

The Home Page

From the Home Page, you can search the SHARE catalog, find information in online databases, search other library catalogs, check your patron account, see what materials are popular with SHARE users, and obtain information about the SHARE libraries.

The screenshot shows the SHARE Home Page interface. At the top, there is a navigation bar with links: Search/Home, Find It Fast!, Kids' Library, I Need Material, Knowledge Portal, My Account, and Contact Us. Below this is a secondary bar with Go Back, Help, and Logout. The main content area features a search box with a text input field, a dropdown menu for library selection (currently set to 'Rocine Main Library'), and a 'Search' button. A 'Power Search' link is located below the search box. To the right of the search box are fields for 'user ID:' and 'PIN:', and a blue 'Login to the e-Library OPAC' button. On the left side, there is a section titled 'What Others Are Reading' with sub-sections for 'Hottest title:', 'Hottest author:', and 'Hottest subject:'. A callout box points to the search input field with the text: 'Enter your search terms here, then press "enter" or click on the search button.' Another callout points to the 'Search' button: 'Click here to request an interlibrary loan, recommend a title for purchase, or to place a hold.' A third callout points to the 'My Account' link: 'Click here to check your patron account.' A fourth callout points to the 'Power Search' link: 'Click here for more search options.' A fifth callout points to the 'user ID:' and 'PIN:' fields: 'Click here to expand your search to other libraries.' A sixth callout points to the 'Login to the e-Library OPAC' button: 'See page 7 for information on power searching.'

Enter your search terms here, then press "enter" or click on the search button.

Click here to request an interlibrary loan, recommend a title for purchase, or to place a hold.

Click here to check your patron account.

Click here for more search options.

Click here to expand your search to other libraries.

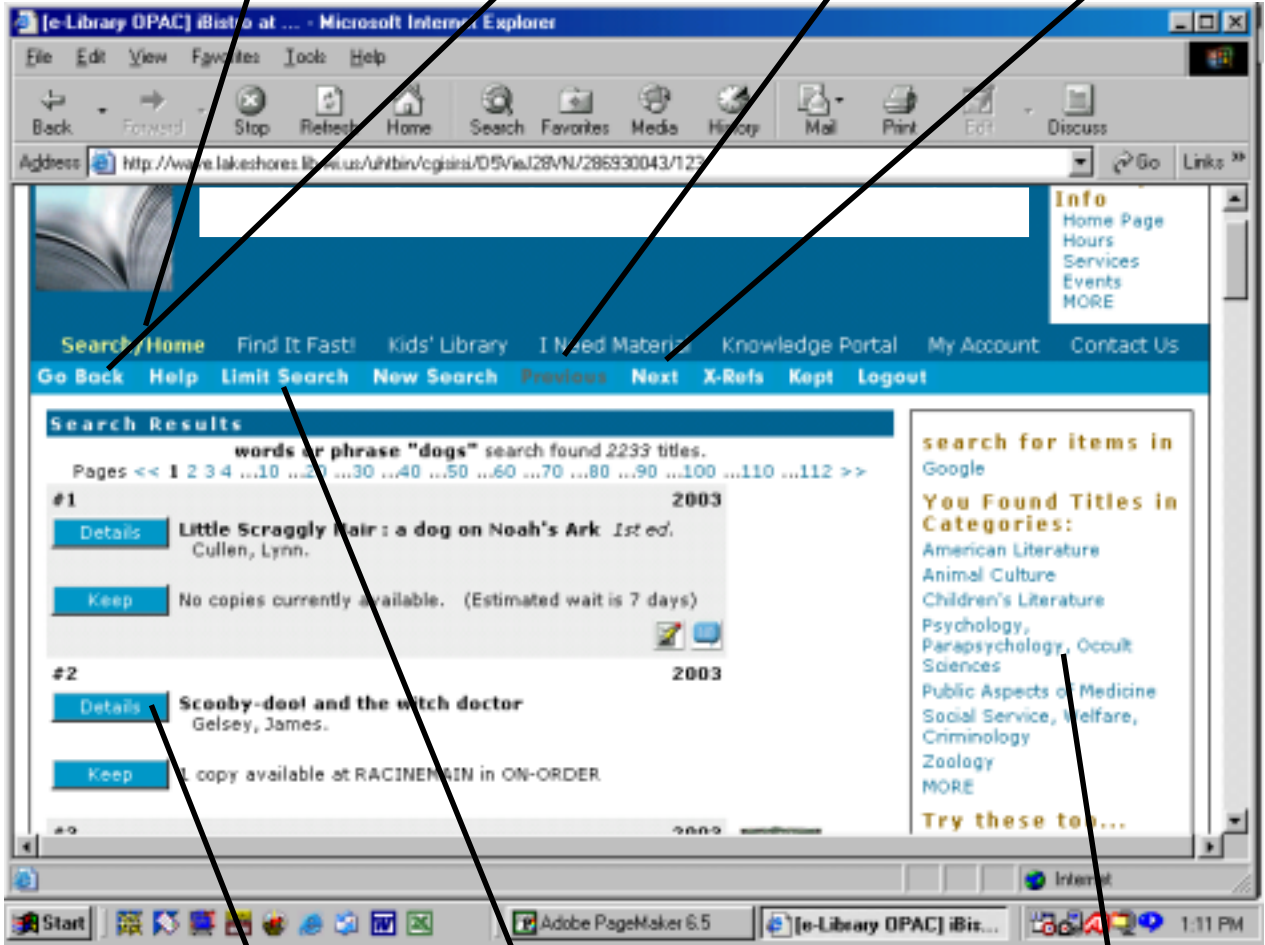
See page 7 for information on power searching.

