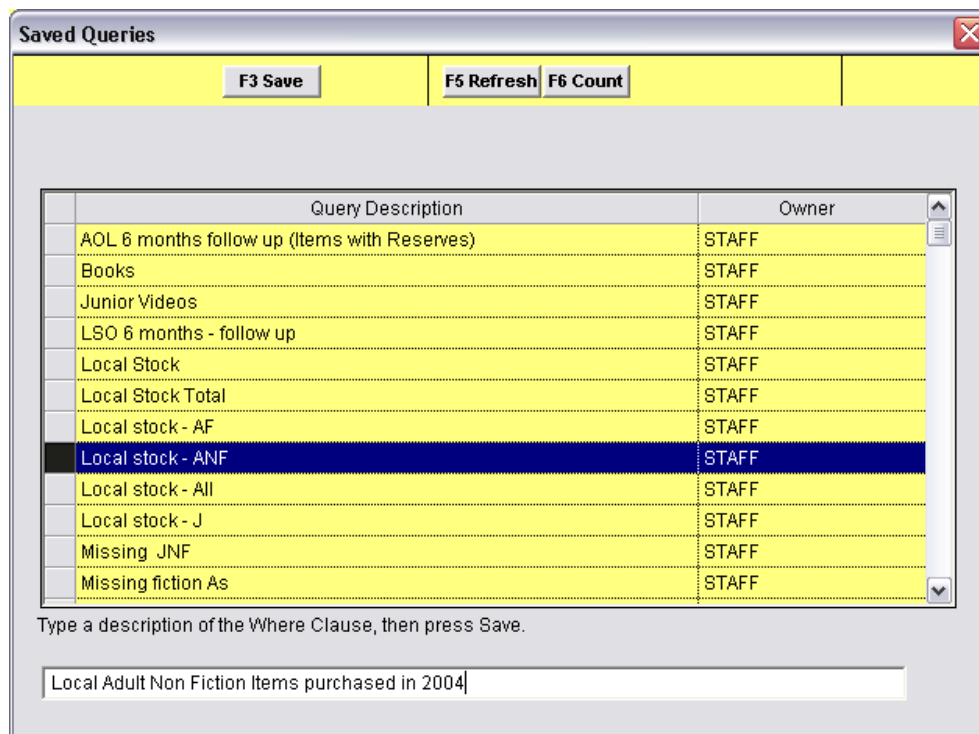
5. Once the Where conditions are complete, queries can be performed by selecting the appropriate button:

- **F5 Query:** View the records contained in the Query
- **F6 Count:** Displays the number of matching Stockitem records
- **F7 Query to File:** Performs the query and save the results in a file. Either select a file or create a new file. The number of records inserted into the file will be displayed

**Note:** If the file already contains data the new records will be added to the file and existing data remains. It is possible to empty the contents of the file by selecting Empty [F2] before selecting the file

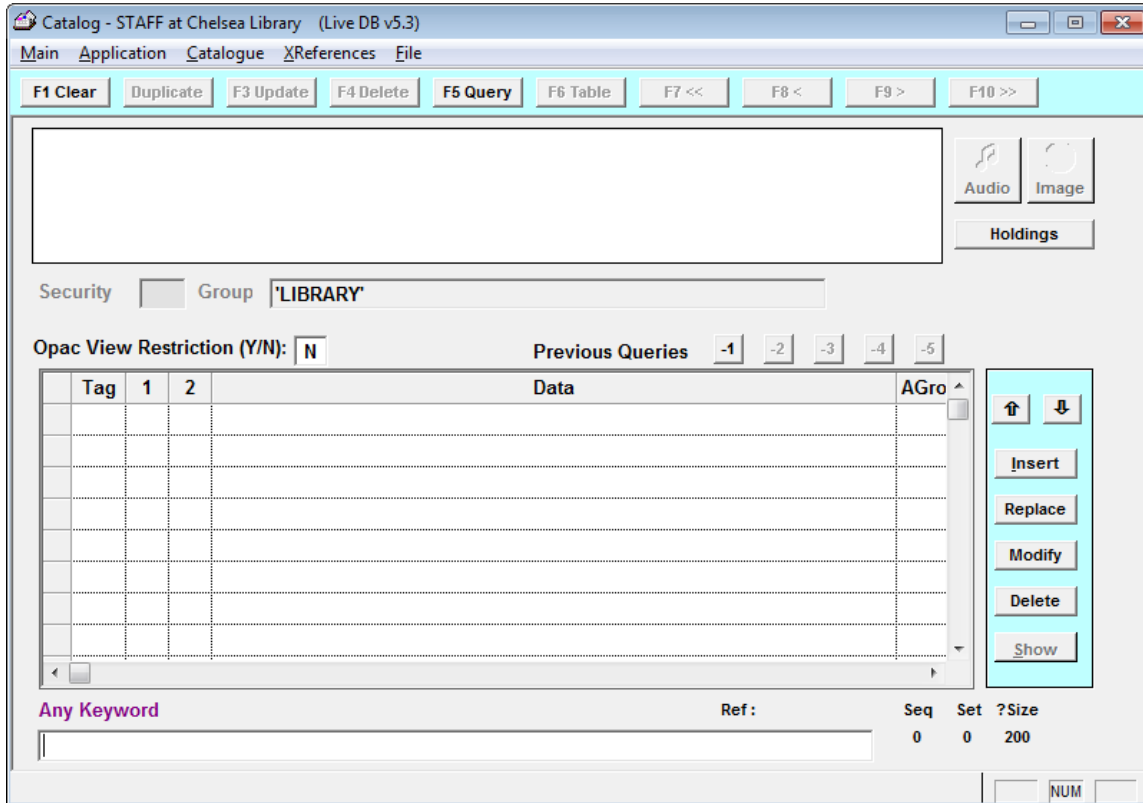
## Saving Stockitem Where Searches

1. Access the Stockitem Where Search window from Stockitem>Application>StockWhereSearch
2. Enter the Where parameters on the Where Search Window
  - a. Choose the Search Column
  - b. Choose the Operator
  - c. Type the Where Condition and press Paste
3. Repeat as required
4. Once complete choose **F2 Insert**
5. The **Saved Queries** Window will display
6. Enter a **Description** at the bottom of the Window and select **F3 Save**
7. Once saved, Stockitem Where Searches can be accessed from the Stockitem>Item>Saved Where searches and within Stockitem>Application>**Stockitem Wand Change (Hint: Useful during stocktake!)**.Borrower Where searches can be accessed from Borrower Menu>Saved Where searches



## SEARCHING FOR CATALOGUE ITEMS

Catalogues may be searched in a number of ways depending upon how parameters have been defined at your installation. You may also find Catalogue records via the **Authority** and **StockItem** module.



1. Type all or some of the Catalogue entry for example: Part of a Title, and select **F5Query**
2. Catalogue records can be searched via Browse or Keywords.
3. If an Enquiry option has previously not been chosen, a listing of options will display
4. To get back to the Enquiry options available select Enquiry Options from the Catalogue Menu

**Note:** It is possible to create your own **Browse** search options through *Catalogue>Application>CatQueryOptions*

### CatKeyword Searches in Catalogue

Keyword search is available in **Catalogue**, **Application**, **CatKeyWord**. This search gives an indication of the number of results (Type) found in Subject (S), Title (T), Notes (N) for example.

Multiple items can be selected from the Word box by holding down the Control key and clicking with the mouse.

# Basic Searching in Amlib

Keyword Enquiry - STAFF at Chelsea Library (Live DB v5.3)

Main Application

F1 Clear F3 Count F5 Query

1 Type the Keywords and TAB  
EASTER

2 Select Keyword(s) To 'Or' together

3 Paste and join clauses ( NB. at this stage subject to Catalogue Security Level and Group Privileges checking )

Type	Word	Count
T	EASTER	1
N	EASTERN	2
S	EASTERN	4
T	EASTERN	4

Paste Delete ) AND OR NOT

	(	Where	Cat. Count
→		Where keyword is in N.'EASTERN' S.'EASTERN' T.'EASTERN'	9

Y = Must Have, N = Must Not Have, Space = Don't Care

4 AND: Stockitems  And Periodicals  And Orders

NUM

1. Type the **search term** in **Box 1**
2. Press **Tab**
3. Select **keywords**
4. Press **Paste**
5. Optional select **Stockitems, Periodicals and/or Orders**

## Cross Query

Once a catalogue is displayed in the Window (that is :Show its active) it is possible to highlight a tag (for example: a particular subject heading. For example Birds - Australia) and select **Cross Query**

# Basic Searching in Amlib

The screenshot shows the Amlib library catalog interface. At the top, the title bar reads 'Catalog - STAFF at Chelsea Library (Live DB v5.3)'. Below the title bar is a menu bar with 'Main', 'Application', 'Catalogue', 'XReferences', and 'File'. A toolbar contains function keys: F1 Clear, Duplicate, F3 Update, F4 Delete, F5 Query, F6 Table, F7 <<, F8 <, F9 >, and F10 >>. The main content area displays the following text:

**Australian Geographic Society.**  
**Australian Geographic : No. 77 Jan-Mar 2005.**  
**Terry Hills, N.S.W. : Australian Geographic Society. 1994-**  
**PER AUS**

On the right side, there are icons for 'Audio' and 'Image', and a 'Holdings' button. Below the main text, there is a 'Security' field with '0' and a 'Group' field with 'LIBRARY'. To the right, the name 'TREVOR' is listed twice with dates '01/05/2006'. Below this, 'Opac View Restriction (Y/N): N' and 'Previous Queries' with buttons for -1, -2, -3, -4, and -5 are visible.

The central part of the interface is a table with columns 'Tag', '1', '2', 'Data', and 'AGro'. The table contains the following rows:

Tag	1	2	Data	AGro
022		0816-1658		LIBR
082		PER AUS		LIBR
099		PER AUS		LIBR
245	1	0	Australian Geographic : No. 77 Jan-Mar 2005.	LIBR
260			Terry Hills, N.S.W. : Australian Geographic Society. 1994-	
310	0	0	Quarterly.	
505			Waterpp 36 - 52 (Major feature)The use and abuse of our most precious ass	
650			Water.	LIBR

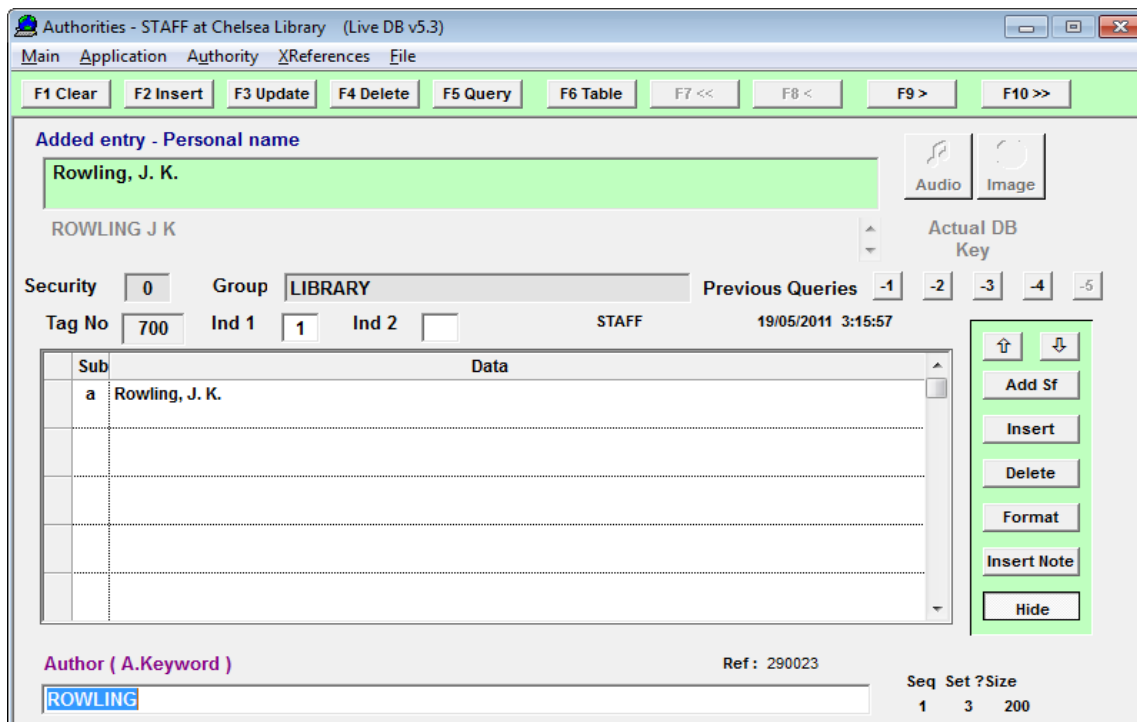
At the bottom, there is an 'Any Keyword' field containing 'BUTTERFLIES'. To the right of this field, 'Ref: 35881' is displayed. Further right, 'Seq' is 2, 'Set' is 9, and '?Size' is 200. A 'NUM' button is located at the bottom right corner.

Any items with the particular subject heading are displayed as a table. It is a method of **Cross Referencing** to other Catalogue records from the Catalogue screen.

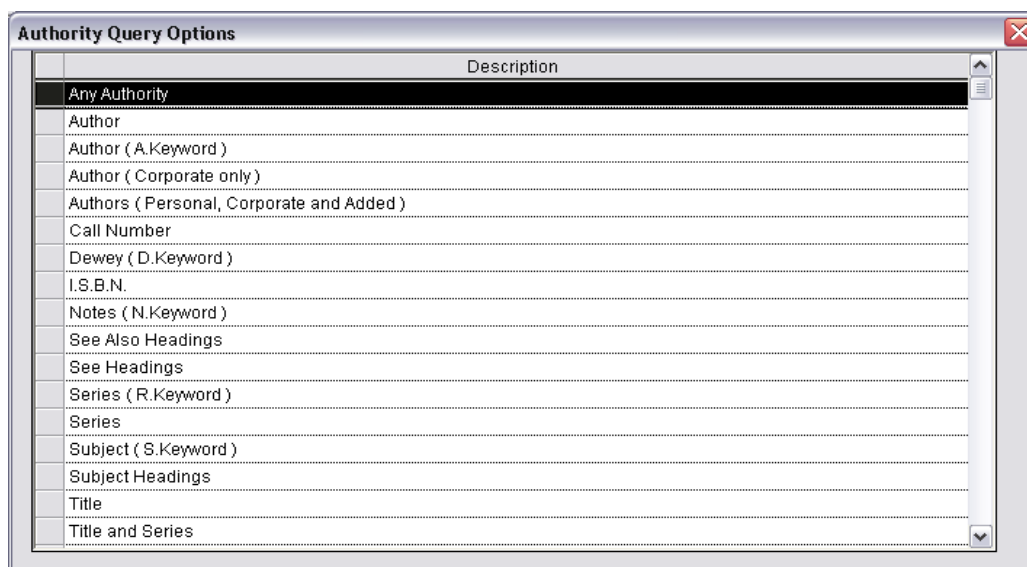
## SEARCHING FOR AN AUTHORITY WITHIN THE AUTHORITY MODULE

Type all or some of the Authority and select Query [F5]. You may also find Authority records via the Catalogue. When more than one record is found, the search results are shown as a table.

**NOTE:** It is useful to visually check Authority tags for duplicates by searching e.g. 100 tags as an Author **Browse** Search for A entries, B etc.



If an Enquiry option has previously not been chosen, a listing of options will display



1. To choose a new Authority search option, go to the Authority menu and choose Authority Enquiry
2. Wildcards can be used in searches for example : %CAT which will search anything that contains the term cat anywhere in the heading

## Basic Searching in Amlib

3. When more than one record is found matching a query, results are shown as a table

Seq	Authority	Cat	Note	Tag	Operator
1	Cricket.	19	N	650	STAFF
2	UF World Series Cricket.	0	N	650	STAFF
3	BT Sports.	24	N	650	STAFF
4	NT Indoor Cricket.	1	N	650	STAFF
5	Cricket - Biography.	22	N	650	STAFF
6	Cricket Coaching.	1	N	650	STAFF
7	Cricket - Fiction.	2	N	650	STAFF
8	Cricket - History.	8	N	650	STAFF
9	Cricket - Personal Accounts.	2	N	650	STAFF
10	Cricket - Statistics.	1	N	650	STAFF
11	Crickets.	3	N	650	STAFF
12	Indoor Cricket.	1	N	650	STAFF
13	BT Cricket.	19	N	650	STAFF
14	Indoor Games.	2	N	650	STAFF
15	Western Australian Cricket Association - History.	1	N	650	STAFF
16	World Series Cricket.	0	N	650	STAFF
17	USE Cricket.	19	N	650	STAFF

4. The display can show all Authority or only those that are used in the Catalogue  
[See section on **Show Unused / Used Authorities** in the **Authorities Training Manual**]
5. To view a particular **Authority**, double click the line.
6. The main **Authority** window will return with the selected Authority displayed
7. **Authorities** can be searched for 'like' or 'exact' matches. For example: if the term "Sport and Politics" was being searched, typing in 'Sport and' should find the term. '= Sport' will not find the term because this search will find the exact **Authority** of Sport
8. When not using the equal sign anything like the term will be returned. You may add a wildcard '%' anywhere in the term. The system automatically adds one to the end of the term

ABCD	will return anything starting with ABCD
=ABC	will only return ABC
AB%D	will return anything starting with AB and containing a D
ABC\ABD	will return anything starting with ABC or with ABD. The slash means OR and may be repeated
=ABC\ABD	will return ABC plus anything starting with ABD



# Basic Searching in Amlib

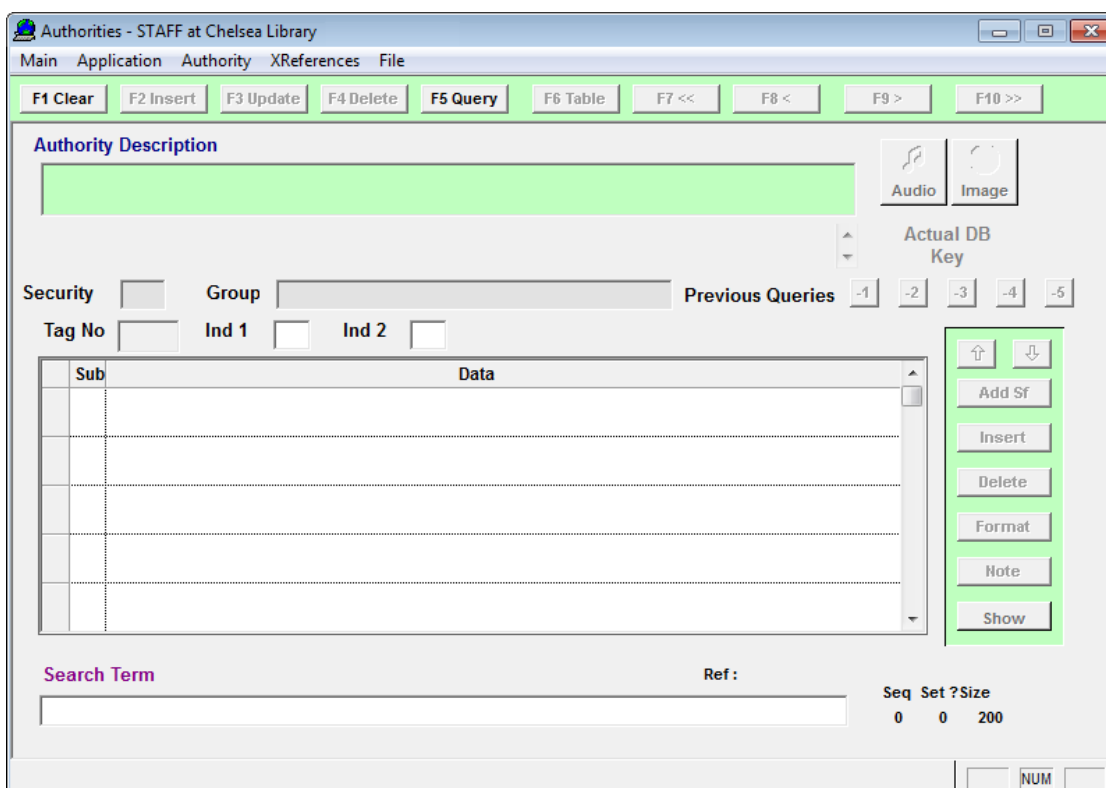
**Note:** Duplicates can be removed once you have performed your query with the **AuthorityReplace** option

This procedure can **only** be performed on Authorities that have the same Tag number

This procedure can **only** be performed on Authorities that have the same Tag number.

