Anatolia College -
American College of Thessaloniki

Library Catalog -
Help Guide
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Basic Searching

You can access and search within the new library catalog from any computer with internet access at the website http://opac.act.edu. Remote Access to the college’s server is not required.

To do a Simple Search, you enter a word or multiple words in the search box. The Simple Search is a keyword search; the system will retrieve results that include the search term(s) at any field in the record.

When you search with more than one word, all the terms will appear in each of the results. Suppose you want to find material about world politics. Your search will be formed like the following image:

**NOTE:**
1. The order of the wording affects the order of the results. Consequently, the search world politics will retrieve the same number of results but different ranking.
2. Koha does not accept the Phrase Search quotation marks (" ").
Basic Searching Enhanced

Apart from a regular keyword the Basic Search offers also options for searching at the Title, Author, Subject, etc. By selecting each of the fields the system will search the term only in the selected field.

Selecting one of the fields helps you narrow down the search results.

Branch Selection

The Anatolia Libraries Catalog is a union one. If no branch is selected, the results will appear in both of the libraries. In the Basic Search there is also the option to select any of the two branches, the Eleftheriades (school library) or the Bissell (academic library). The results are being narrowed down as well by selecting any of the branches.
Advanced Searching

For a more complicated search you may select the Advanced Search Option.

The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators AND, OR, and NOT.

For example, if we are searching for the consequences of the genetically modified foods to the human body, the search could be formulated like in the picture below:

With this search, we have searched for the topic Genetically Modified Foods in the Subject Field only and for the topic Health, which may appear anywhere on the record. The search could have been performed more complicated:

NOTE: The more complicated the search is formed the more probable is to return zero results.
Additional Fields/Limits

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results.

For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For example: 2000-2013. You could also use -2000 for everything published before 2000 or 2008- for everything published after 2008.

You may also limit your search to the **Item Type**. Below you may find all different formats that the libraries possess.

Next to the Item Type section you may find the **Collection** and the **Shelving Location** tabs. Selecting from the given options will further narrow down your search results.

NOTE: Some Item Types, Collections, or Shelving Locations might appear in only one of the two branches, e.g. Vertical Files (Phamphlets, etc.), Basement, and Παιδική Λογοτεχνία, that can be found only in the Eleftheriades Library.
Other useful limiters that can be found on the Advanced Search page are the **Language**, the **Location**, and the **Sorting**.

For the location you may select the results to be hosted to either or both of the libraries. The default **Sort by Relevance** is very useful for general keyword and **Subject** searches. However, if you are searching by **Title** and you prefer an alphabetical order, you may select as shown below:

**Search Results**

**Results Overview**

The number of results found for your search will appear above the results.
Sorting Results

If not previously selected, the results will be sorted by default by Relevance. You can choose to sort by Author, by Title, by Call Number, by Dates, or by Popularity.

Item availability

You will see the availability for the items attached to the record and the library that owns the copy(ies).

If the item is checked out will be also visible on the search results page.

NOTE: Even if you filter by location, all locations that contain the title will appear on the search results.
Filters

You may filter your results by selecting from the links that appear at the Refine Your Search menu on the left of your screen. The options include Authors, Topics (Subjects), Series, Libraries, etc.
Bibliographic Record

When you click on a title from the search results, you will see the bibliographic detail of the record.

Title Information

The title appears at the top of the record, in bold.

Author Information

The author information is presented below the title.
**Item Description**
The description of the record provides all the necessary data with regard to the publication date and place, the ISBN (International Standard Book Number), the Physical details.

**Subject Heading Information**
The Subject Headings is an important part of the record because it presents all the topics covered in the item. The Subject(s) are links. When clicking on one, the results show all the records that include that subject within the library catalog.

**NOTE:** A Subject might contain more than one levels, e.g Abortion – Case Studies. If you are interested in items that present ‘Case Studies’ of ‘Abortions’, you should click on the Case Studies link.
Holdings Information

The Holdings data present the Item Type, e.g. book, cd-rom, dvd-rom, etc.; the Location which shows the library the book can be found, as well as the specific area within the library; the Collection, e.g. New Books, Fiction, Non Fiction, etc.; the Call Number where the book is shelved; its Status (Checked In or Out); and the Due Date, when the book is to be returned.

Title Notes

Various Notes, such as the Table of Contents, are presented at the Title Notes tab, next to the Holdings.
User Actions

To the right of the bibliographic record you can find links to Place a Hold, Print the record, or Add it to your Cart¹.

Holds are helpful when an item is Checked out and you’d like to be the first one to borrow it when it’s returned.

You may also search for the title in other resources. The suggested are the WorldCat, the World Catalog, the Google Books, and Bookfinder.

Navigation

When you are within a record, you are also able to navigate to the Previous or the Next records, or go Back to the Results page, by clicking one of the options on the right side of the screen.

¹ For information on how to use the Lists and Cart features, please check the next section on the following page.
Lists & Cart

Koha provides two ways to keep track of your searches and wish list for resources: carts and lists.

Cart

A cart is a temporary holding place for records you’re interested in during a session. In order to add items to your cart, you can either do it from the results list or the record’s page, as shown in the previous section. At the results, you can either click at the Add to your cart option (1) from the bottom of each item, or select the item by clicking on the check box (2), and then click at the Add to: Cart at the top of the results (3).

You may see the total number of items added to your cart from the button next to the search bar.

By clicking that button a pop-up window opens with all the details of the selected items. Options available for action are: Send via email, Download the list, Print, Empty the cart and close the window.

NOTE: Once you log out or close the browser, you lose the items in your cart.
Lists

If you want a more permanent location for saving items, use the List feature. You need to be logged in to your personal account. For creating or adding to a list you follow the steps for adding items to the Cart, and you click the Add to a list after having selected the desired items.

At the new window, you can either select from an existing list or type the title of a new list. You can select the list to be public or private.

You can view all public and your private lists from the button at the search bar section.

NOTE: Your personal lists are visible only when you are logged in.
Course Reserves can be found at the Public Lists with the code number CR followed by the course. Instructor’s copies won’t be included in the lists.
You can manage your own private lists by visiting the My lists section of your account (see also p. 20).
My Account

You can log in and access your personal information from any computer, inside or out of campus.

My Summary

Once logged in, you can see your account summary; how many items are borrowed; when they are due; if an item is overdue is highlighted in pink. If you want to see only the overdue items, you may click at the Overdue tab next to the Checked Out.

My Fines

Current Fines

If a Fines tab appears next to the Checked out tab in My Summary, the amount presented is the current fine, which you owe to the library.

NOTE: If the Overdue tab appears as well, it means that you still have overdue item(s) out and the fine will continue to increase until you return the item(s) back to the library. Please check each library’s Borrowing Policy, because fine ratings differ according to the patron category.
Fines History

You can check the history of your Fines at My Fines tab.

My Personal Details

You can view your account’s data from My Personal Details tab.

NOTE: To make changes to your records please contact the library.
My Search History

You can access your search history via the **My Search History** tab. Clicking on any of the search phrases will re-run the same search. You may delete your search history at any time by clicking on the **Delete your search history** link.

My Reading History

The **My Reading History** tab presents your entire check out history. It could be useful especially when you’d like to borrow a title again.
My purchase suggestions

If you are aware of a new title that is not included in the library catalog and you consider it as necessary to be purchased, you may suggest it to the librarians via the My Purchase Suggestions tab. Fill out the data of the title and click Submit. The library staff will review the title and decide upon its purchase.

NOTE: Please add at the Notes section any additional information to be taken into account.

My Lists

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.

NOTE: Please also check p. 14 for the creation procedure.