If you want to login to your account, enter your user ID and PIN numbers, in the boxes above, and click on the blue "login" button. (see also page 18). *You may chose to login* if you want to check what items you currently have charged out, to place holds, or to retrieve answers to messages that you have sent via the SHARE. *You do not have to login* to your account in order to search the catalog or to place holds.

The Search Results Screen

The list of records resulting from your search is displayed in pages, with 20 items per page. You can use the up and down arrows or the scroll bar to move up and down a page. Use the “next” button to go to the next page of results. Use the “previous” button to go back to a previous page of results. Use the “Go Back” button to return to your search screen.

Note: do NOT use the “back” button on your browser!



The screenshot shows a Microsoft Internet Explorer browser window displaying a search results page. The browser's address bar shows the URL: <http://www.lakeshores.lib.mi.us/uh/bin/cgi-bin/D5ViewJ28VN/286930043/12>. The page features a navigation bar with links like "Search/Home", "Find It Fast!", "Kids' Library", "I Need Material", "Knowledge Portal", "My Account", and "Contact Us". Below this is a search results section with a "Search Results" header and a list of items. The first item is "Little Scraggly Hair: a dog on Noah's Ark" by Lynn Cullen, published in 2003. The second item is "Scooby-dool and the witch doctor" by James Gelsey, also published in 2003. To the right of the search results is a sidebar titled "search for items in" with a list of subject categories including "American Literature", "Animal Culture", "Children's Literature", "Psychology, Parapsychology, Occult Sciences", "Public Aspects of Medicine", "Social Service, Welfare, Criminology", and "Zoology".

Click here to return to the Home Page.

Click here to return to the search screen.

Click here to go back to the previous page of results.

Click here to see the next page of results.

Click on “details” to see holdings and location information for an item.

If you retrieve many records, you can narrow your search by clicking on one of these subject categories, or click on the “limit search” button..

Limiting or Sorting Search Results

If your search retrieves up to 200 records, you can sort the results by author, title, subject, relevance, oldest to newest, or newest to oldest. If you search retrieves more than 200 records, you can not sort them, but they should be displayed with the most recently added items listed first.

The fields shown below for sorting and limiting a search are found at the bottom of each page of the search results list. You can click on the “limit search” button on the search results screen toolbar, or scroll down to the bottom of the page.

After selecting criteria for sorting or limiting search results, click the search button.

The screenshot shows a search interface titled "Search Again". At the top, there is a search input field containing the text "dogs", a dropdown menu set to "words or phrase", and a blue "Search" button. Below this, there are several filter fields, each with a dropdown arrow on the right: "library:" (set to "Racine Main Library"), "language:" (set to "ANY"), "format:" (set to "ANY"), "type:" (set to "ANY"), "location:" (set to "ANY"), "item category 1:" (set to "ANY"), "item category 2:" (set to "ANY"), "match on:" (set to "Keywords"), "pubyear:" (empty), and "sort by:" (set to "None").

Click here to select a criterion for sorting.

Click on the drop-down arrow for any of the fields above for options to limit your search results.

The Item Information Screen

The item information screen is the default screen for looking at an item record. You can click on the “catalog record” tab for more information about the item. Clicking on the “a look inside” tab will provide a summary of the books contents, if this information is available in the record for this item. Not every record will include this tab.

Items in blue are hot links. If you click on them, they will take you to related information, such as other books by the same author, other books in a series, or other books on the same topic.

Click here to place a hold on this item.

Click here to see the previous item on the search results list.

Click here to see the next item on the search results list.