In the example, all occurrences of **Rowling, J. K.** will be changed to **Rowling, Joanne K., 1965-**.

1. Launch the *Amlib* client
2. Go to **Main > Authorities > Authorities** – the Authorities screen will display
3. Find the CORRECT term that is to be used as the *replacement* by typing some or all of the term and clicking the **F5 Query** button

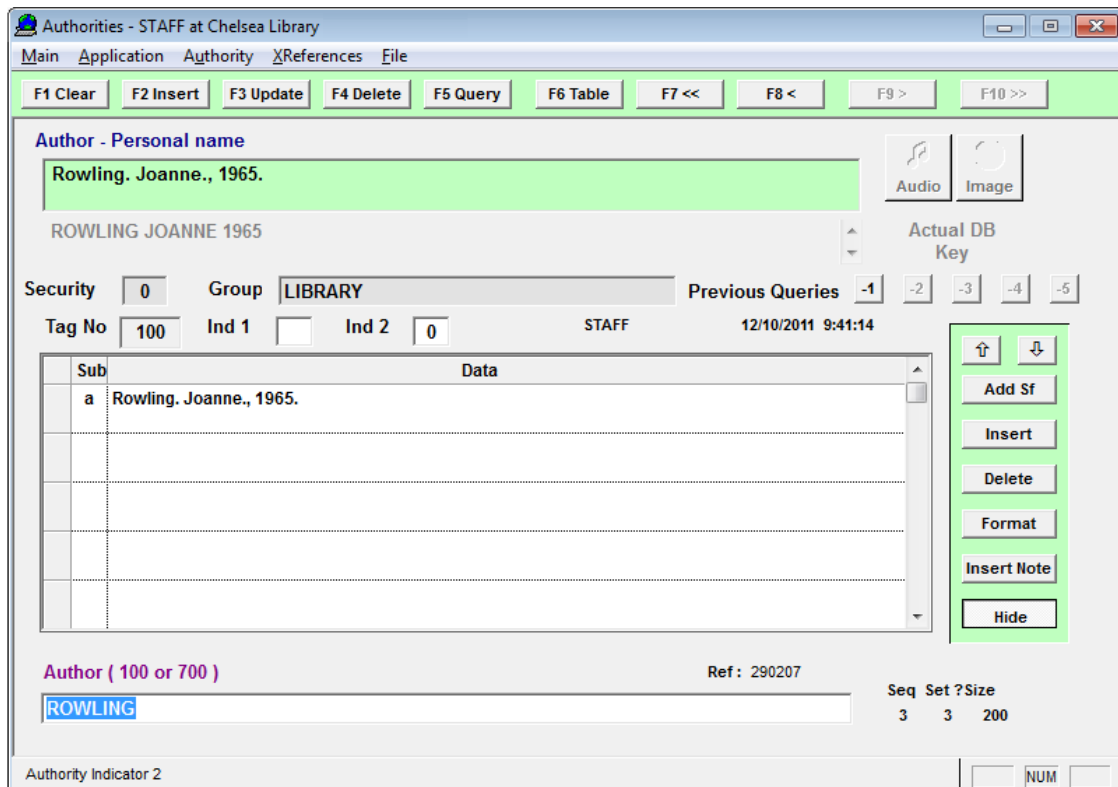


4. The results will display in the Authority List screen:

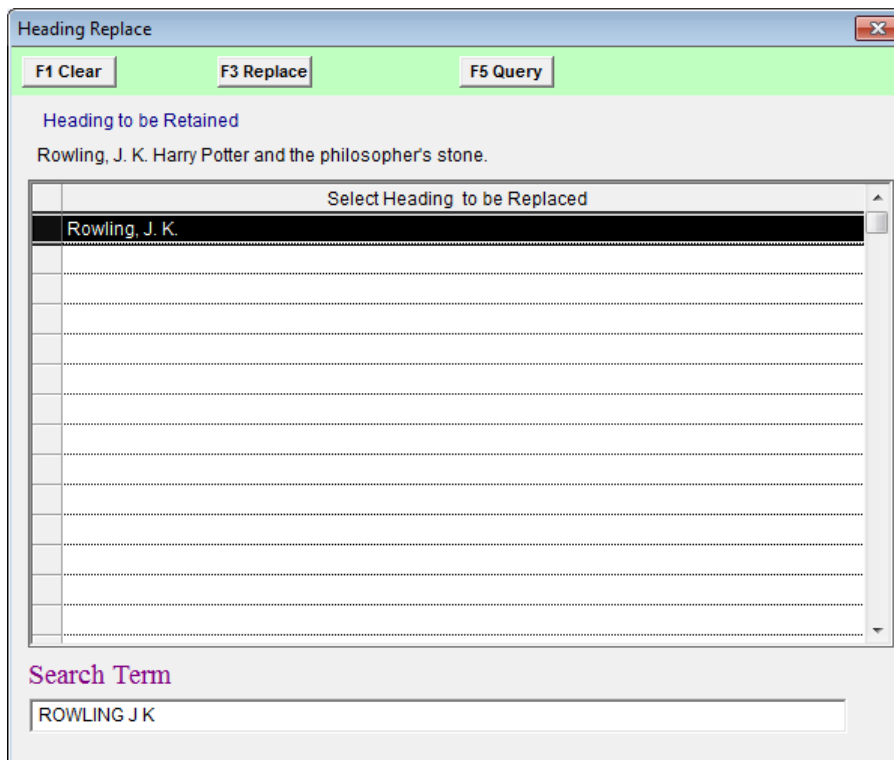
Seq	Authority	Cat	Note	Tag	Operator
1	Rowling, J.K.	8	N	100	TREVOR
2	Rowling, J. K.	1		700	STAFF
3	Rowling, Joanne., 1965.	1	N	100	STAFF

5. Double-click the CORRECT tag to select it – the CORRECT tag will display in the Authorities screen – in this example: **Rowling, Joanne K., 1965-**

# Basic Searching in Amlib

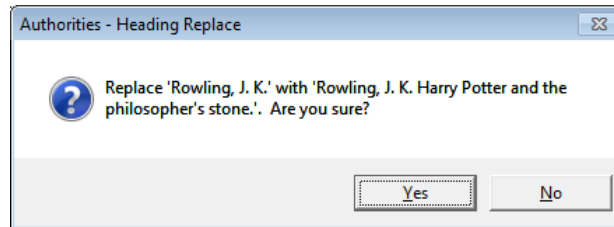


6. From the Authorities menu, select **Authority > AuthorityReplace** – the Heading Replace screen will display:

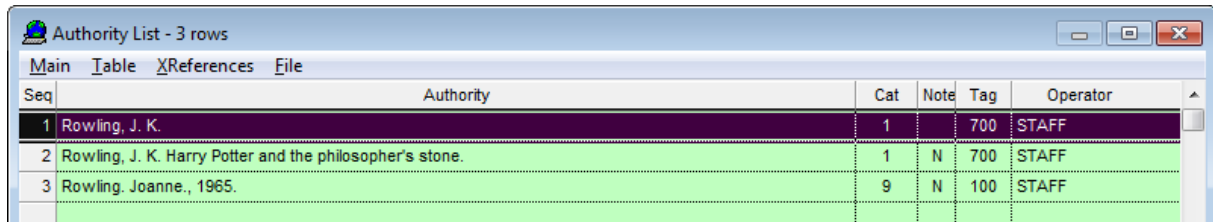


## Basic Searching in Amlib

7. Find the **INCORRECT** term to alter to the correct term (for example: **Rowling, J. K.**) using the **F5 Query**
8. Highlight the heading to be replaced and click the **F3 Replace** button
9. A prompt will display with the following message: **Replace 'INCORRECT' with 'CORRECT'. Are you sure?**



10. Clicking the **Yes** button will alter all instances of '**Rowling, J. K.**' to be replaced with '**Rowling, Joanne K., 1965 -**' (the term that is replaced will be deleted)



Seq	Authority	Cat	Note	Tag	Operator
1	Rowling, J. K.	1		700	STAFF
2	Rowling, J. K. Harry Potter and the philosopher's stone.	1	N	700	STAFF
3	Rowling, Joanne., 1965.	9	N	100	STAFF

### XReference Facilities

X References can be accessed from various applications to Authorities (for example, Authorities related to a certain Catalogue can be viewed from the Xreference menu in the Catalogue Application.

From the Authorities module, Catalogues and Stockitems associated with the Authority can be accessed from the X Reference menu

### Authority Date Greater Less

From the **Authority** Menu, it is possible to set a Date search, using a From Date and a To Date. To see Authorities that have been changed,:

1. Select **Authority > Authority Date Greater Less.**
2. A Date from/to window will appear.
3. Change the dates or leave the dates which are set to show the last 7 days.
4. Click **OK**
5. A table of authorities will be displayed



### See and See Also References

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Including cross references can enhance results in searching and provide alternative access points within the catalogue records. These include:

- **See Also** references which direct users from an allowed terms to other related terms (allowed)
- **Use** references which direct the user from a non-allowed term to the authorised (allowed heading)

Libraries can get these XReferences into their database by:

- Importing from an external source – for example: *SCIS, Libraries Australia* Authority imports
- Importing from another library
- Manually entering headings as the need arises – for example: checking new Subject Headings and adding *See Also* references if needed

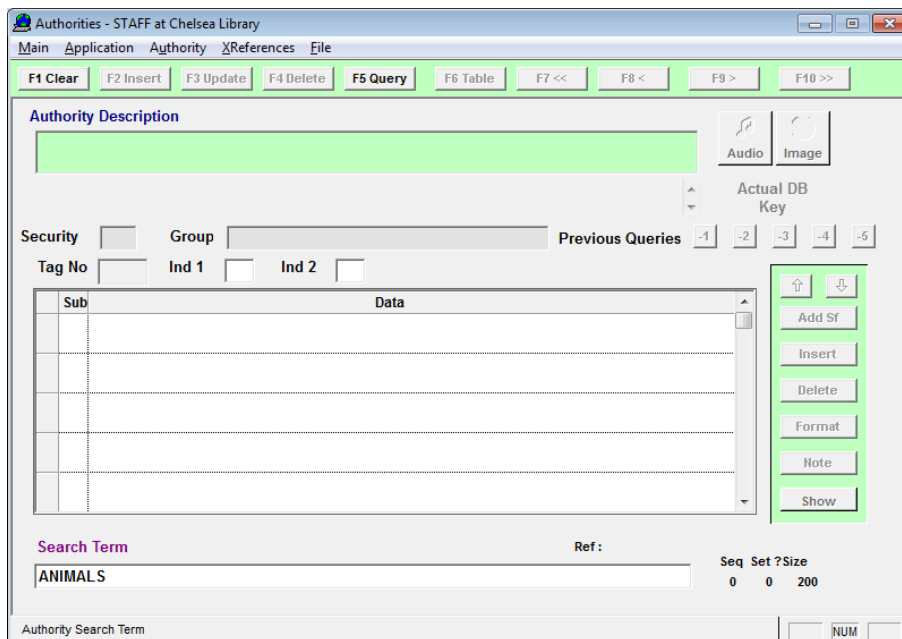
### See Also (BT Broader Term, NT Narrower Term, RT Related Term)

*See Also's* allow reference to other related headings (from preferred headings to other preferred, related headings).

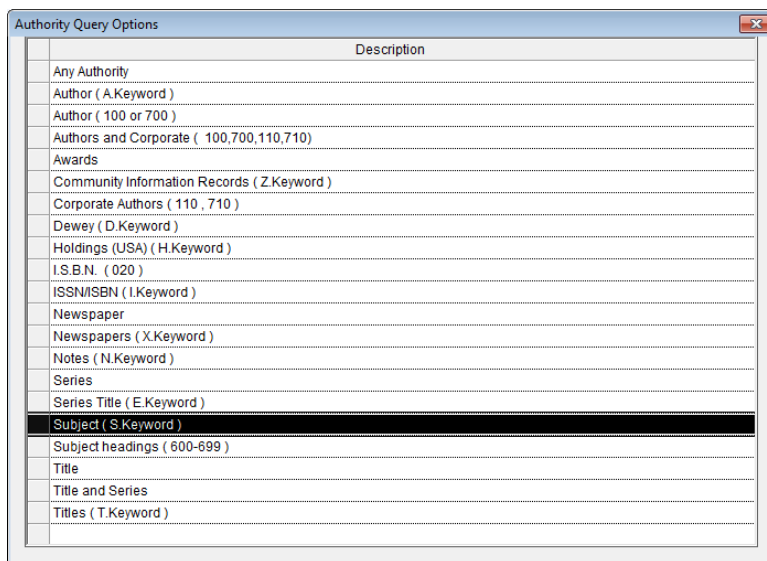
An Authority can have many *See Also* references.

1. Launch the *Amlib* client
2. Go to **Main > Authorities > Authorities** – the Authorities screen will display:

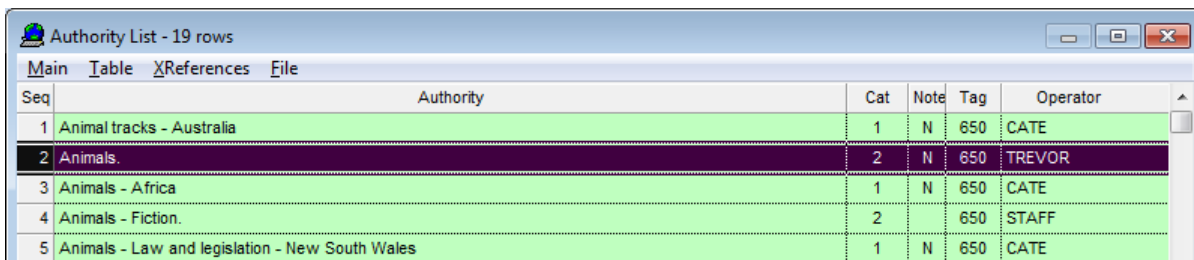
# Basic Searching in Amlib



- In the Search Term box, enter the Authority for which you wish to add See Also cross references (for example: **Animals**) and click the **F5 Query** button – the Authority Query Options table will display:

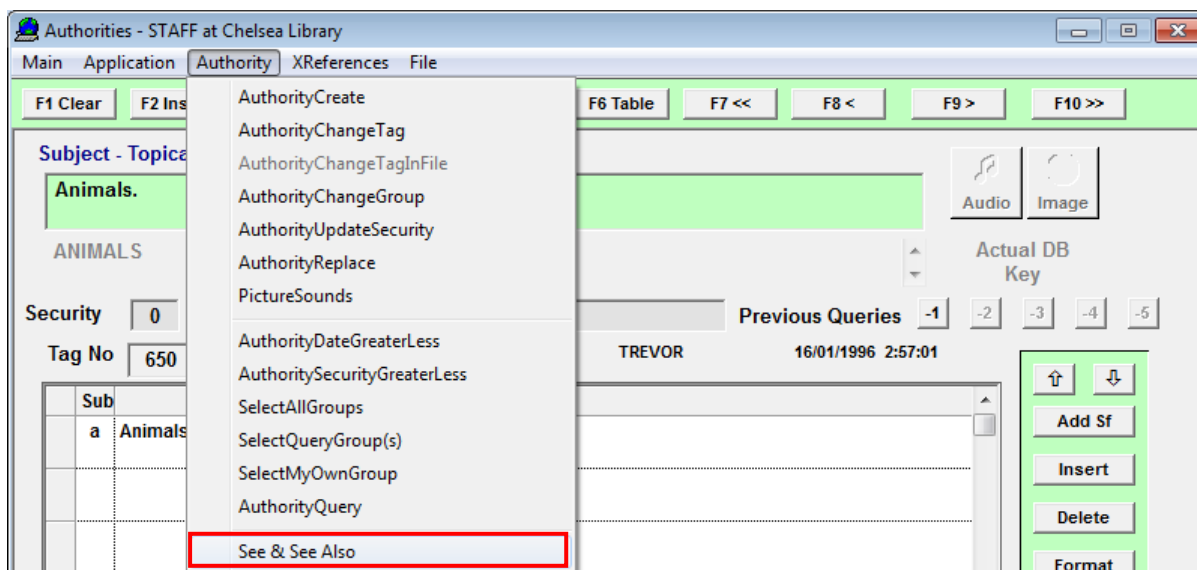


- Double-click on a type of search, for example: **Subject** heading (if that is what you search term is) – an Authority List of matching Authorities will display:

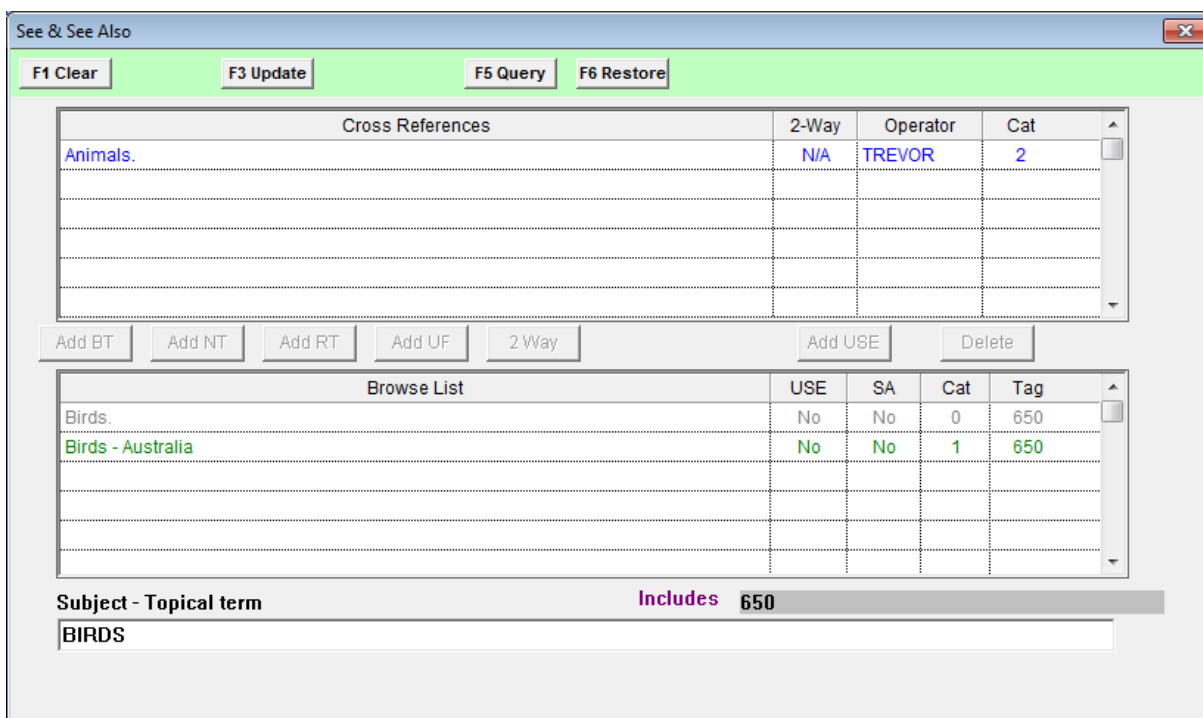


## Basic Searching in Amlib

- Double-click on a selection (for example: **Animals**) – the selected Authority will display on the Authorities screen:

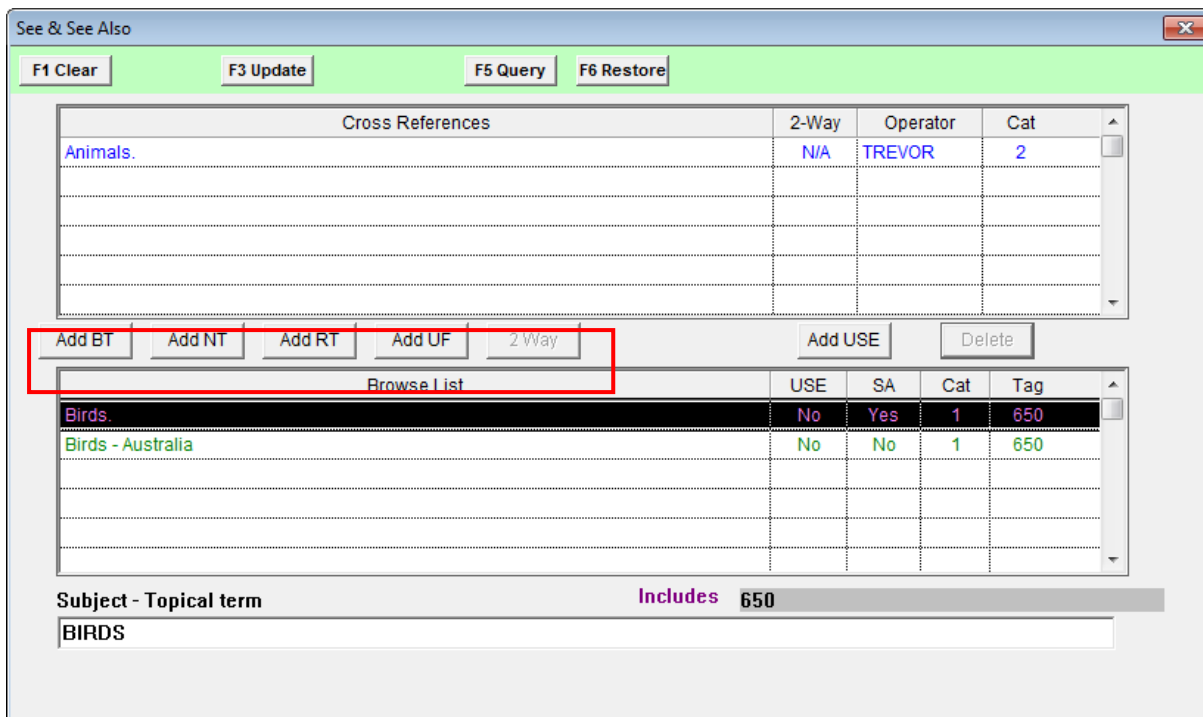


- From the menu, select **Authority > See & See Also** – the See & See Also screen will display
- In the search box, enter the authority that you wish to set as the *See Also* reference (for example: **Birds**) and **F5 Query** button



- Highlight the term in the Browse List box that is to be the *See Also* cross reference and select the relevant addition using the table below as a guide

# Basic Searching in Amlib



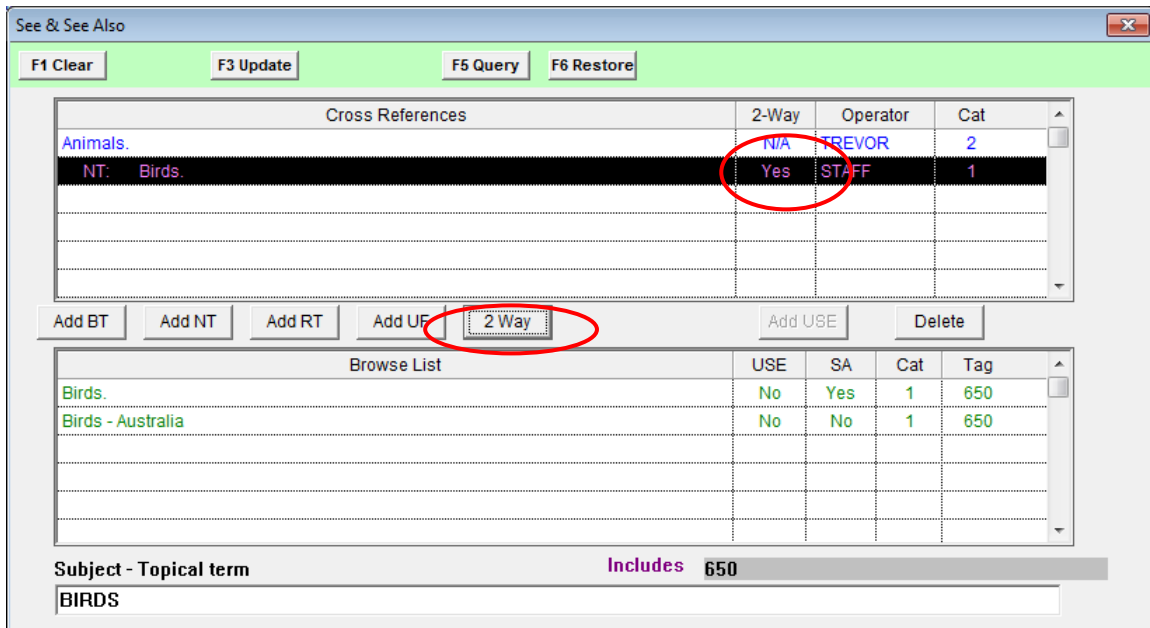
## Symbols for Preferred (Allowed) Terms

SYMBOL	MEANING	EXPLANATION	EXAMPLE
<b>Add BT</b>	<i>Broader Term</i>	Allowed headings which are more general than the term	Fishes <b>BT Marine Animals</b>
<b>Add NT</b>	<i>Narrower Term</i>	Allowed headings which are more specific than the term	Fishes <b>NT Seahorses</b>
<b>Add RT</b>	<i>Related Term</i>	Allowed headings which are associated with the term in some way	Fishes <b>RT Aquariums</b>
<b>Add UF</b>	<i>Use For</i>	Allowed Heading "Seen By" – a Non-Allowed Heading, therefore directing the User to a more appropriate heading	Fishes <b>UF Fish</b>

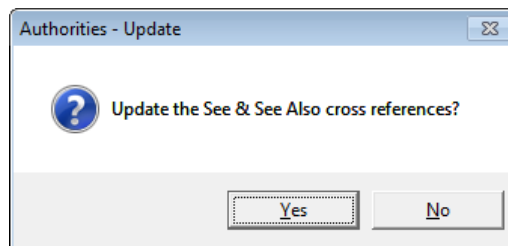
9. Click the **2 Way** button if the term is to be seen from each heading – for example:

- **Birds:** *See also Animals*
- **Animals:** *See also Birds*

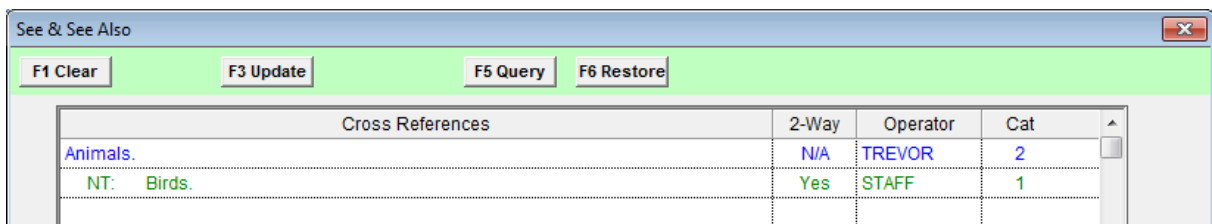
# Basic Searching in Amlib



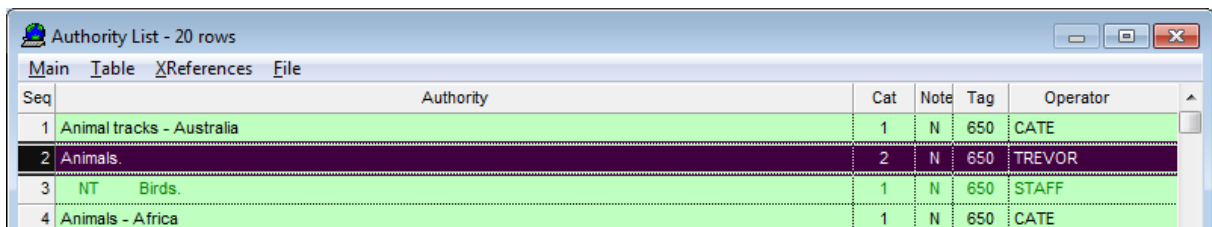
10. When all the *See Also* references have been added, click the **F3 Update** button – an Authorities – Update prompt will display:



11. Click the **Yes** button



12. In the Authority List, the 2-way listing should apply automatically:



## See (Use)

Allows reference from the entered term (a non-preferred heading) to an alternative heading which is preferred. An Authority may only have one See reference.



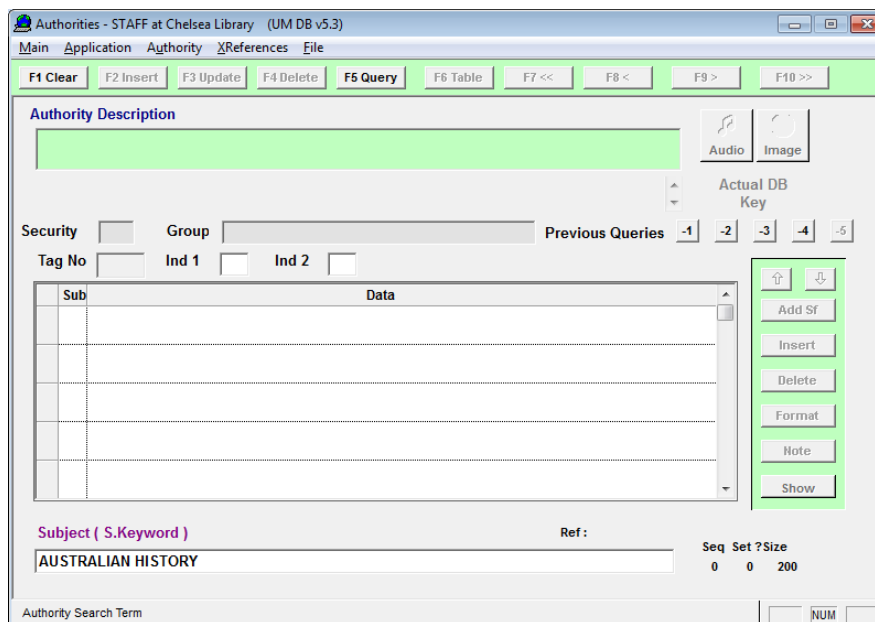
# Basic Searching in Amlib

## Symbols for Non-Preferred (Non-Allowed) Terms

SYMBOL	MEANING	EXPLANATION	EXAMPLE
<b>Add USE</b>	<i>Use</i>	Non-Allowed Headings have a <i>See</i> Reference (USE Reference) to direct the User to an Allowed heading, which is more appropriate	Fish farming <b>USE Aquaculture</b>

For example: **Australian History** *SEE* **Australia – History**

1. Launch the *Amlib* client
2. Go to **Main > Authorities > Authorities** – the Authorities screen will display:

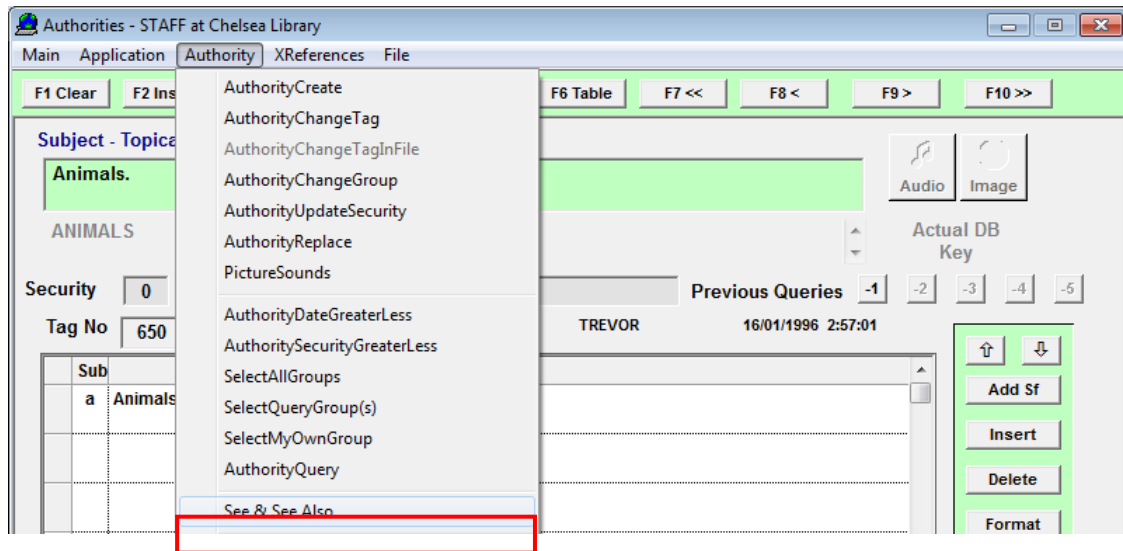


3. In the Search Term box, enter the non-preferred heading to which you wish to add *See* cross references (for example: **Australian History**) and click the **F5 Query** button

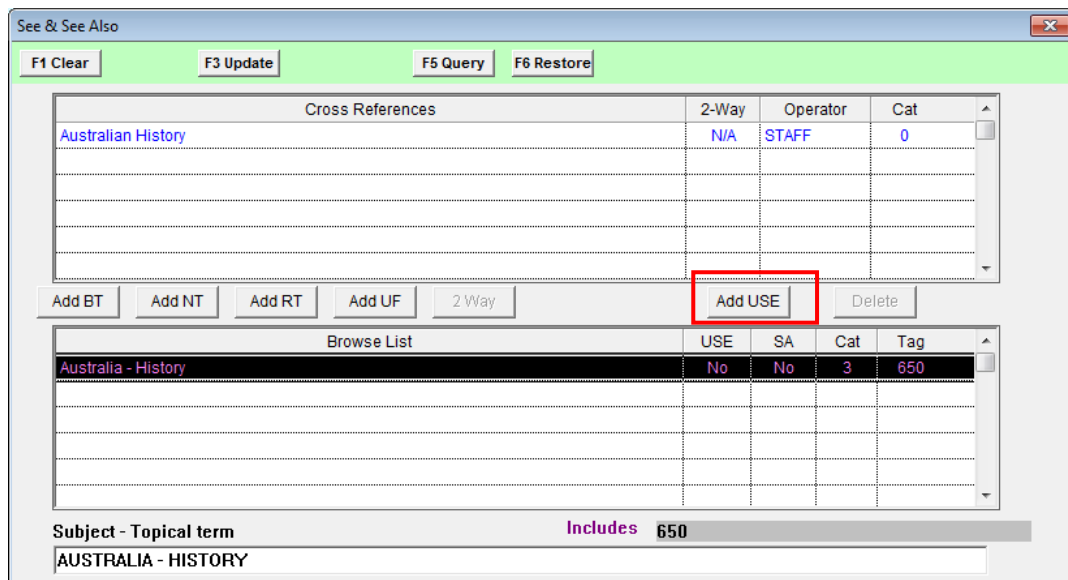
**Note:** If the **non-preferred heading** does not currently exist it will be necessary to *Create the Heading* first. Go to **Authority > Authority Create**. Choose the Tag – for example 650 Topical Subject Heading. Enter the term in the Subfields as required. Once complete click **F2 Insert** to insert the Heading. Then proceed as from Point 3.

4. Double-click on a selection in the Authority List (for example: **Animals**) – the selected Authority will display on the Authorities screen

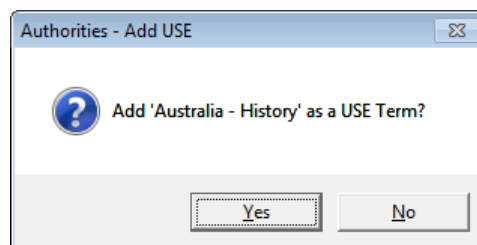
# Basic Searching in Amlib



5. From the menu, select **Authority > See & See Also** – the See & See Also screen will display
6. In the search box, enter the authority that you wish to set as the *See* reference (for example: **Australia - History**) and **F5 Query** button

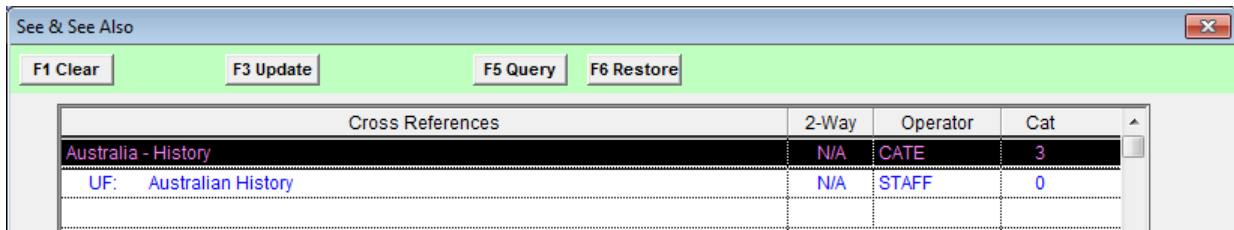


7. Highlight the term in the Browse List box that is to be the *See* cross reference and click the **Add USE** button – the Authorities - Add USE prompt will display:

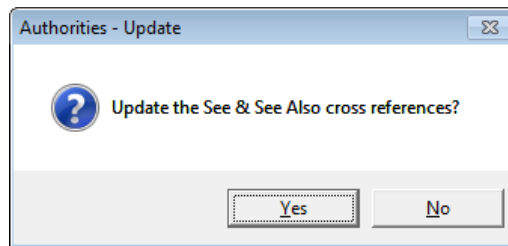


8. Click the **Yes** button

# Basic Searching in Amlib



9. Click the **F3 Update** button – an Authorities – Update prompt will display:



10. Click the **Yes** button



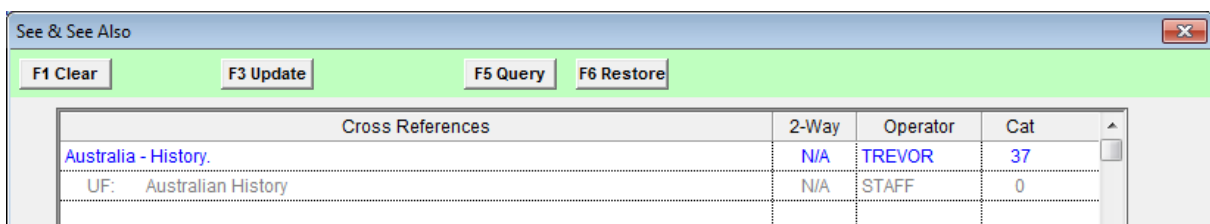
11. If a heading is no longer to be a *See* reference, highlight the term and click the **F6 Restore** button

## Seen By (Use For)

Allows reference from a non-preferred heading to a preferred heading. This would be a one-way match – for example:

- **Australia - History: *Seen By* Australian History**

Adding a *See* reference automatically creates this – for example: since we added a *See* reference for **Australian History** to see **Australia – History**, if we search for **Australia – History**, the *Seen By* reference will point to **Australian History**:



Similarly, you can have **Cookery: *Seen By* Cooking**:

# Basic Searching in Amlib

Cross References	2-Way	Operator	Cat
Cookery.	N/A	TREVOR	53
UF: Cooking	N/A	STAFF	0

This means any attempt to search for **Cooking** in a Catalogue Enquiry will search for **Cookery** instead.

When searching for a commonly used term (for example: **Cooking**) the *NetOpacs* user will be given a result instead of a message that there are no items found for that term:

2 subjects found for cooking	
1	<input type="checkbox"/> Christmas cooking (4 entries)
2	<input type="checkbox"/> Cookery. (53 entries)

## See and See Also References Across MARC Tags

It is also possible to set *See* and *See Also* references across different MARC Tags. For instance, it is possible to set some cross references for countries that are topical headings or people – for example: **Spain, see also Bullfighters, see also Queen Isabella 1.**

1. Launch the *Amlib* client
2. Go to **Main > Authorities > Marc Tags** – the Marc Tags Within the System screen will display:

Tag No	Tag Description	Defa Ind 1	Defa Ind 2	Can the Tag be Repeated in a Catalogue (Y/N)	Is the Tag an Authority that is only used in 1 Catalogue (Y/N)	Keyword Search Code	Default Catalogue Show Sequence	Allow Tag Xrefs with these comma sep list
610	Subject - Corporate name			Y	N	S	61000	610
611	Subject - Meetin/Conference name			Y	N	S	61100	611
650	Subject - Topical term			Y	N	S	65000	650
651	Subject - Geographic term			Y	N	S	65100	651

3. Locate the Tag you wish to include in the cross referencing – for example: **650**
4. Add a comma (,) in the Allow Tag Xrefs with these comma sep list column and the next Tag number, repeating for multiple Tags – for example: to search through **Subject – Topical Term, Subject - Personal Name, Subject – Geographic Term**, the search phrase would be: **650,600,651**

# Basic Searching in Amlib

Marc Tags Within the System - STAFF at Chelsea Library

Main Application

F1 New F2 Insert F3 Update F4 Delete F5 Query F6 Print F7 SubF F8 Format

Tag No	Tag Description	Defa Ind 1	Defa Ind 2	Can the Tag be Repeated in a Catalogue (Y/N)	Is the Tag an Authority that is only used in 1 Catalogue (Y/N)	Keyword Search Code	Default Catalogue Show Sequence	Allow Tag Xrefs with these comma sep list
611	Subject - Meetin/Conference name			Y	N	S	61100	611
✓ 650	Subject - Topical term			Y	N	S	65000	650,600,651
651	Subject - Geographic term			Y	N	S	65100	651

5. Repeat for the reciprocal Tags – for example: **600, 651**:

Marc Tags Within the System - STAFF at Chelsea Library

Main Application

F1 New F2 Insert F3 Update F4 Delete F5 Query F6 Print F7 SubF F8 Format

Tag No	Tag Description	Defa Ind 1	Defa Ind 2	Can the Tag be Repeated in a Catalogue (Y/N)	Is the Tag an Authority that is only used in 1 Catalogue (Y/N)	Keyword Search Code	Default Catalogue Show Sequence	Allow Tag Xrefs with these comma sep list
✓ 600	Subject - Personal name			Y	N	S	60000	600,650,651
610	Subject - Corporate name			Y	N	S	61000	610
611	Subject - Meetin/Conference name			Y	N	S	61100	611
✓ 650	Subject - Topical term			Y	N	S	65000	650,600,651
✓ 651	Subject - Geographic term			Y	N	S	65100	651,600,650
653	Index Term - Uncontrolled			Y	N	N	65300	653

6. Click the **F3 Update** button when complete
7. You are then able to select against a range of Tags in the See & See Also screen as a result:

See & See Also

F1 Clear F3 Update F5 Query F6 Restore

Cross References		2-Way	Operator	Cat
Australian History		N/A	STAFF	0

Add BT Add NT Add RT Add UF 2 Way Add USE Delete

Browse List	USE	SA	Cat	Tag
Australia - Genealogy	No	No	1	650
Australia - Genealogy - Dictionaries.	No	No	1	651
Australia - Genealogy - Handbooks, manuals, etc.	No	No	1	651
Australia - History.	No	No	37	651
Australia - History	No	No	3	650
Australia - History - 1788-1851	No	No	3	651

Subject - Topical term **Includes 650,600,651**

AUSTRALIA

8. It is also possible to manually search across Tags, by entering additional Tag numbers after the Tag(s) displayed in the Includes box, separating them with a comma (;), at the bottom of the See & See Also screen:

Subject - Topical term **Includes 650,651**

AUSTRALIA

## Create your New Authority Enquiry Option

It is possible to define extra **Browse Searches** for use with the Authority module (and a similar one in the Catalogue Module)

1. Launch the *Amlib* client
2. Go to **Main > Authorities > AuthQueryOptions** – the Heading Query Options Setup screen will display:

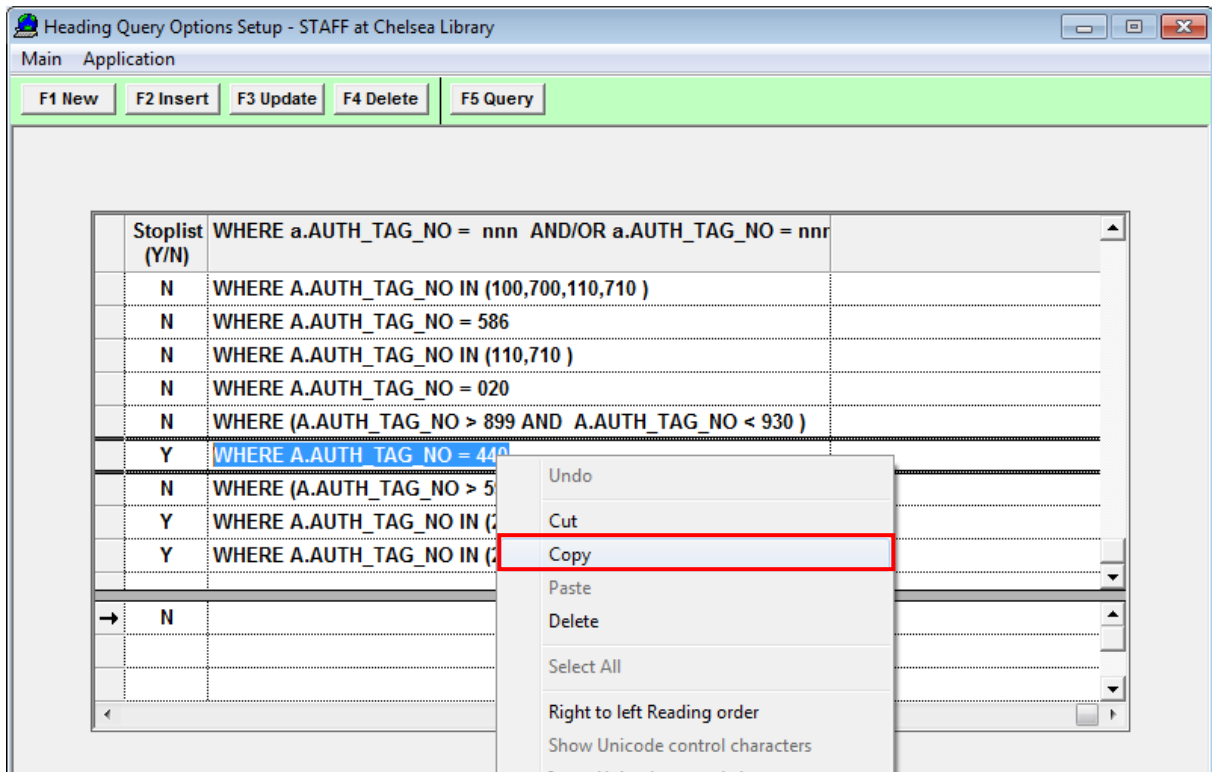
Description	Stoplist (Y/N)	WHERE a.AUTH_TAG_NO = nnn AND/O
Any Authority	N	WHERE A.AUTH_TAG_NO > 0
Author ( 100 or 700 )	N	WHERE A.AUTH_TAG_NO IN (100,700)
Authors and Corporate ( 100,700,110,710)	N	WHERE A.AUTH_TAG_NO IN (100,700,110,710)
Awards	N	WHERE A.AUTH_TAG_NO = 586
Corporate Authors ( 110 , 710 )	N	WHERE A.AUTH_TAG_NO IN (110,710 )
I.S.B.N. ( 020 )	N	WHERE A.AUTH_TAG_NO = 020
Newspaper	N	WHERE (A.AUTH_TAG_NO > 899 AND A.

3. Click the **F1 New** button
4. Enter the following:
  - Description – for example: **Subject Name - Personal Heading Only (600)**
  - Enter whether you wish to have a **Stoplist** included (for example to ignore **The, An** etc.). For Personal Name Subject Headings, the setting would be **N**

Description	Stoplist (Y/N)	WHERE a.AUTH_TAG_NO = nnn AND/O
Any Authority	N	WHERE A.AUTH_TAG_NO > 0
Author ( 100 or 700 )	N	WHERE A.AUTH_TAG_NO IN (100,700)
Authors and Corporate ( 100,700,110,710)	N	WHERE A.AUTH_TAG_NO IN (100,700,110,710)
Awards	N	WHERE A.AUTH_TAG_NO = 586
Corporate Authors ( 110 , 710 )	N	WHERE A.AUTH_TAG_NO IN (110,710 )
I.S.B.N. ( 020 )	N	WHERE A.AUTH_TAG_NO = 020
Newspaper	N	WHERE (A.AUTH_TAG_NO > 899 AND A.
Series	Y	WHERE A.AUTH_TAG_NO = 440
Subject headings ( 600-699 )	N	WHERE (A.AUTH_TAG_NO > 599 AND A.
Title	Y	WHERE A.AUTH_TAG_NO IN (245,740)
→ Subject Name - Personal Heading Only ( 600 )	N	

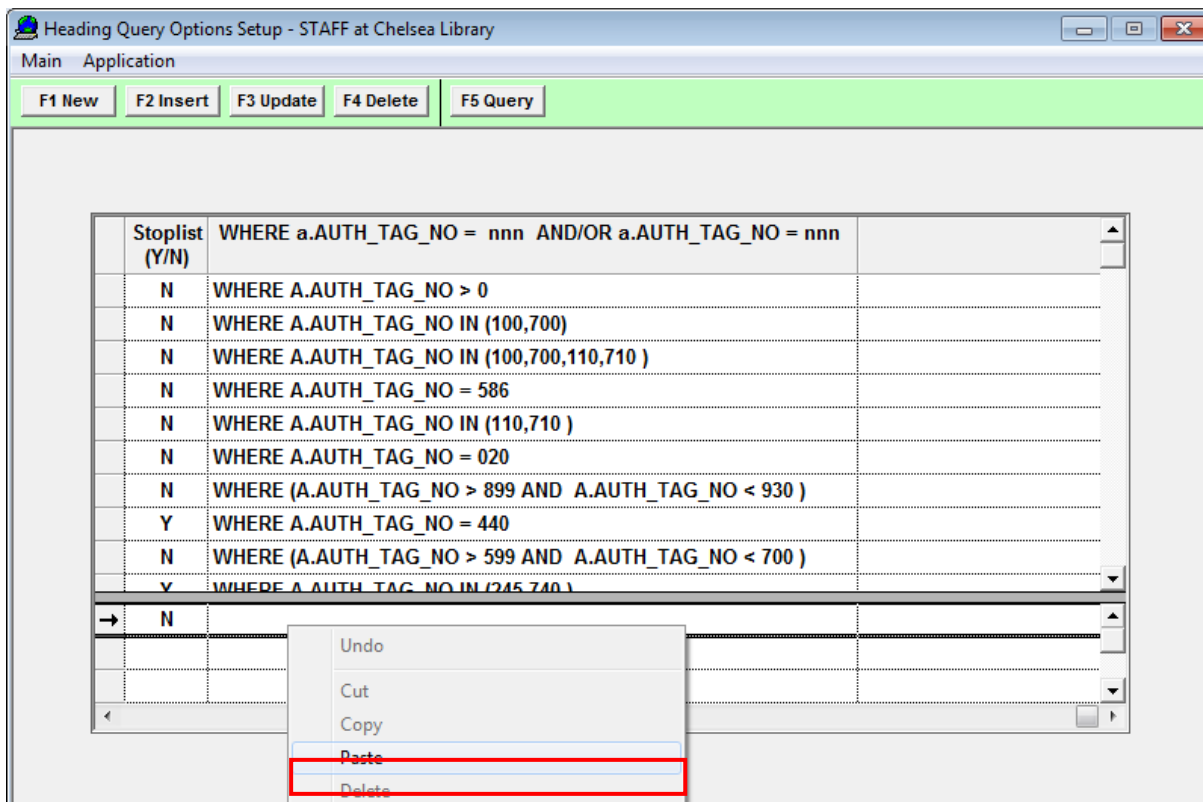
## Basic Searching in Amlib

5. Enter the Where conditions (Hint: It is easiest to copy an existing line and then alter it. In this case **Copy** the Subject Heading line – by highlighting the existing line for subject and right-clicking and choosing **Copy**)



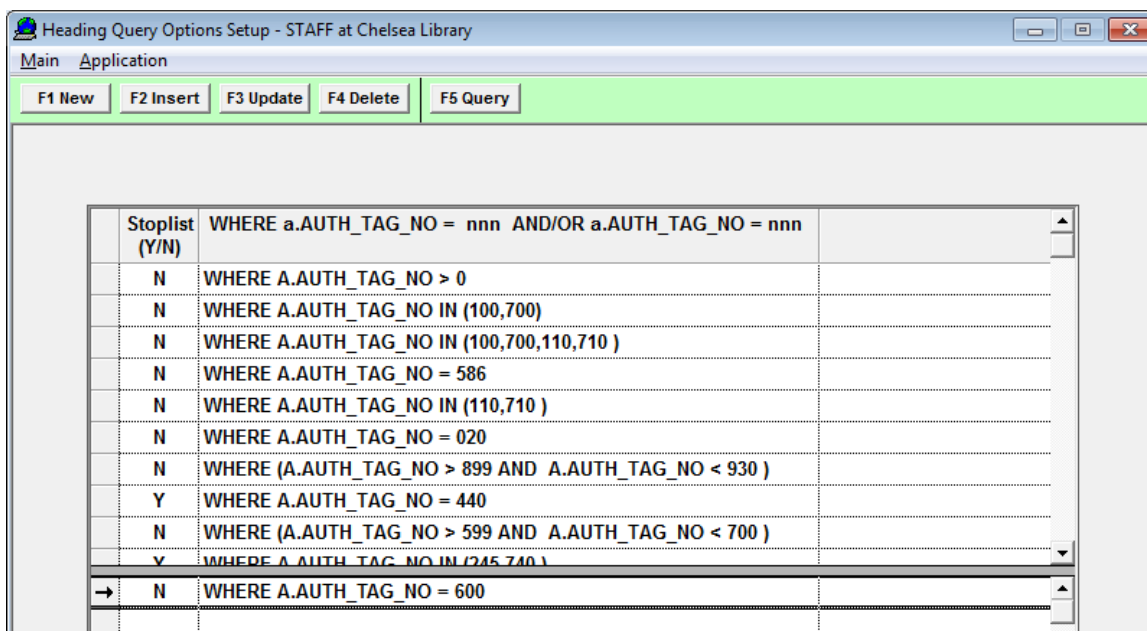
6. Go to the new line created and click into the WHERE a.AUTH\_TAG\_NO = nnn AND/OR a.AUTH\_TAG\_NO = nnn column, right-click and choose **Paste**