The screenshot shows a web browser window displaying the item information screen for the book "Little Scraggly Hair: a dog on Noah's Ark" by Lynn Cullen. The browser's address bar shows the URL "http://www.libraryofwisconsin.edu/". The page has a blue header with navigation links: "Search/Home", "Find It Fast!", "Kids' Library", "I Need Material", "Knowledge Portal", "My Account", and "Contact Us". Below the header is a secondary navigation bar with "Go Back", "Help", "New Search", "Previous", "Next", "X-Refs", "Change Display", "Kept", and "Logout". The main content area is titled "record 1 of 2233 for search words or phrase 'dogs'". It features three tabs: "Item Information" (selected), "A Look Inside", and "Catalog Record". The "Item Information" tab displays the book title, author, publisher (Holiday House), publication date (c2003), page count (1 v. (unpaged)), and ISBN (0823417727). It also includes a "Copy Info" section stating "No copies currently available. Place Hold (Estimated wait is 7 days). 3 copies total in all locations." Below this is an "A Look Inside" section with two icons. The "Holdings" section is a table with columns for "Racine Main Library", "Copies", "Material", and "Location". The table shows one entry for "CUL" with "3 Juvenile Picture Book Being cataloged". On the left side of the page, there is a sidebar with a "Keep" button, a "Place Hold" link, and several other links for finding related items. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:30 PM".

Holdings information, listed by library, indicates how many copies are owned and whether they are available. If Racine's copies are not available, try expanding your search to include the other libraries in the consortium.

Words or Phrase (Keyword) Searching

Words or phrase searching is the search method that automatically appears when you first arrive at the WAVE, and whenever you click on “new search” from somewhere else in the catalog.

Title Keyword Search

Enter the title key words. Do NOT use these words:

a, an, the, or, and, not, same

Example: **gone with wind**

Note: this search works best with two or more key words. For single-word titles, see author/title searching, below.

Author/Artist/Actor Keyword Search

Enter the name of an author, an actor whose movies you want, or a recording artist (or composer) whose music you want.

Example: **john grisham**
 eminem
 cary grant

Author/Title Keyword Search

Enter the title key words plus the author’s name, using the word “and” to connect them.

Example: **stuart woods and chiefs**
 steel and jewels

Subject Key Word Searching

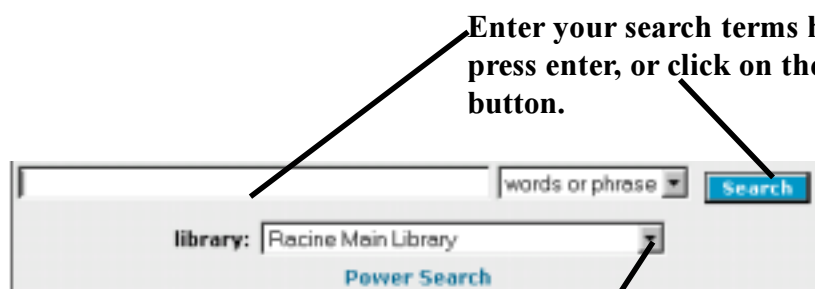
Enter the subject you are looking for. If you enter a single word, you may retrieve hundreds or thousands of records. For example, “dogs” retrieves more than 5,000 records, and “roses” retrieves more than 600 records. **For the best results, try a very specific subject.**

Example: **rose gardens**
 poodles

Note: A “words or phrase” search looks at every word in the record for every item in the catalog. If you enter only one word as your search term, you will retrieve every record that contains that word, anywhere in the record, not just in the subject field.

If you enter two or more words as your search term, you will retrieve only records that have all of those words in the same field (part of the record), but it can be by any field, not just the subject field.

If you retrieve too many records (or too few) when you keyword search, see the next few pages for searching tips and strategies, and other methods of searching.



Enter your search terms here, then press enter, or click on the search button.

You can expand your search to all WAVE libraries by clicking here, then clicking on all.

Keyword Searching By Specific Fields

If a general words or phrase search doesn't produce the results you expected, try limiting your search to one of the fields listed in the drop-down menu shown above.

Example: you can search three ways using cary grant as your search term

- 1) a **general words and phrase search** will retrieve books about Cary Grant, as well as movies in which he appeared, and a book that he wrote.
- 2) **limit the search to the subject field** and you will retrieve books about Cary Grant, as well as some videos in which he stars.
- 3) **limit the search to the author field** and you will retrieve only the movies in which he appeared and the book that he wrote.

Series Keyword Search

Enter key words from a series title to retrieve the records for all of the items that are part of that series, including audio editions if it is a series of books.

Example: Mitford

Keyword Searching Tips

Use double quotation marks if the title you seek includes the words or, and, not as part of the title.

Example: "not" without my daughter

Without the quotation marks, you will retrieve all the records in the catalog that do not contain the word "not!"

Use single quotation marks to search keywords as a phrase. This means you only want records that contain all the words together, in the order in which you typed them. Compare the results from the following examples.