# Basic Searching in Amlib



7. The existing Query will be display: alter the WHERE statement to what it should be, for example:

- **WHERE A.AUTH\_TAG\_NO = 600**



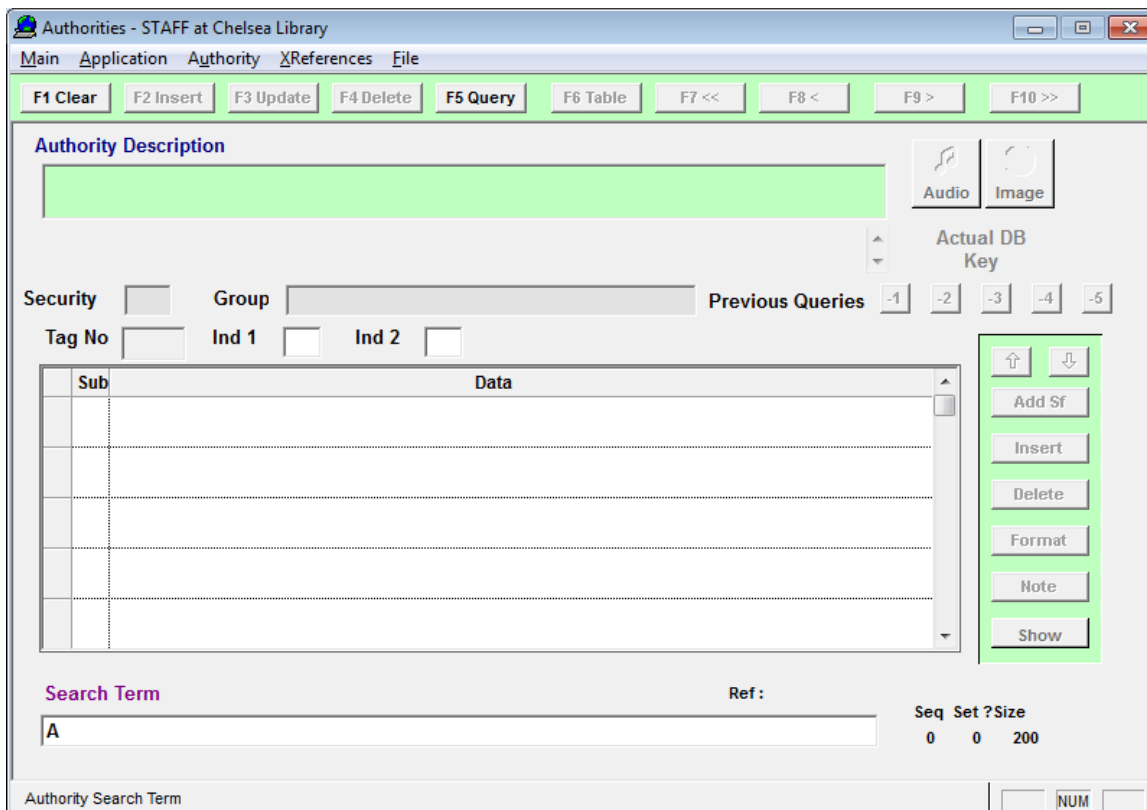
8. Click the **F3 Update** button to save the new option

9. Log out (**Ctrl-L**) of the *Authorities* module to allow the new query to come into effect

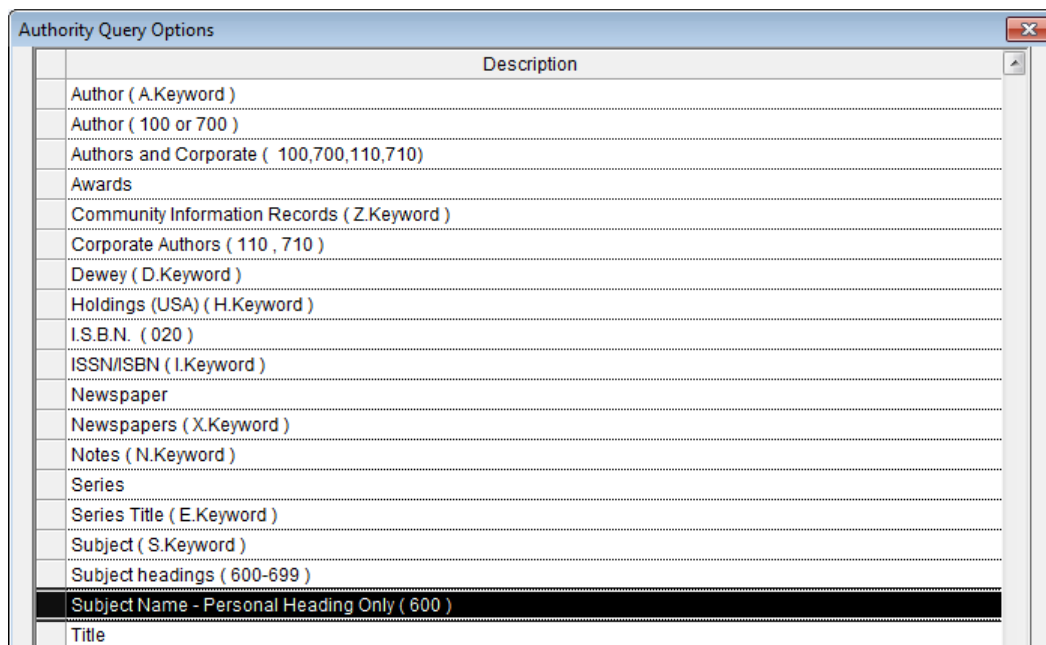


## Search Using the New Query Option

1. Go to **Main > Authorities > Authorities** – the Authorities screen will display:

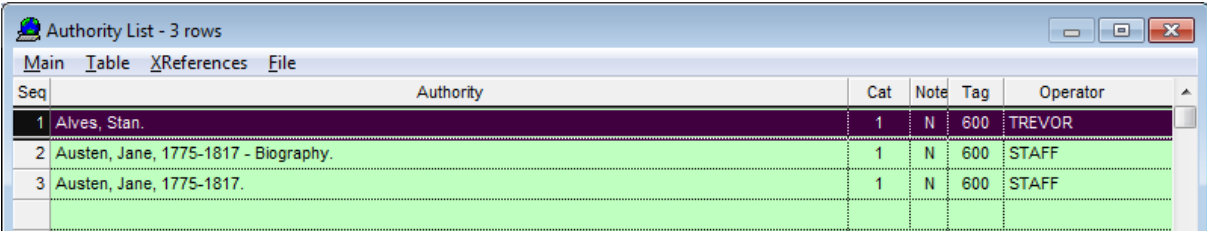


2. Perform a search – for example: type the letter **A** into the Search Term box to find all the Name Personal Headings beginning with **A**
3. Click the **F5 Query** button – the Authority Query Options screen will display:



## Basic Searching in Amlib

4. Double-click the preferred option – for example: **Subject Name – Personal Heading Only (600)**
5. An Authority List will display the results of the query – targeting ONLY the **600** Tag:



The screenshot shows a window titled "Authority List - 3 rows" with a menu bar containing "Main", "Table", "References", and "File". Below the menu bar is a table with the following columns: "Seq", "Authority", "Cat", "Note", "Tag", and "Operator". The table contains three rows of data:

Seq	Authority	Cat	Note	Tag	Operator
1	Alves, Stan.	1	N	600	TREVOR
2	Austen, Jane, 1775-1817 - Biography.	1	N	600	STAFF
3	Austen, Jane, 1775-1817.	1	N	600	STAFF

## Z39.50 Searching

Z39.50 is an international information retrieval standard that enables communication between computer systems, including those that operate on different hardware and use different library software (e.g. Amlib, Spydus, Sirsi, etc.). Searching of other libraries and databases can be performed simultaneously in a single search

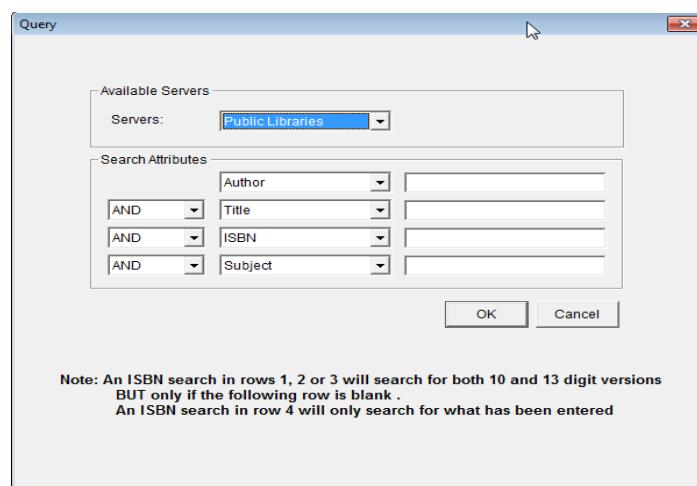
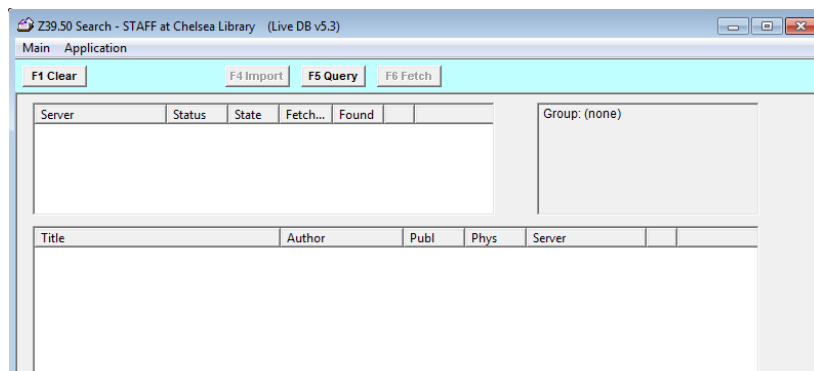
*Amlib* provides an integrated Z39.50 Client (also known as ZClient) within the *Amlib* Catalogue module for easily searching of other libraries and databases. The *Amlib* ZClient has an additional benefit of being able to select a range of records from a search result and **immediately** import into the *Amlib* Catalogue databases – an easy way for creating orders and importing marc records.

**Please Note:** Use of the Bibliographic records via Z39.50 is subject to the terms and conditions of the Source Library.

### To use Z39.50 Searching

Launch the *Amlib* client

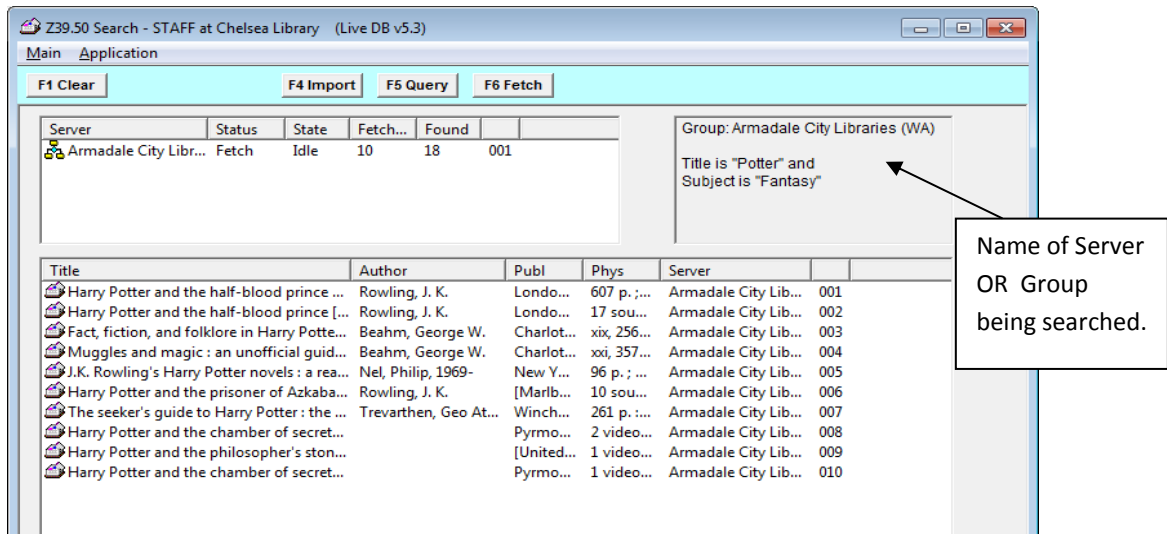
1. Go to **Main > Catalogue > CatZSearch**



4. Click on the **down arrow** and select the **Server** or **Group** you wish to search by highlighting it.
5. Type in the search term for example: **ISBN, Title, Author, Subject** or combination of these. Click **OK**

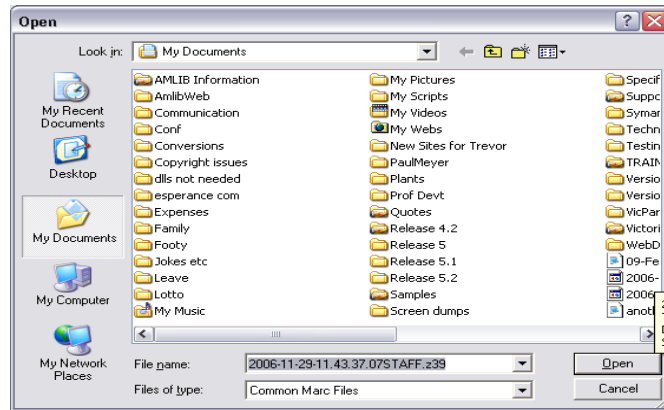
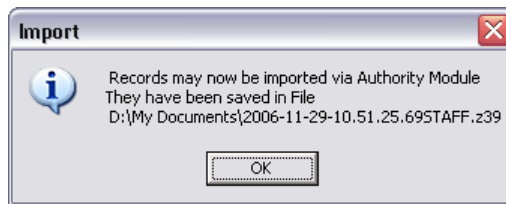
# Basic Searching in Amlib

You will be returned to the Search window



You will now see the **Server**, **Default** number of items to display and **Found** this many records

To highlight records (hold the Ctrl key and click on records to highlight more than one record) and clicking **F4Import**, the highlighted records will saved to a Marc File shown in the dialogue box, to be imported into Amlib via Marc Takeup.



Marc Takeup will automatically load where the File name will display. Ensure the Folder is the correct Folder e.g. My Documents.

Schools can link to SCIS in this way. You will need to contact SCIS directly to get your IP address authorised and they will supply the details of the SCIS z39.50 details you will need to set them up as a Server to be accessed through Z39.50.

# Basic Searching in Amlib

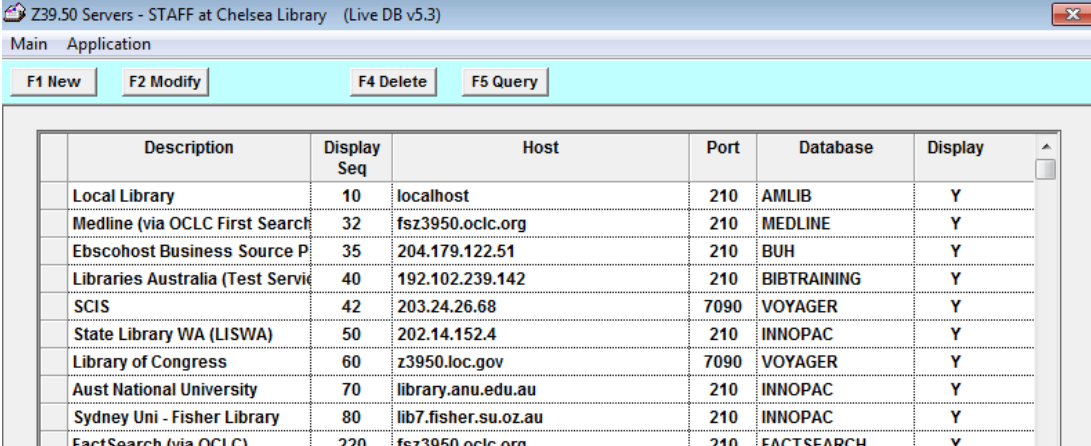
## Adding New z39.50 Servers

Servers are the Libraries or databases you wish to search. **F1New** enables you to enter new databases to search. Some useful links include:

<http://www.nla.gov.au/librariesaustralia/services/search/z3950/>

<http://www.nla.gov.au/apps/libraries?action=ListTargets>

<http://staff.library.mun.ca/staff/toolbox/z3950hosts.htm>



Description	Display Seq	Host	Port	Database	Display
Local Library	10	localhost	210	AMLIB	Y
Medline (via OCLC First Search)	32	fsz3950.oclc.org	210	MEDLINE	Y
Ebscohost Business Source P	35	204.179.122.51	210	BUH	Y
Libraries Australia (Test Servi	40	192.102.239.142	210	BIBTRAINING	Y
SCIS	42	203.24.26.68	7090	VOYAGER	Y
State Library WVA (LISWA)	50	202.14.152.4	210	INNOPAC	Y
Library of Congress	60	z3950.loc.gov	7090	VOYAGER	Y
Aust National University	70	library.anu.edu.au	210	INNOPAC	Y
Sydney Uni - Fisher Library	80	lib7.fisher.su.oz.au	210	INNOPAC	Y
FactSearch (via OCLC)	220	fsz3950.oclc.org	210	FACTSEARCH	Y

Description = the description you will see in Amlib of the Library or database

Display Seq = the order in which you wish the list to display eg 1, 2, 3 etc. The number here needs to be unique

Host = the Internet Address of the Library or database. If this is not correct, you cannot be connected to perform a search

Port = TCP/IP port. The most common port number for Z39.50 is 210.

Server Type is generally **Other** unless it is an *Amlib* site

Database is the name of the database. This will also need to be supplied by the Library or database being searched

### CatZGroups

The **Servers** being searched can be grouped together so that parallel searches are performed across multiple databases

# Basic Searching in Amlib

Z39.50 Server Groups - STAFF at Chelsea Library (Live DB v5.3)

Main Application

F1 New F2 Modify F4 Delete F5 Query

Description	Type (B)ib (S)can	Display Seq	Number of Servers
My Favourite Libraries	B	10	2
State and National Libraries	B	20	4
Subscription Databases	B	30	3
University Libraries	B	40	3
Public Libraries	B	50	5

NUM

Groups

General Servers

Description

Display Seq

Type  Bibliographic  Scan

OK Cancel

Groups

General Servers

Please choose all the servers that will be associated with this group.

Server Name	Allow Scan
<input type="checkbox"/> Local Library	Y
<input type="checkbox"/> Medline (via OCLC First Search)	N
<input type="checkbox"/> Ebscohost Business Source Premier	N
<input checked="" type="checkbox"/> Libraries Australia (Test Service)	Y
<input type="checkbox"/> SCIS	N
<input type="checkbox"/> State Library WA (LISWA)	Y
<input type="checkbox"/> Library of Congress	Y
<input type="checkbox"/> Aust National University	Y

OK Cancel

When you have entered the Description and sequence, you need to click on the **Servers tab** and tick the **Servers** you wish to be in this Group

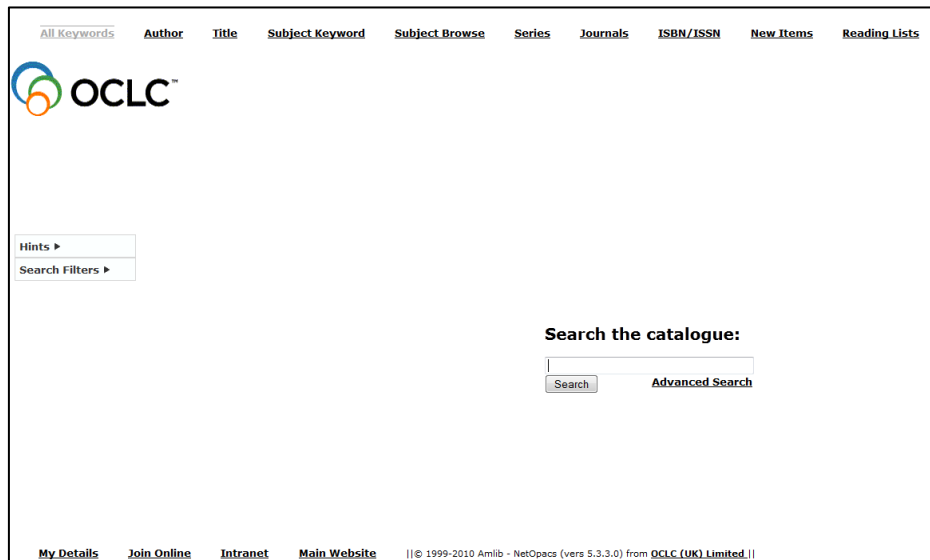
## NETOPACS

---

**Please Note:** The path for the *NetOpacs* is <http://servername/Amlibweb/webquery.dll?>

The Server name will depend on how your Server was set up. This can be found in Control Panel, Network on your Server. For example if the Server name was Libserver the path would be <http://Libserver/Amlibweb/webquery.dll?>


1. The searches are performed within a **Net Browser** e.g. Internet Explorer or Firefox.
2. The path can be set up as a Favourite so that the Library Search screen can easily be found or as the Default Home Page so that the Search screen automatically displays as soon as the Net Browser is activated.
3. Just like browsing an Internet site, the *NetOpacs* uses Hyperlinks extensively. A hyperlink is a "**hot spot**" that allows you to jump to another location. The field includes display text, which is often blue and underlined, that the user clicks to jump to the specified location or extra information.
4. Certain configuration and parameters control the Netopac setup. This includes the **amlib.ini** within the Netopacs folder, the **configuration file** that is used to compile the Netopacs and is found amongst the Design htm pages (e.g. ReserveOn.ini but it could be named differently) as well as some Supervisor/Application/**Opac Enquiry** settings relevant to Netopacs.
5. The **Main Menu** will vary depending on the Search options for example: Periodicals
6. Click on **search option** required. Enter the text to be searched and press Enter or click the Search button. Not all the text has to entered. For example **Dino** will display all items beginning with Dino, for example: Dinosaurs, Dinotopia etc.






**All Fields** and **Title** searches will display the Stockitems found as a result of a search.

# Basic Searching in Amlib

[All Keywords](#)
[Author](#)
[Title](#)
[Subject](#)
[Series](#)
[Journals](#)
[New Items](#)
[Reading Lists](#)




Hints ▶

2. <b>Battleaxe.</b> Douglass, Sara <a href="#">More Info via Syndetics / More Info [via Amazon.com]</a>						
Select	Item Type	Call No	Status	Location	Reserve	Reviews
<input type="checkbox"/>	ADULT FICTION BOOK	F DOU	Available with 0 reserves	Chelsea Library	<a href="#">Reserve Title</a>	n/a n/a
3.  <b>Blood and memory / Fiona McIntosh.</b> McIntosh, Fiona, 1960- <a href="#">More Info via Syndetics / More Info [via Amazon.com]</a>						
Select	Item Type	Call No	Status	Location	Reserve	Reviews
<input type="checkbox"/>	ADULT FICTION BOOK	F MCI	Available with 0 reserves	Hastings Library	<a href="#">Reserve Title</a>	n/a n/a
4.  <b>Bridge of souls / Fiona McIntosh.</b> McIntosh, Fiona, 1960- <a href="#">More Info via Syndetics / More Info [via Amazon.com]</a>						
Select	Item Type	Call No	Status	Location	Reserve	Reviews
<input type="checkbox"/>	ADULT FICTION BOOK	F MCI	Available with 0 reserves	Belmont Library	<a href="#">Reserve Title</a>	n/a n/a
5.  <b>The burning bridge / John Flanagan.</b> Flanagan, John, 1944- Fantasy. <a href="#">More Info via Syndetics / More Info [via Amazon.com]</a>						
Select	Item Type	Call No	Status	Location	Reserve	Reviews
<input type="checkbox"/>	YOUNG ADULT FICTION	A823.4	Available with 0 reserves	Chelsea Library	<a href="#">Reserve Title</a>	n/a n/a
<input type="checkbox"/>	YOUNG ADULT FICTION	A823.4	Available with 0 reserves	Hastings Library		n/a n/a
6. <b>Callie's castle / by Ruth Park ; illustrated by Kilmeny Niland.</b> Park, Ruth.						

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[Join Online](#)
[Intranet](#)
[Main Website](#)
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7. **Author** and **Subject** generally display an Interim Search Result where the Headings found will display first, and then the Stockitem display will follow.

[All Keywords](#)
[Author](#)
[Title](#)
[Subject](#)
[Series](#)
[Journals](#)
[New Items](#)
[Reading Lists](#)



Hints ▶

Home	Back					View All	View <input checked="" type="checkbox"/>		↔
<b>6 subjects found for science</b>									
1	<input type="checkbox"/>	<a href="#">ClickView Digital Video Library - Science. (6 entries)</a>							
2	<input type="checkbox"/>	<a href="#">ClickView Digital Video Library - Science - Physics.</a>							
3	<input type="checkbox"/>	<a href="#">Neural networks (Computer science)</a>							
4	<input type="checkbox"/>	<a href="#">Science. (4 entries)</a>							
5	<input type="checkbox"/>	<a href="#">Science fiction films. (2 entries)</a>							
6	<input type="checkbox"/>	<a href="#">Social sciences. (3 entries)</a>							
Home	Back					View All	View <input checked="" type="checkbox"/>		↔

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# Basic Searching in Amlib

8. The Heading required can then be chosen by clicking on the hyperlink to open the items with that particular heading, choosing several headings or **View All**. The number of items the search has found is displayed in the top left hand corner.
9. The items found display with details of Title, Author, Call Number, Item Type, Status, Location and Floor Location.

The screenshot shows the OCLC Amlib search results page. At the top, there are navigation links: All Keywords, Author, Title, Subject, Series, Journals, New Items, and Reading Lists. Below these is the OCLC logo and a search bar. The search results are sorted by Title. Three items are found for 'Social sciences':

1. **Excel HSC General Studies / A. Mende & J. Baker**  
Mende, A.  
Social sciences.  
[More Info via Syndetics](#) / [More Info \[via Amazon.com\]](#)
2. **Excel HSC Society & Culture / Diane Westerhuis**  
Westerhuis, Diane  
Examinations - Study guides.  
[More Info via Syndetics](#) / [More Info \[via Amazon.com\]](#)
3. **People & Society / Miles Litvinoff**  
Litvinoff, Miles  
Social sciences.  
[More Info via Syndetics](#) / [More Info \[via Amazon.com\]](#)

Each item has a table with columns: Select, Item Type, Call No, Status, Location, Reserve, and Reviews. The first item has a call number of 300.76 MEND and is available with 0 reserves at Chelsea Library. The second item has a call number of 306 WEST and is also available with 0 reserves at Chelsea Library. The third item has a call number of J301 LITV and is available with 0 reserves at Chelsea Library.

To see the bibliographic details of each item, click on the **Title** hyperlink.

The screenshot shows the OCLC Amlib bibliographic details page for 'Harry Potter and the chamber of secrets'. The page displays the following information:

- Call Number: F.ROW
- Author: [Rowling, Joanne., 1965.](#)
- Title: [Harry Potter and the chamber of secrets / J.K. Rowling.](#)
- Publisher (Imprint): London : Bloomsbury, 1998.
- Physical description: 251 p.
- Subject: [Fantasy.](#)
- Subject: [Witches and warlocks - Fiction.](#)
- Subject: [Magic - Fiction.](#)
- URL Link: [Click here to display linked resource](#)

At the bottom of the page, there is a section for 'see reviews/add a review' with 198 reviews (★★★★) and a carousel of book covers.

The hyperlinks displayed can be clicked to open up alternative searches. For example, Magpies can be clicked to narrow the search to only items with Magpies as a Subject Heading.

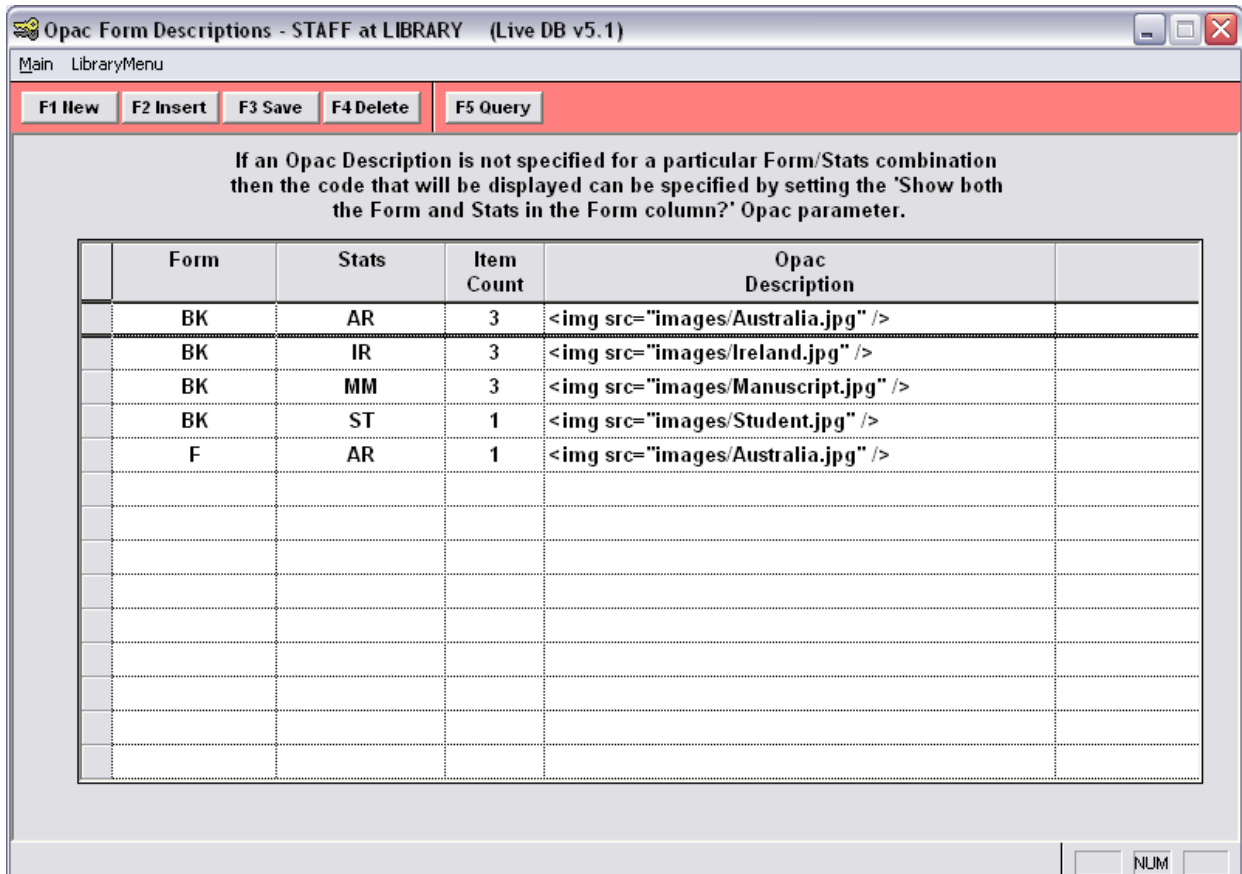


# Basic Searching in Amlib

You can choose to display jpg images instead of text in the "Item Type". You need to save your images within the directory that holds your NetOPAC pages, for example C:/Netopacs/Amlibweb/images. Then you can use HTML instead of text in the Opac Description column to display the images:

```

```



12. [Basketball basics \[videorecording\] : "offensive drills"](#).

Basketball - Coaching.

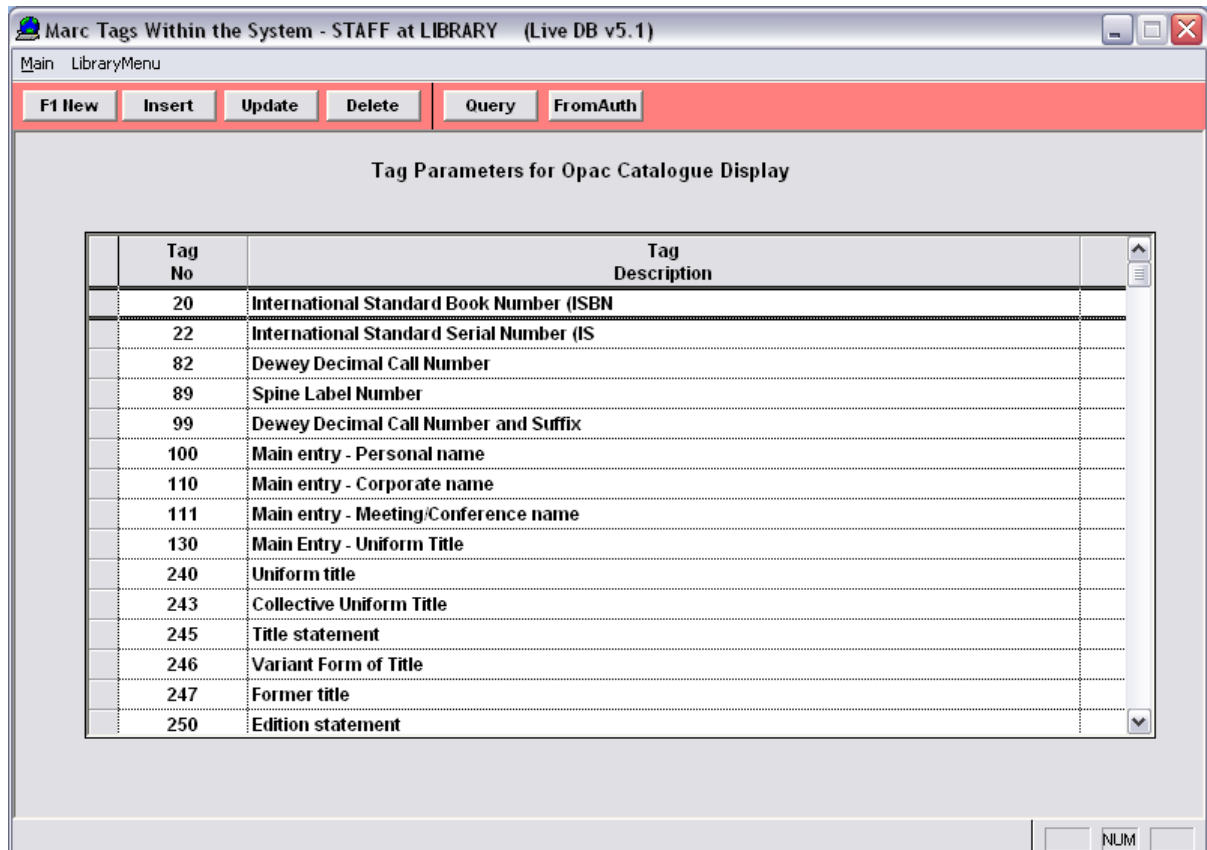
Item Type:	Home Location:	Currently:	Call No:	Status:	Reserve Title:
	Southtown	Southtown	796.3232 BAS	Available with 0 reserves	<a href="#">Reserve Title</a>

## Opac Display Tags

Main > Supervisor > Opacs > OpacDisplayTags

From this screen you can choose which tags do and do not display on the Marclst.htm page (which is the page users go to when they click on an item title). By using the AuthTag button you can import all current tags with those from Main > Authorities > MarcTags. You can delete the tags that are not required and change the Tag Description for your users.

# Basic Searching in Amlib



## Opac Enquiry Options

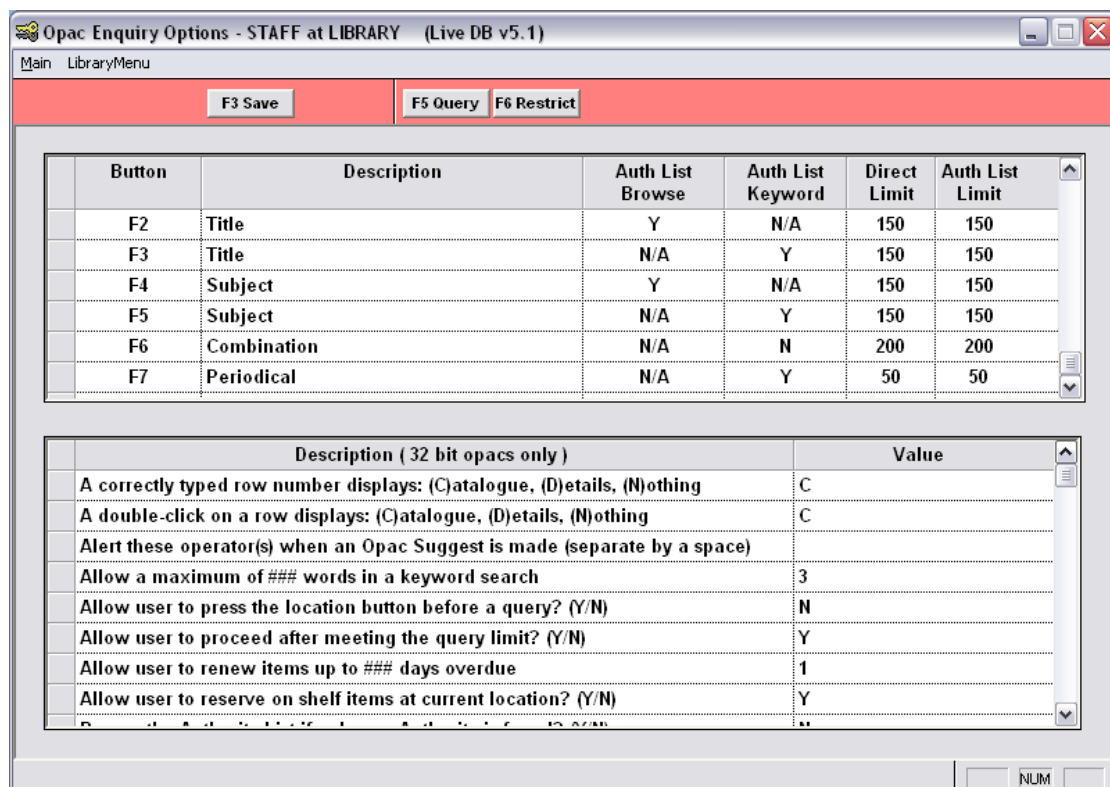
*Main > Supervisor > Opacs > OpacEnqOptions*

Some of the items in this screen are specific to the OPACs, but the following are items for NetOPACs:

- Colour of location when an item at current location
- Colour of location when an item at not at current location
- Colour of status when an item is 'In Transit'
- Colour of status when an item is 'Not For Loan'
- Colour of status when an item is 'Not On Loan'
- Colour of status when an item is 'On Loan'
- Colour of status when an item is 'On Order'
- Colour of status when an item is 'Reserved'
- Allow a maximum of ### words in a keyword search
- Allow user to renew items up to ### days overdue
- Allow user to reserve on shelf items at current location?
- Display on shelf items as (N)ot on Loan, (A)vailable or (O)n Shelf

## Basic Searching in Amlib

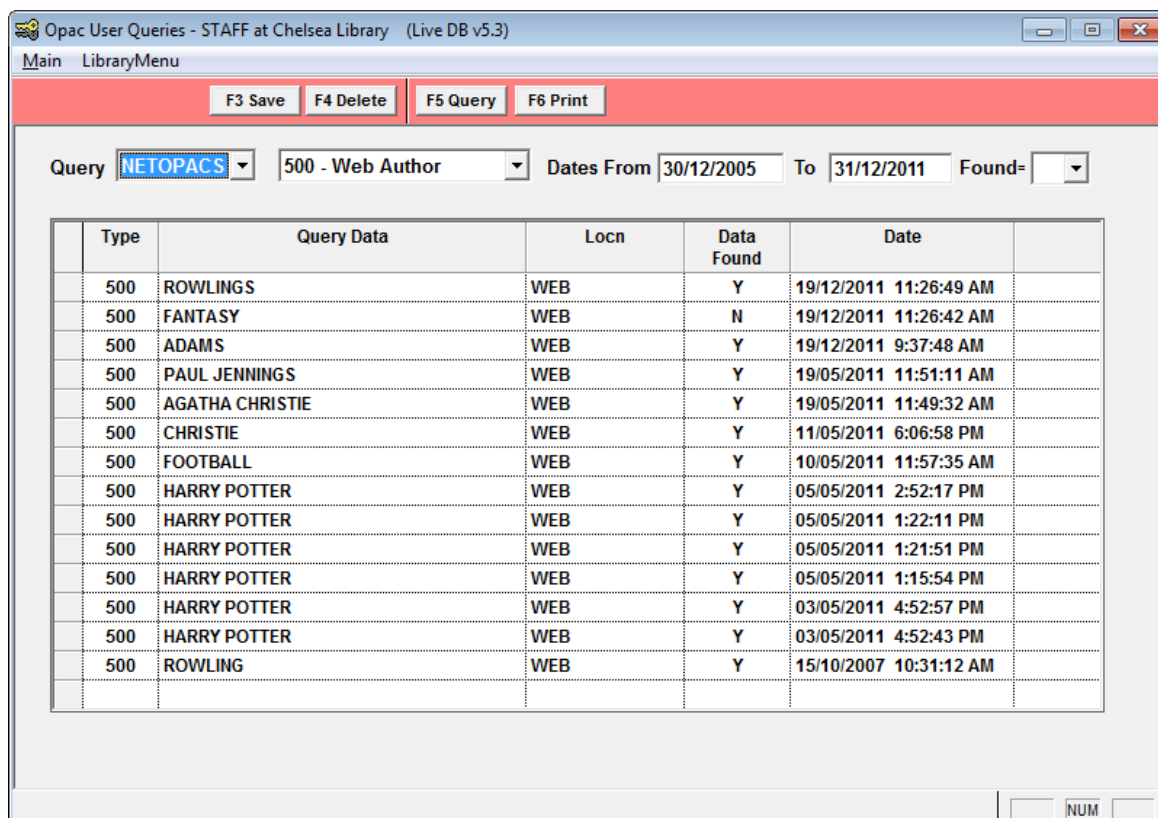
- Exact search on any term < ### characters
- Format of all dates shown in OPAC (i.e. dd/MM/yyyy).
  - *Due Date display on the Item list uses this parameter. All other Date settings come from Windows settings rather than Amlib (Regional Settings found in Control Panel)*
- Hide the borrower's address when they view their own details
- Is a PIN required?
- Show an item as "In Transit" if the Perm/Temp locations differ
- Show both the Form and Stats in the Form column?
- Show the date due back for daily items on loan?
- Show the last ### days of received items for Bor-Interest (Max Value)
- Show the last ### days of received items for Bor-Interest (Min Value)



### History Of Successful & Unsuccessful Searches

The *Opac* User Query screen in **Supervisor > Installation > Library Menu > Opacs > OpacQueries** can be used to see all terms used, those not found and those found

# Basic Searching in Amlib



At the Top of the Screen set the Query options and select the **[F5] Query** button.

The **Query** buttons include:

## Query used

- Netopacs
- Opacs (traditional style)

## Search

These are set by the **Stats Params** for *Netopacs* and the Button Numbers for *Opac*. For example:

- 500 WebAuthor
- 501 WebTitle

## Dates

Enter the **Date range** (Date from and the Date to **Note:** *Amlib* will enter the / if the correct format is used e.g. 01/08/07)

## Found

Arrow down to find the correct setting

- All (Left blank)
- Y (Only finds the successful search terms)
- N (Only finds the unsuccessful search terms)

## Basic Searching in Amlib

---

**Please Note:** Unsuccessful Searches can be used as a basis for Cross References, so that the terms typed can be directed to a preferred term, for example: **Teenagers** SEE Adolescents or **Car Repairs** SEE Motor Vehicles – Maintenance and Repairs or **Cooking** SEE Cookery

### SEARCH TIPS IN AMLIB

---

#### Expanded Searching

The whole term does not have to be typed (Note though that exact searches will be done on a certain number of characters – set in Supervisor e.g. 2) Other than that, if a set of characters is typed in, the search will bring back any items with that set of characters or an expansion on that.

For example search for **Din** and if Enter is pressed the search will bring back everything that starts with Din.

DINOSAURS

DINNER

DINGHY

And if **Dino** and Enter is then pressed the search will bring back everything that starts with Dino

DINOSAURS

DINOTOPIA

*Basically the more you type, the narrower the search...*

#### Plurals/Fuzzy matches

(set up in Supervisor) allow rules to be applied to Search terms to aid situations where a term may be entered in several ways – for example colour and color

This setup usually also allows plurals to be included in the search for example by typing in *Helicopter* will also result all the items with the term *Helicopters* to be included in the results listing



# Basic Searching in Amlib

Type 1,5,10	Replace This	With This	Min. Word Size	Notes..... Type 1 exact word, Type 5 chars in middle only, Type 10 chars at end of word
1	&	-%	1	general & search
1	AHD	-%	3	general and search
1	MAN	M_H	3	man men
1	MEN	M_H	3	men man
1	WOMAN	WOM_H	5	woman women
1	WOMEN	WOM_H	5	women woman
5	AE	%	5	spell ae and e e.g. encyclopedia
5	CIE	C_	7	i before e mostly
5	S	_	6	spell s and z e.g. organise
5	Z	_	6	z and s
10	BOR	B0%R	5	spell
10	BOUR	B0%R	5	spell
10	LOR	L0%R	5	spell color
10	LOUR	L0%R	5	spell colour
10	S	%	6	plurals
10	VOR	V0%R	5	spell
10	VOUR	V0%R	6	snell

## Punctuation

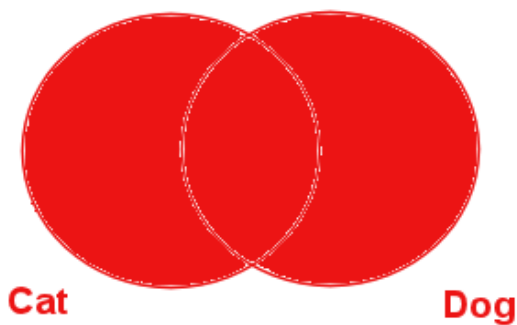
Punctuation is stripped from the Term for the search. - Basically, it is not necessary to search any punctuation but usually does not matter if it is included.

## Boolean Searching

Advanced Searching Only available on some *Netopac* screen designs

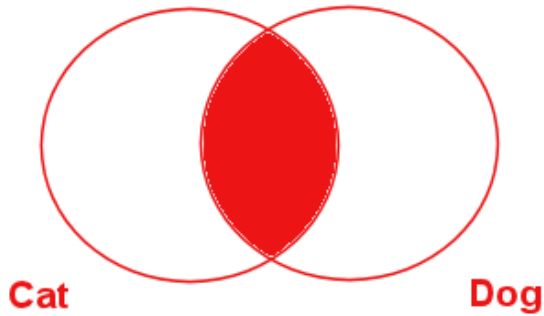
Boolean Operands can be used for example **AND, OR, NOT**

## Boolean Searching

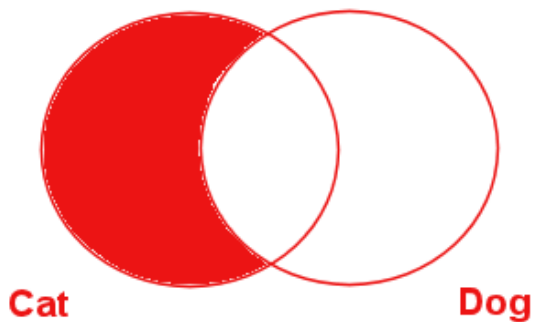


Searching for “Cat OR Dog will” return results that have either cats or dogs or both.

Searching for “Cat AND Dog” will bring up items that only have both cats and dogs.



Searching for “Cat NOT Dog” will return results that only contain cats and do not contain dogs.



Boolean **NOT** Searches restrict the search by a Term e.g. Fish NOT Marine restricts the search to items that include the term Fish but where Marine is not included as a term

- Typing more than one term invokes an “AND” Boolean search which narrows the search. They do not have to be typed in any specific order
- Other Boolean Searching can be done in **Keyword** searches, using OR and NOT
- NetOpac* **Keyword** allows NOT Boolean searches, which restrict the search e.g. *Fish* NOT *Freshwater*
- NetOpacs* allows for OR searching in **Keyword** searches e.g. *United Kingdom* OR *England*, *Purple* OR *Mauve*. Or searches broaden the search allowing the incidence of EITHER term.

### Search Terms

- If a search term is not successful, it may be necessary to try a broader term. For example, if nothing is found for Trout, try Freshwater Fish. If nothing is found for Canaries, try Cage Birds or Aviaries etc.
- If too many results are found, try entering a narrower term or adding a term to the Search string to limit the results. For example: you search for *Astronomy* and you get too many hits? Then analyse what terms will be of interest, for example: Stars, Planets etc. and either add this term to the original search term or search for the alternative term.
- If you then search for *Planets* and you still get too many hits? Then analyse what will be of particular interest and try a narrower term, for example: *Mars*, *Venus*, *Pluto* (Note: with the

## Basic Searching in Amlib

these Planet names it could be wise to keep Astronomy in the search string to eliminate Greek Myths and chocolate bars from appearing in your search results!)

- d. Adding See and See also references can assist students by allowing entry of non preferred terms – for example Cooking – See Cookery. This allows the term Cooking to be typed and for the results of the Cookery heading to display seamlessly!

### Getting More Details - Netopacs

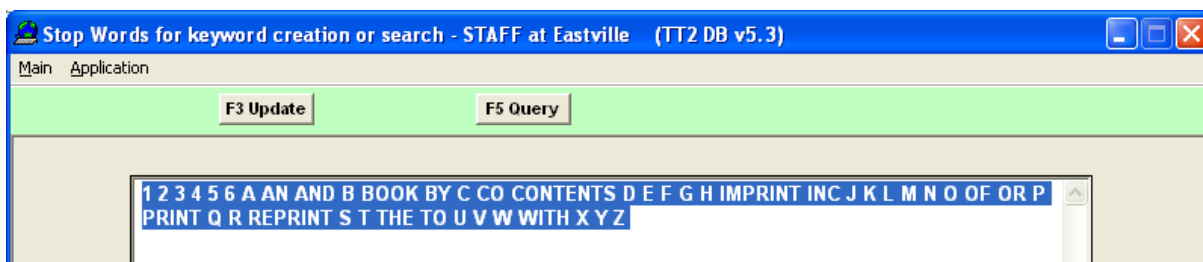
Checking out the Catalogue record or Display (Item Details) give more information about the item.

Click the Hyperlink in the Title in the Catalogue being displayed with detailed Bibliographic information – clicking on hyperlinks within the Catalogue, for example: Subjects or Author allows searching on these headings. You can always go back through to the original search results by using the back buttons!!

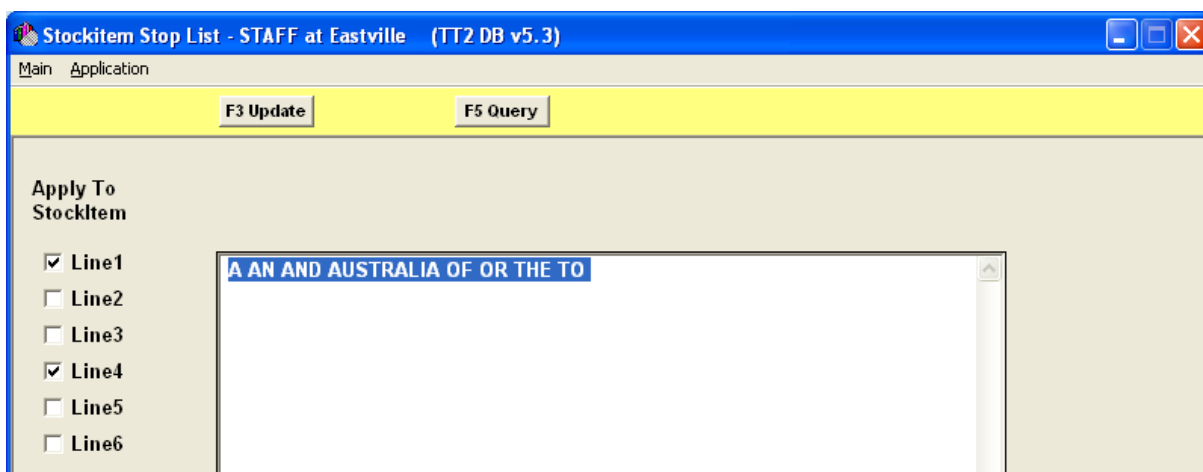
### Stoplists - Leading Articles and Ignoring Common Terms

Words like “An, A, The” are stripped out of searches and not searched, as are single characters and certain common words within **Keyword** searches (e.g. Book, Print etc.) These are known as **StopList** inclusions and are set through the system.

Keyword Stoplist: Found in Authorities > Application > Keyword Stoplist



Stockitem Stoplist for Browse Searches – in Stockitem > Application > Stoplist.



## Refining searches

Special Searches can be defined using the Restricted Search facility. This enable searches on particular Form codes, Stats codes, Locations, new items etc. using the normal search features.

For example: search for Sport but only within the Video Collection.

## APPENDIX 1 : Amlib Configuration Settings (Amlib.ini settings in the Netopacs folder)

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There are a lot of items in the **Amlib.ini** file contained in the *NetOpacs* folder that can be altered to change how your pages work. Below are items that you may already have or wish to use, along with an example to show how it should be displayed and a description of what it does. These can be added to your **Amlib.ini** under the heading **[Netopacs]**.

You can get disable current options without deleting the line by adding a semicolon (;) to the start of the line, which turns the setting into a comment – for example: **;AllowResLocChange=Y**

**IMPORTANT:** Whenever you edit your **Amlib.ini** file, the *NetOpacs WebConsole* (or *FireDaemon* service) must be restarted for the updated settings to take effect.

### Authorities

SETTING	DESCRIPTION
<b>AuthNoteHeight</b> For example: =480	Controls the height of the scope note window (Default = 0)
<b>AuthNoteNewWindow</b> (=Y or =N)	Controls whether or not the Authority Note opens in a new Window (Default = Y)
<b>AuthNoteText</b> For example: =Notes	Defines the text that is displayed for the link to the Authority notes (Default = <b>View Notes</b> )
<b>AuthNoteWidth</b> For example: =640	Controls the width of the scope note window (Default = 0)
<b>AuthToAuth</b> (=Y or =N)	If set to <b>Y</b> , selection of a <i>See</i> or <i>See Also</i> Authority heading display by the end user effectively results in a new authority search using that heading as a search term
<b>CatsPerAuth</b> (=Y or =N)	If supplied causes a count of the number of catalogue records associated with a heading. This is shown in brackets on the authority list screen. If the count is <b>1</b> , nothing is shown.
<b>MergeAuths</b> (=Y or =N)	If set to <b>Y</b> , any authorities contained in more than one Marc tag will appear only once on the Authorities list
<b>SAAuthIndent</b> For example: =20	<i>See Also</i> headings will be indented by the number of pixels entered – for example: <b>SAAuthIndent=20</b> to indent from the other headings by 20 pixels. To enable ease of viewing of the Headings

## Basic Searching in Amlib

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<b>StraightToList</b> (=Y or =N)	If set to <b>Y</b> , any Authority search will go to the results without displaying the Authorities if there is only one matching result for example: Looking for an Author, if an exact Author is found, goes straight to the results rather than displaying the Authority for that Author
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### Bookings

SETTING	DESCRIPTION
<b>Booking</b> For example: =Book Item	The text that is displayed on the Item List for booking an item
<b>BookingForms</b> For example: =VI,DVD	You can list here the Form types you wish to allow patrons to book

### Book Reviews

SETTING	DESCRIPTION
<b>BookReview</b> For example: =Review this item	Link text to be displayed when linking to the page for leaving a book review
<b>ReadReview</b> For example: =Read reviews	Link text to be displayed when linking to the page to read other patron's book reviews

### Borrower Screen (My Details)

SETTING	DESCRIPTION
<b>ChangeDetsDesc</b> For example: =Change Your Details)	Text displayed for the link to the Borrower Change Details (Address/Email) form – inserted where the <b>CHANGEDetails</b> placeholder is located on the <u>My Details</u> screen
<b>DefaultILLMsg</b> For example: =Thank you for your request	The text to be displayed in the pop up box when someone submits an ILL request
<b>ILLDesc</b> For example: =Request Item Not Held By Library	Text displayed for the link to the Borrower Purchase/ILL request form – inserted where the <b>ILLREQUEST</b> placeholder is located on the <u>My Details</u> screen
<b>OpacSugDesc</b> For example: =Talk to a Librarian!	The link text to be displayed when linking to the <u>Opac Suggest</u> page
<b>SubjectIntsDesc</b> For example: =Setup Special Interests	Description to display for the <u>Subject Interests Setup</u> link on the <u>My Details</u> screen

## Basic Searching in Amlib

### Content Enrichment

SETTING	DESCRIPTION
<b>Amazon</b> For example: =More at Amazon	Defines the link text for <i>Amazon</i> links (Default = <b>More Information</b> )
<b>CheckForImageFiles</b> (=Y or =N)	If set to <b>Y</b> , this ensures that <i>NetOpacs</i> checks the database for any images added into <i>Amlib</i> and copies them over to the appropriate <i>NetOpacs</i> directories
<b>ContentCafe</b> For example: =More info	The link text used for the <i>Content Café</i> hyperlink
<b>ContentCafeUser</b> For example: =Username	The <i>Content Café</i> Username (available from <i>Baker &amp; Taylor</i> when you subscribe)
<b>ContentCafePass</b> For example: =Password	The <i>Content Café</i> Password (available from <i>Baker &amp; Taylor</i> when you subscribe). If omitted any links will be disabled
<b>ContentCafeReturn</b> (=1 or =0)	Used when building Image links. If set to <b>1</b> will display a generic image if no image is available. If set to <b>0</b> , will display nothing if no image is available.
<b>FirstImageDisplay</b> For example: =ACTUAL050	Any image present can be indicated with an icon - the default being a camera or a thumbnail (smaller version of the image). If you choose the latter (which only works with <b>.JPGs</b> and <b>.GIFs</b> ) you also need to supply the width of the image in pixels (Default image to show on first display is ' <b>ACTUALnnn</b> ' for thumbnail of actual first image where <b>nnn</b> is width in pixels for example: <b>ACTUAL050</b> (approx 3 cms) or for example: <b>amlibweb/PICS/image.gif</b> to show camera)
<b>ImageEmbed</b> (=Y or =N)	Embedded images. If not embedded, user will need to select again after display. This mainly refers to <b>.PDF</b> files where certain browsers ( <i>Netscape</i> ) have trouble with embedded files.
<b>ImgBgrColour</b> For example: =#FFFFFF	This is the background colour of the screen when viewing an image linked to a Catalogue record.
<b>LibraryThingImageDevKey</b> (for example: =Username)	This is the Developer Key you receive from <i>LibraryThing</i>
<b>LibraryThingImageSize</b> (=small, =medium or =large)	This is the size of the image from <i>LibraryThing</i> that you wish to display
<b>NoCatPictureImage</b> (for example: =pics/book.gif)	If you have the Catalogue image placeholder added to your page, but no image attached to a specific Catalogue, this is the image that will show by default.
<b>Syndetics</b> (for example: =Info at Syndetics)	Defines the link text used for a <i>Syndetics</i> hyperlinks (Default = <b>More information</b> )

## Basic Searching in Amlib

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<b>SyndeticsClient</b> (for example: =1234)	Defines the client code used for the <i>Syndetics</i> website. If omitted, <i>Syndetics</i> links will be disabled
<b>SyndeticsType</b>	Defines the <b>Display Type</b> options of the URL. Can be <b>type=rw12</b> , <b>Type=rw12&amp;popup=Yes</b> or <b>type=rn12</b> (Default = <b>type=rw12&amp;popup=Yes</b> )
<b>WebPicThumbs</b> (for example: =4)	Thumb nails: if 4 or more images for a record, thumbnails will be produced as a first display - this only applies to native image formats (.GIF and .JPG).