Example: do a title search on rose garden

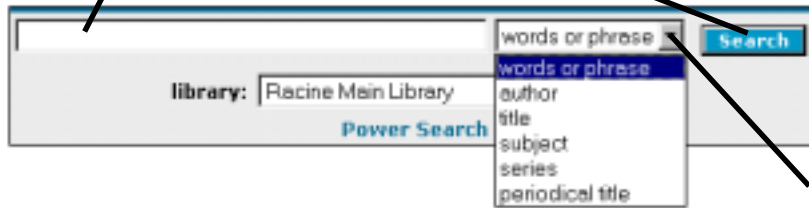
Example: do a title search on 'rose garden'

Use not fiction as part of your subject keyword searches to eliminate records for juvenile easy books. Compare the results from the following examples:

Example: do a subject search on fire engines

Example: do a subject search on fire engines not fiction

Enter your search terms here, then press enter, or click on the "search" button.



Click here for the list of fields you can keyword search, then click on the type of field you want to search.

Power Searching

Power Searching is guided keyword searching. You access this screen from the Home Page by clicking on the blue “power searching” link (see illustration on page 1).

Enter the information that you know in the appropriate fields. You can click on the arrows next to field names to change the fields as needed. You can also click on the arrows next to the word “and” to change to not, or, xor, same.

Combining search terms using “or,” such as cats or dogs, will retrieve records with the word cats, or dogs, or both. Combining search terms using “xor,” such as cats xor dogs, will retrieve records with the word cats and records containing the word dogs, but not records that contain both words. Combining search terms with the word “same” retrieves only records in which the search terms appear in the same field.

You can use the search limit or sort features, as explained on page 4.

The example shown below is a subject search that is looking for nonfiction books about fire engines for adults. It should retrieve records that have both the words fire and engines in the subject field, but not the word fiction, and the item category 2 limits the search to items in the adult collection.

Use the power search to look for large print or audiovisual materials (see examples on the next page).

The screenshot shows a search interface with the following fields and options:

- words or phrase: []
- author: []
- title: []
- subject: fire engines
- subject: fiction
- periodical title: []
- library: Racine Main Library
- language: ANY
- format: ANY
- type: ANY
- location: ANY
- item category 1: ANY
- item category 2: Adult
- match on: Keywords
- pubyear: []
- sort by: None

Annotations with arrows point to the **Search** and **Reset** buttons, and the **Reset** button.

Click the reset button to clear the search screen.

Click the search button to start your search.

Click the reset button to clear the search screen.

Finding Large Print Books

To find large print editions of books by a particular author, combine the author's name with the phrase "large print" using the word "and." See example below.

To retrieve a list of all large print books, do a words or phrase search using the search term large print.

A screenshot of a search interface. At the top, there is a search box containing the text "koontz and large print". To the right of the search box is a dropdown menu set to "words or phrase" and a blue "Search" button. Below the search box is a "library:" label followed by a dropdown menu set to "Racine Main Library". At the bottom of the interface is a blue "Power Search" button.

Finding Audiobooks

To find audio editions of books by a particular author, enter the author's name in the author field, and select the type of edition in the type field. See the example below.

To retrieve a list of all of the audiobooks on cassette, or all of the audiobooks on CD, select the corresponding edition in the type field, and click on the search button. Leave the other fields blank.

A screenshot of a search interface with multiple fields. The fields are: "words or phrase" (dropdown), "author" (text input with "danielle steel"), "title" (text input), "subject" (text input), "series" (text input), and "periodical title" (text input). Each field has a dropdown menu to its left and an "And" dropdown to its right. Below the fields are "Search" and "Reset" buttons. Further down are "library:" (dropdown set to "Racine Main Library"), "language:" (dropdown set to "ANY"), "format:" (dropdown set to "ANY"), "type:" (dropdown set to "Audiobook CD"), "location:" (dropdown set to "ANY"), "item category 1:" (dropdown set to "ANY"), and "item category 2:" (dropdown set to "ANY").

Click here to select the type of material that you want, such as audiobook cassette or audiobook CD.

Finding DVDs, Videos, and Music

Use the Power Search to find DVDs, videos, and music

To find videos or DVDs starring a specific actor or actress, enter the person's name in the author field, and select either "videos" or "DVD collection" in the location field.

To find compact discs or audiocassettes by a specific composer, enter the composer's name in the author field, and select either "compact disc music" or "audiocassettes" in the location field.

For a list of all compact discs, all videos, or all DVDs, select the corresponding collection in the location field, and click on the search button. Leave the other fields empty.

The screenshot shows the Power Search interface. The top section contains search criteria fields: 'words or phrase', 'author' (containing 'clint eastwood'), 'title', 'subject', 'series', and 'periodical title'. Each field has a dropdown menu and an 'And' button to the right. Below these fields are 'Search' and 'Reset' buttons. The bottom section contains filter fields: 'library' (set to 'Racine Main Library'), 'language' (set to 'ANY'), 'format' (set to 'ANY'), 'type' (set to 'ANY'), 'location' (set to 'Videos'), and 'item category1' (set to 'ANY').

Click here to select videos, or DVD collection.