### Item List

SETTING	DESCRIPTION
<b>856Subfields</b> For example: =z	The subfield in the 856 Marc tag used to keep the link text when displayed a link. <b>Can now be used in Item and Catalogue List!</b>
<b>AllowResultSummary</b> (=Y or =N)	If set to <b>Y</b> , this allows patrons to view a printable version of their search results
<b>CatOnly</b> (=Y or =N)	If set to <b>Y</b> , this assumes that your <i>Amlib</i> contains only Catalogue records and not Stockitems, so any item restrictions will be ignored
<b>CatRestrict</b> (=Y or =N)	This enables the <u>Opac View Restriction</u> in the Catalogue screen to control whether or not a record is displayed in <i>NetOpacs</i>
<b>GroupItems</b> (=Y or =N)	If set to <b>Y</b> then <b>Group</b> the output of <b>Items</b> in the <u>Item Results</u> List so that that rather than repeating all the Item information for each copy of the same Catalogue (for example: with the same <b>CatRef</b> ) - it now displays Title, Author, Publisher only once, and then displays the holdings data – Location, Call, Status (for example: Onloan), # Reserves, and Format for each copy
<b>DefaultImageDisplay</b> For example: =Icons/Attached.gif	Icon to display if catalogue has electronic documents attached that are NOT images (for example: PDF documents).  This will be a relative URL (default is <b>Icons/AttachedDocs.gif</b> ) to the icon, and this setting is only applicable if <b>FirstImageDisplay</b> is set to <b>ACTUALXXX</b> where <b>XXX</b> is the width of the image.
<b>EmailResults</b> (=Y or =N)	If set to <b>Y</b> , this allows patrons to email search results to themselves or a friend.

## Basic Searching in Amlib

<b>ItemViaCat</b> For example: =Holdings	If supplied will cause the system to create a link between a catalogue screen and an item screen – the Type <b>4</b> screen for the display must be defined as the output of the Type <b>14</b>
<b>RecentReturn</b> For example: =Recently Returned	Text to be displayed when using the placeholder ( <b>STKRECENTRETURN</b> ) for a recently returned item
<b>StatusAvailable</b>	<p>These parameters may be used to supply your own descriptions for item status displays. If not supplied, these are taken from the normal client server <i>Opac</i> parameters – maintained in <i>Amlib Supervisor</i> module</p> <p>Examples:  <b>StatusAvailable=Available</b>  <b>StatusOnOrder=On Order</b>  <b>StatusNotForLoan=Unavailable</b>  <b>StatusOnLoan=On Loan</b></p>
<b>StatusInTransit</b>	
<b>StatusNotForLoan</b>	
<b>StatusNotOnLoan</b>	
<b>StatusOnLoan</b>	
<b>StatusOnOrder</b>	
<b>StatusOnShelf</b>	
<b>StatusReserved</b>	

### Join Online

SETTING	DESCRIPTION
<b>OnlineJoinType</b> For example: =S	<b>Borrower Type</b> to assign to new borrowers who use the new <i>NetOpacs</i> Join Online facility
<b>OnlineJoinStatus</b> For example: =OK	<b>Borrower Status</b> to assign to new borrowers who use the new <i>NetOpacs</i> Join Online facility

### Marc List

SETTING	DESCRIPTION
<b>CatRefSequence</b> (=Y or =N)	Controls whether or not the Marc list uses the default order to display the Marc details ( <b>N</b> ) or the order as defined in the Catalogue module ( <b>Y</b> )

### PDFs

SETTING	DESCRIPTION
<b>WebPdf</b> (=Y or =N)	PDF viewer licensed - <b>.TIF</b> images can be converted to PDF files if you have purchased the <b>.PDF</b> view licence
<b>WebTif</b> (=Y or =N)	TIF viewer licensed – a product <i>Tiffsurfer</i> may be used to view <b>.TIF</b> images in a browser – this must be licensed
<b>WebWidth</b> For example: =800	PDF usage only typical screen width for example: <b>800 x600</b> for image scaling

### Periodicals/Magazine Search

SETTING	DESCRIPTION
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## Basic Searching in Amlib

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<b>PerCopies</b> For example: =Check Availability	Description to use for link text an issue display to an item display
<b>Marc</b> For example: =Full Details	Description to use for link text to full details to Marc record in Periodical windows

### Reservations

SETTING	DESCRIPTION
<b>AllowResLocChange</b> (=Y or =N)	If this is set to <b>Y</b> , a drop-down list of locations will appear next to each reserved item in the Borrower Details screen, allowing the Borrower to change the collect Location of the reservation. Placeholder ( <b>INSERTCHANGEHOLDLOCHERE</b> ) needed on page
<b>DisallowOnLoanReserves</b> (=Y or =N)	If this is set to <b>Y</b> , borrowers are prevented from reserving other copies of an item already out on loan to them
<b>AllowCancel</b> (=Y or =N)	If this is set to <b>Y</b> , a Cancel link will appear next to each reserved item in the <u>My Details</u> screen, allowing the Borrower to cancel the reservation. If <b>ReserveByItem = N</b> , the reservation for the selected item and each alternate copy is cancelled. The <u>Stockitem History</u> is updated with the details of the cancellation.  <b>Note:</b> Stockitem History has a History included with an action of <b>RESCANCEL</b> and comment of Cancelled by Borrower (Name) in <i>NetOpacs</i> (Date) so that the items can be queried using a Where search.  <b>Please Note:</b> Borrowers are given a credit (if they were charged) when cancelling their reservations.  Placeholder ( <b>INSERTCANCELHOLDHERE</b> ) needed on page.
<b>OnlyReserveOnLoan</b> (=Y or =N)	If set to Y the reserve option will be only available if the item is marked on loan, reserved or on order, regardless of the location or IP address. It will override the <b>Allow users to reserve on shelf items at current location</b> in <b>Main &gt; Supervisor &gt; Opac &gt; EnquiryOptions</b> in the <i>Amlib</i> client.
<b>RefundReserve</b> (=Y or =N)	For libraries that charge patrons for placing a reservation, this allows you to determine if the reservation charge should be cancelled when a reservation is cancelled. <b>Y</b> will cancel the charge
<b>ResAllPerCopies</b> (=Y or =N)	By default, only the selected copy of a periodical will be reserved. Setting this to <b>Y</b> will reserve all copies

## Basic Searching in Amlib

<b>Reserve</b> (=Reserve this item)	The text supplied here is what will display on the <i>NetOpacs</i> results screen when an item is able to be reserved.
<b>ReserveAutoClose</b> (=Y or =N)	Will cause the reserve window to close after a reserve has been attempted. This will only work if both <b>SecureId=Y</b> and <b>DialogBoxError=Y</b>
<b>ReserveByItem</b> (=Y or =N)	If set to <b>Y</b> , reservations in <i>NetOpacs</i> will be for the specific copy/item selected ONLY. By default when an item is reserved in <i>NetOpacs</i> all items with the same catalogue reference and the same FORM code are reserved for the borrower (Default = <b>N</b> )
<b>ReserveMessage</b> For example: =Your item has been reserved	The text supplied here is what will display in the pop up box when a patron successfully reserves an item via the <i>NetOpacs</i>
<b>ResOper</b> For example: =STAFF	When a patron reserves an item via the <i>NetOpacs</i> that is currently on shelf, the staff member entered here will get a <i>Notepad</i> message letting them know to collect the item
<b>ResretColumn</b>	The <b>stk_item</b> field that is used to define the current location. If no column is specified, then <b>STK_LOC_TEMP</b> is used
<b>ResretWait</b> (=Y or =N)	Will only display <b>RESRET</b> memos to Borrowers when the item's current location is equal to the collection location
<b>ValidateLocation</b> (=Y or =N)	Allows users to determine if the collect from location on the reserve screen is validated. In order to properly implement this functionality, a select form field with every collect from location needs to be created on the reserve template. This should be named <b>v33</b>

### Renewals

SETTING	DESCRIPTION
<b>Renew</b> For example: =Renew this	Renewals are permitted if the Renew parameter has been supplied. The data following the equal sign is used for the link text for the renewal option. Renewals are generally permitted if an item is not overdue, is not reserved, if member does not owe money and item is not stopped by ILL memo
<b>Renewdays</b> For example: =14	Allows renewals of an item by a borrower if item up to <b>xx</b> days overdue and not otherwise reserved, etc
<b>Renewcents</b> For example: =500	Threshold limit in CENTS that a borrower has owing to renew items on loan via <i>NetOpacs</i> . For example: <b>Renewcents=500</b> will enable a borrower to renew items on loan if borrower owes \$5.00 or less.

## Basic Searching in Amlib

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### Searches

SETTING	DESCRIPTION
<b>BOOLExact</b> (=Y or =N)	Authority restrictions on Boolean searches to match the Marc data exactly against the selected item. This prevents situations where a restriction on Engineering will pick up Chemical Engineering as well.
<b>KeywordProcess</b> For example: =EQUAL or =LIKE	Matching of keywords. If set to <b>EQUAL</b> then exact match for example: FISH only finds FISH else will find FISHERIES, FISHING, FISHES, etc.

### Technical and/or Default Settings

SETTING	DESCRIPTION
<b>COMorLIB</b>  For example: <b>COMorLIB=LIB</b>  <b>Please Note:</b> The Community Information database is no longer supported. Should be: <b>COMorLIB=LIB</b> .	Use <b>LIB</b> if the <i>NetOpacs</i> is to look at the Library ( <b>AMLIB</b> ) database (default).  Use <b>COM</b> if the <i>NetOpacs</i> is to look at the <i>CommInfo</i> database (no longer is use).
<b>ConnectionRetries</b> For example: =1	The number of times <i>NetOpacs</i> will attempt to reconnect to the databases when it has been disconnected
<b>DatabaseLib</b>	The names of the <i>Amlib</i> databases (also used by the <i>NetOpacs</i> ) <b>Please Note:</b> Database web is used for temporary work areas for <i>NetOpacs</i>  Examples: <b>DatabaseCat=Amcat</b> <b>DatabaseLocal=Amlocal</b>
<b>DatabaseCat</b>	
<b>DatabaseLocal</b>	
<b>DatabaseStats</b>	
<b>DatabaseWeb</b>	
<b>DatabaseUser</b> <b>DatabasePw</b>	The database user must be a ( <i>SQL Server</i> or <i>Oracle</i> ) database owner (login) with permission to create and edit tables on the database
<b>DialogBoxError</b> (=Y or =N)	Errors will display in a dialogue box rather than in the top left hand corner of the screen. Makes it more obvious for Users who have to read the box and action it
<b>Disconnect</b> For example: =30	Disconnect after no activity from database The parameter (shown in minutes) causes <i>NetOpacs</i> to disconnect from the Database if no activity
<b>FormDataDelim</b> For example: =*	<i>Oracle</i> sites only – allows sites to override the delimiter used by <i>NetOpacs</i> to separate Form data stored in the database. This option should be set to a single character that is unlikely to be used by any record in the database

## Basic Searching in Amlib

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<b>FullHost</b> For example: <b>FullHost=Amlibweb/webquery.dll?</b>	Executable hostname
<b>HideWindow</b> (=Y or =N)	This determines if the <i>WebConsole</i> screen (with the <b>Halt</b> and <b>Reload</b> buttons) is hidden
<b>Hostname</b> For example: <b>Hostname=Name.organisation.local/amlibweb</b>	The hostname and directory for the service
<b>ImmediateConnect</b> (=Y or =N)	If <b>ImmediateConnect=Y</b> <i>NetOpacs</i> will immediately connect to the database to obtain <i>NetOpacs</i> parameters (instead of waiting for the first search connection – handy for <i>SQL Server</i> sites which can take more than 2 minutes to load the parameters)
<b>Location</b> For example: =WEB	A location code must be supplied - this can be any defined location and is used for statistics and in the reserve process.
<b>Retain</b> For example: =7	Retain 7 days of searches so user can go back to previous searches. <i>NetOpacs</i> saves search info on the <b>AMWEB</b> database. This enables it to continue an interrupted session. The number of day/s worth of restartable data to keep. This value is also used to destroy any temporary tables that may have been used in searches
<b>ScriptName</b> (=WebQuery.dll)	This is the name of the script that runs <i>NetOpacs</i>
<b>SecureID</b> (=Y or =N)	If <b>SecureID=Y</b> then <i>NetOpacs</i> opens a new browser window when the patron enters a Barcode and PIN. When the patron is finished the window can be closed and thus not viewed by subsequent users of the terminal
<b>SecureIDWidth</b> For example: =800	If <b>SecureID=Y</b> , these are used to determine the width and height of the new browser window
<b>SecureIDHeight</b> For example: =600	
<b>ShareName</b> For example: <b>ShareName=APP:/AMLIBWEB/WEBQUERY</b>	Required for <i>WebConsole</i>
<b>SqlIniFile</b> (=\\Amlib\\NetOpacs)	This is the file path to where your <b>SQL.ini</b> file is located

## Basic Searching in Amlib

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<b>UserParamCode</b> For example: =a	User code - this is the one character code referring to a particular <i>NetOpacs</i> instance (a set of <i>NetOpac</i> pages). Multiple instances can be stored in the <i>Amlib</i> database (up to 26)
<b>VirtualDir</b> For example: =amlibweb	This is the name of the virtual directory set up in <i>IIS</i> for your <i>NetOpacs</i>
<b>WebPicturesBase</b> For example: =webpics	Path for <b>AMCAT</b> images - this is the web directory from which images may be copied and subsequently displayed. <i>NetOpacs</i> always shows a copy of the image - and never refers to the actual permanent file
<b>WebPicturesBaseCopy</b> For example: <b>WebPicturesBaseCopy=</b> <b>C:/Netopacs/amlibweb/webpics</b>	Path for <b>AMCAT</b> images to create temporary viewable images ( <b>.JPGs</b> ). Because <i>NetOpacs</i> shows only copies of images it must have a directory to which they can be copied
<b>WebIconsPath</b> For example: =icons/	Path for icon files - this defines the directory in which icons used in the design can be found
<b>WebPics</b> For example: = <b>WebPics/</b>	This is the path for the <b>Webpics</b> folder

### APPENDIX 2: Compile Configuration File

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The File that is used to compile the Netopacs sets the Keyword codes and Tags to browse so is VERY IMPORTANT to the success of the searches.

This configuration File is usually named **ItemResults.ini**, **ReserveOn.ini**, **ReserveOff.ini** or **\*LibraryName\*.ini**. In any case, it will be an **.ini** file located in the same directory as your **.htm** pages.

There are two ways of modifying this file – either directly editing the text in *Notepad*, or through the *Amlib* client in Main > Supervisor > WebParams – the Web Opac Parameters table

#### Editing With Notepad

It is possible to check or edit the Configuration file within the by editing the **.ini** file directly in *Notepad* (or *Notepad++*), For example check which Keyword codes are used to search when All Fields is selected. % indicates ALL Keywords but it may be more suitable to just search S (Subject), T (Title), N (Notes) and A (Author) so it is possible to replace the % with S,T,N,A

```
1  [NetOpacs]
2  MainMenu=MainMenu.htm
3  MarcList=MarcList.htm
4  ReserveItem=Reserve.htm
5  ReserveStats=512
6  JoinOnline=JoinOnline.htm
7  JoinOnlineStats=513
8  CatListXref=N
9  AuthNote=AuthNotes.htm
10 BookReview=BookReview.htm
11 BookReviewStats=515
12 ReadReview=ReadReviews.htm
13 ReadReviewStats=514
14 SearchTotal=16
15 [Search1]
16 Type=Keyword Search
17 SearchFile=AllFieldsKeyword.htm
18 KeywordCodes=%
19 Statistics=503
20 ItemListFile=ItemList.htm
21 ItemsPerPage=20
22 StockitemSort=STK_KEY1,STK_KEY2
23 ItemListOptions=MR
```

It will make it easier for you to read if you enter new lines between search types. The **[NetOpacs]** section at the top contains the general items for your *NetOpacs*:

- The name of the Main Menu template
- The Marc List template
- The Reserve template and statistics code
- The Join Online template
- Whether or not to allow an Items List page to cross reference at a Catalogue List page
- A template for Authority Notes
- The number of search items beneath it

Each search/page type will be in its own section – **[Search#]** – which will contain the same data as from the *NetOpacs* Setup screen earlier.

When you have edited the compilation **.ini** file, you then need to recompile the *NetOpacs* – see following section for more details.