The screenshot shows the Power Search interface. The top section contains search criteria fields: 'words or phrase', 'author' (containing 'mozart'), 'title', 'subject', 'series', and 'periodical title'. Each field has a dropdown menu and an 'And' button to the right. Below these fields are 'Search' and 'Reset' buttons. The bottom section contains filter fields: 'library' (set to 'Racine Main Library'), 'language' (set to 'ANY'), 'format' (set to 'ANY'), 'type' (set to 'ANY'), 'location' (set to 'CD Music'), and 'item category1' (set to 'ANY').

Click here to select CD music or audiocassette music.

Browse Searching

Use Browse Searching to search an exact title, a list of author's, or a list of subjects.

You access the Browse screen from the Home Page by clicking on the Power Search link, and then on the Browse link (right side of the screen).



Enter your search terms here, then click on one of the buttons below for the type of search you want to perform. This will start the search.

For an author search, enter the author's last name first.

Example: Clancy, Tom



Catalog Browse Results: "clancy, tom"	
CLANCY MICHAEL	4
CLANCY TOM	119
CLANCY TOM 1936-	1
CLANCY TOM 1947-	234
CLANCY TOM 1947- CLEAR AND PRESENT DANGER	1
CLANCY TOM 1947- COLD WAR	1
CLANCY TOM 1947- PATRIOT GAMES	1
CLANCY TOM 1947- POWER PLAYS	1
CLANCY TOM 1947- SUM OF ALL FEARS	1
CLANCY TOM AND GREENBERG MARTIN	1

On the results screen, click on the author you are looking for. The numbers in the right column list the number of records for each author listed on the left.

See the next page for information on title and subject browse searches.

Browse Searching

For a title search, enter the exact title,



The screenshot shows a search interface with a text input field containing "gone with the wind". Below the input field is a dropdown menu labeled "library:" with "ALL" selected. At the bottom, there are five buttons: "author", "title", "subject", "series", and "periodical title".

and click on the title button.

On the results screen, click on the title you are looking for. The numbers in the right column list the number of records for each title listed on the left. These can include audio, video, or large print editions as well as print editions.

For a subject search, enter the subject you are interested in, and click on the subjects button. On the results screen, click on the subject in the left column that you are looking for. The numbers in the right column indicate how many records are associated with each subject. These may include materials in a variety of formats, such as audio or video, as well as print.

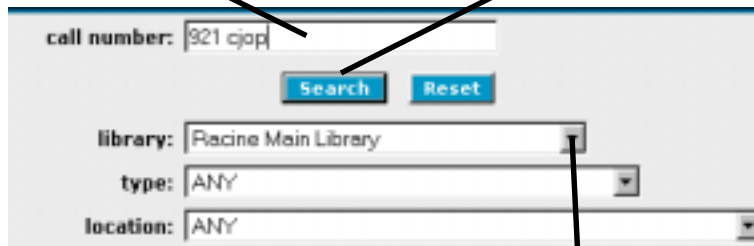
Call Number Searching

Use Call Number Searching to retrieve the record for an item for which you have the call number. Note: this only works if the call number you have written down is for an item that is owned by Racine. If you encounter problems, check with a librarian.

You access the Call Number Search screen from the Home Page by clicking on the Power Search link, and then on the Call Number link (right side of the screen).

Enter the call number here.

Click the search button after you enter the call number and select the library.



The screenshot shows a search form with the following fields and buttons:

- call number:
-
- library:
- type:
- location:

Annotations with arrows point to the call number input field, the Search button, and the library dropdown menu.

Click here to select the Racine Main Library or Racine Bookmobile.

Placing Holds

Back Help New Search Previous Next Change Display Kept Logout

record 4 of 24 for search words or phrase "beautiful mind"

Item Information | **Catalog Record**

A beautiful mind [videorecording]
Grazer, Brian, 1953-

Publisher: Universal ;
Pub Dates: c2001.
Pages: 1 videocassette (136 min.) ;
ISBNs: 0783261470

Copy Info: No copies currently available. Place Hold (Estimated wait is 7 days).
1 copy total in all locations.

Holdings

Racine Main Library	Copies	Material	Location
VIDEO-FEATURE FILM	1	Video	7 Day Item is Checked Out

Place Hold
Items with the same Author
Items with the same Subject

When you are viewing an item record, you can click on the “hold” link to place a hold.

The following screen will appear:

Library staff can give you your PIN, or see page 14 in this manual to find out how to enter a PIN if you don't have one.

Enter the complete barcode from you library card here.

Place Hold

user ID:

or Alternate ID:

PIN:

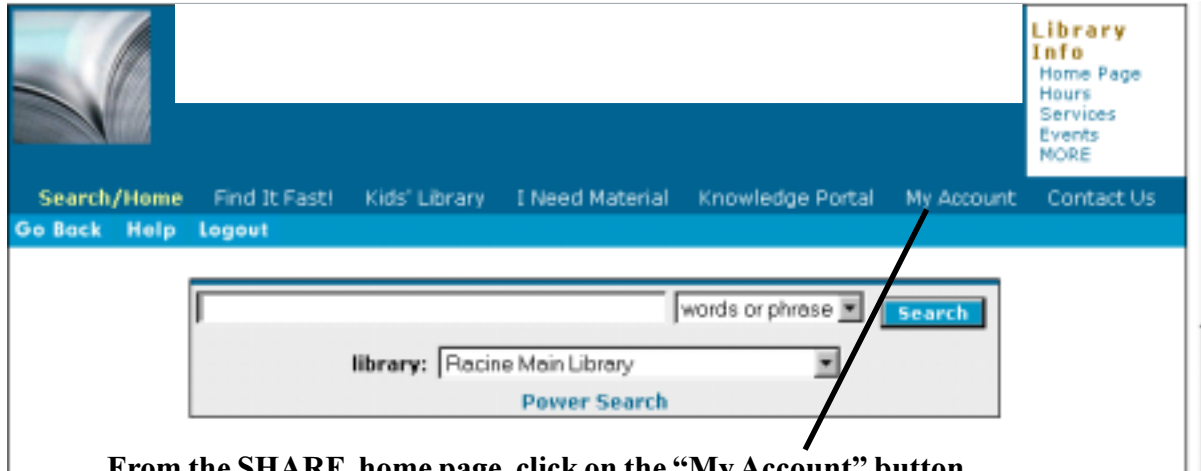
pickup at:

Place Hold **Reset Query Values**

Library staff can give you your alternate ID number, which you can enter instead of your library card barcode.

Click here to select the library where you want to pick up the item you are placing on hold.

Your Patron Account



From the SHARE home page, click on the “My Account” button to access the following functions:

My Account

[Review My Account](#) [User PIN Change](#)
[Renew My Materials](#) [Change My Address](#)

Changing Your PIN

Note: if your PIN for the library’s previous catalog was the last four digits of your phone number, you will need to use “changeme” to establish a new PIN.

Click on the “User PIN Change” button in the “My Account” bar shown above. The following screen will appear:

Enter the complete barcode (without any spaces) from your library card here.

If you previously selected a PIN, enter it here. Otherwise, enter the word “changeme.”

Type your ID.

user ID:

or, Alternate ID:

PIN:

Your PIN will be changed to the value that you type below. To ensure that you type it correctly, please enter it in both places.

Enter new PIN:

Re-enter new PIN:

Enter your new PIN in both of these boxes, then click on the “change PIN” button.

Review Your Account

My Account

[Review My Account](#) [User PIN Change](#)

[Renew My Materials](#) [Change My Address](#)

On the “My Account” menu, click on the “Review My Account” button.

The following screen will appear:

Review My Account
Type your ID for information.

user ID:

or, Alternate ID:

PIN:

Enter your barcode and PIN, then click on the “display user information” button.

A screen similar to the one shown below will appear, listing any items you have checked out, as well as any holds that you currently have placed. If you have sent the library a message via the WAVE, there will be a button to click on to view replies.

To cancel holds, click on the box in the “cancel” column for each hold you want to cancel. Then click on the “cancel selected holds” button. The system will return a message confirming that these holds have been canceled. When you next review your account, these holds will no longer appear in the list.

Search/Home Find It Fast! Kids' Library I Need Material Knowledge Portal **My Account** Contact Us

Go Back Help New Search Logout

My Account

2 checkouts 5 holds

Checkouts

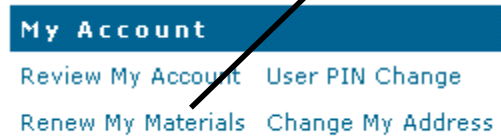
Title	Author	Due/Recalled	As Of Now, You Owe
Molly Ivins can't say that, can she?	Ivins, Molly.	12/3/2003,23:59	\$.50
Little house on the prairie	Wilder, Laura Ingalls, 1867-1957.	12/15/2003,23:59	

Holds

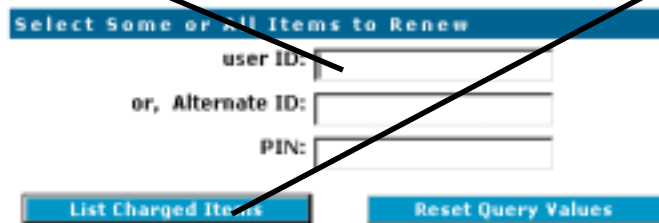
Cancel	Title	Author	Availability
<input type="checkbox"/>	Internet power searching : the advanced manual	Bradley, Phil, 1959-	Your position in the holds queue: 1
<input type="checkbox"/>	The Da Vinci code : a novel	Brown, Dan, 1964-	Your position in the holds queue: 4
<input type="checkbox"/>	There are Jews in my house	Vapnyar, Laura, 1971-	Your position in the holds queue: 1
<input type="checkbox"/>	The Italian job 1969 [videorecording(DVD)]	Deeley, Michael.	Your position in the holds queue: 1
<input type="checkbox"/>	Contemporary turned wood : new perspectives in a rich tradition	Leier, Ray.	Your position in the holds queue: 1

Renew Materials

At the “My Account” menu, click on the “Renew My Materials” button.



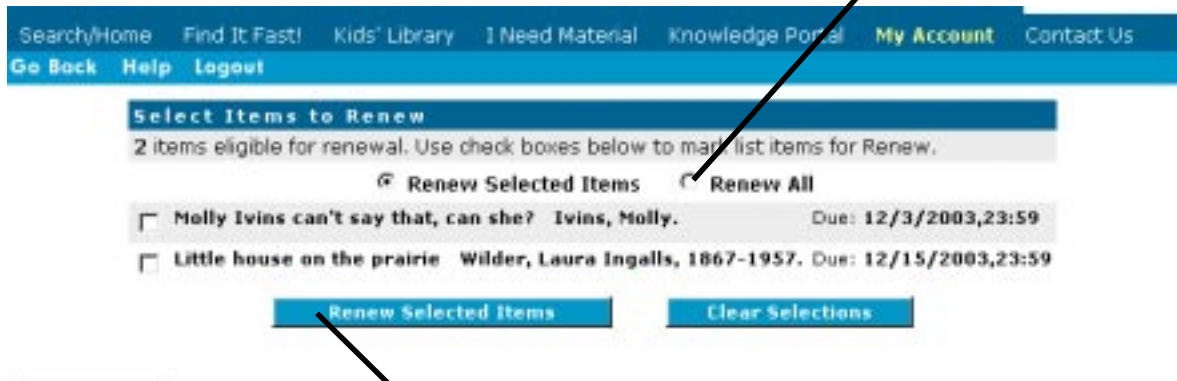
The following screen will appear.
Enter the complete barcode from your library card and your PIN,
then click on the “List Charged Items” button.



A screen listing the items you have checked out will appear, similar to the one below.

To renew selected items, click on the boxes in the “renew” column on the left for the items you want to renew, then click the “Renew Selected Items” button.

To renew all items, click on the circle in front of “renew all,



then click on the “Renew Selected Items” button.

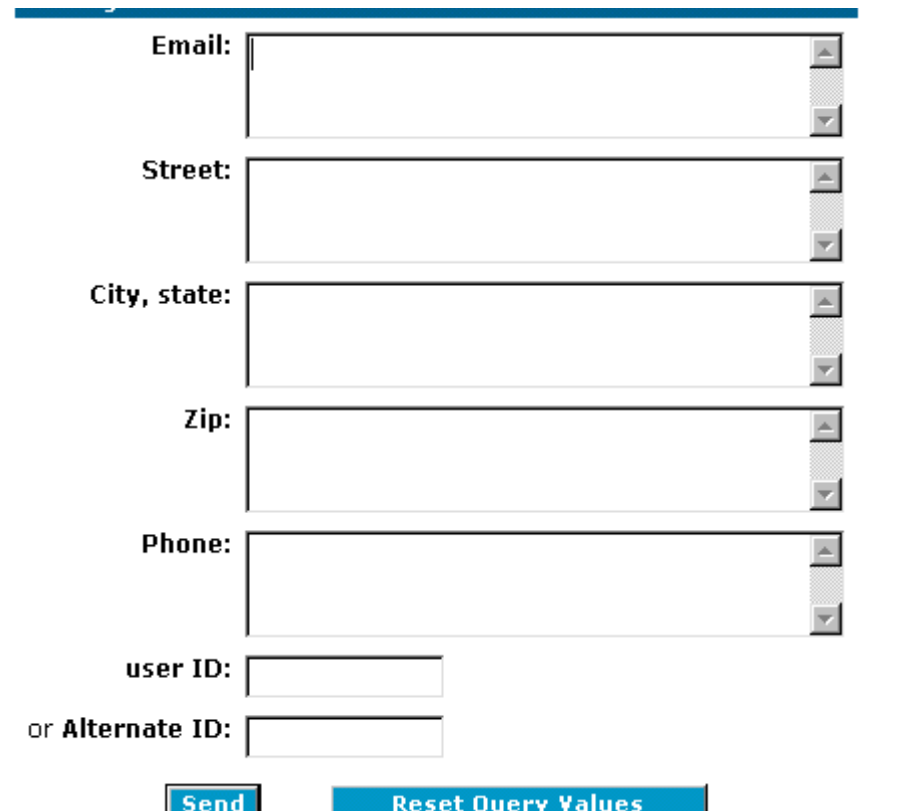
Change Your Address

On the “My Account” menu, click on the “Change My Address” button.



The following screen will appear.

In each box, enter the information identified by the label to the left of the box. After completing the form, click on the “send” button at the bottom of the screen.



A screenshot of a web form for changing an address. The form is titled "Change Your Address" and is located on the "My Account" page. It contains several input fields for user information: Email, Street, City, state, Zip, and Phone. Below these fields are two smaller input fields for "user ID" and "or Alternate ID". At the bottom of the form are two buttons: "Send" and "Reset Query Values".

Email:

Street:

City, state:

Zip:

Phone:

user ID:

or Alternate ID:

Account Login

Why Use Account Login?

If you think you will need to conduct several transactions in your account, such as placing holds, removing previously placed holds, or renewing items, you may find it convenient to login to your account before you start searching. This means that you will only have to enter your library barcode or alternate ID and PIN number once, instead of entering them at every transaction.

WARNING: If you use account login at a workstation in the library, it is very important that you logout when you have finished, to protect your privacy.

How to login

The account login is located at the bottom of the SHARE home page. Enter the complete barcode from your library card in the box labeled “user ID.” Enter your PIN in the box below, which is labeled “PIN.” Click on the “Login to iBistro” button.

The screenshot shows the bottom portion of the SHARE home page. At the top of this section is a search bar with a dropdown menu set to 'words or phrase' and a 'Search' button. Below the search bar is a 'library:' dropdown menu currently set to 'Racine Main Library' and a 'Power Search' button. The page is divided into three columns of content: 'Recommended Reading' (listing Today Show Book Club, Agatha Award, etc.), 'Best Sellers' (listing New York Times Fiction, etc.), and 'Hot Sites' (listing Great White Bear, etc.). At the bottom, there is a 'What Others Are Reading' section and a login section. The login section contains two input fields: 'user ID:' and 'PIN:'. A blue button labeled 'Login to the e-Library OPAC' is positioned below these fields. Three black arrows originate from the text above: one points to the 'user ID:' field, one points to the 'PIN:' field, and one points to the 'Login to the e-Library OPAC' button.

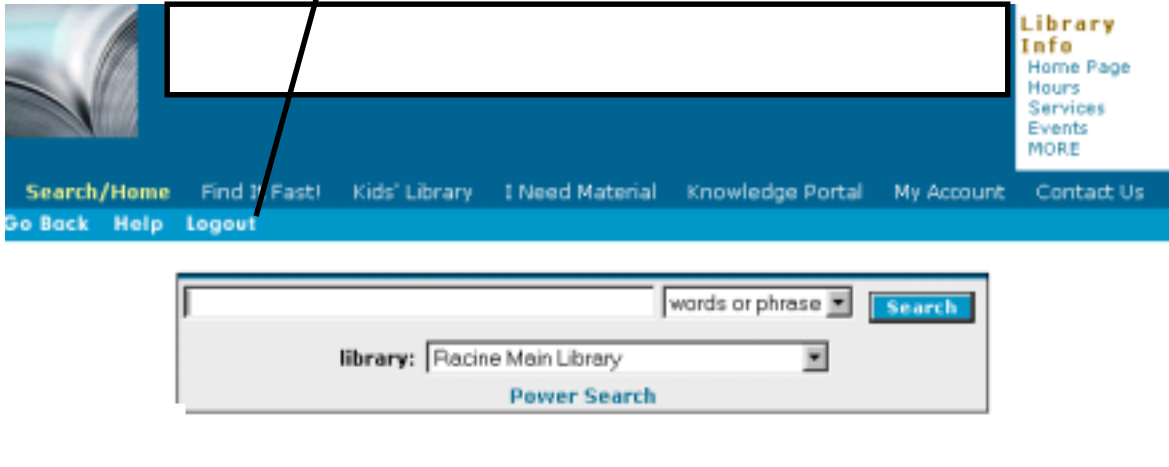
After you login, the search screen shown on the next page will appear.

Account Login, continued

Logging Out

Be sure to click on the “logout” button when you have finished working in your account.

The “logout” button will always be on this toolbar, but its position on the toolbar may change, depending on the type of screen you are viewing.





A shared catalog
listing the holdings of
23 public libraries in
Dodge, Racine
and Walworth Counties

From outside the library,
you can access the catalog and this manual
at the Racine Public Library's website:
www.racinelib.lib.wi.us

Prepared by the Racine Public Library
July, 2003

Table of Contents

Topic	Page
The Home Page	1
Navigating the Catalog	
The Search Results Screen	2
Limiting or Sorting Search Results	3
The Item Record Screen	4
Searching the Catalog	
Words or Phrase (Keyword) Searching	5
Keyword Searching by Specific Fields	6
Power Searching	7
Finding Large Print Books	8
Finding Audiobooks	8
Finding Videos, DVDs, and Music	9
Browse Searching	10-11
Call Number Searching	12
Placing Holds	13
Your Patron Account	14
Change Your PIN	14
Review Your Account	15
Renew Materials	16
Change Your Address	17
Account Login	18-19

