

Quick Guide to Using the Catalogue

The screenshot displays the 'alice' library catalogue interface for Stromness Academy Library - Orkney. The main search area contains a search bar and a search button. Below the search bar, a welcome message reads: 'Welcome to Stromness Academy Library Catalogue. Please type in author's name [surname first] OR title OR keyword [subject] you wish to search.' A search result list is visible, showing titles such as 'Phantom horse / Christine Pulein-Thompson', 'Race horse holiday / Josephine Pulein-Thompson', 'A horse of her own / Chris St John', 'Complete book of the horse & rider / Owen Robert', and 'Horse riding / Evans Jeremy'. The interface also includes a 'See Also' section, a 'Notes' section, and a sidebar with navigation icons and a 'Found 26' indicator.

Call number	Title
F PUL	Phantom horse / Christine Pulein-Thompson
F	Race horse holiday / Josephine Pulein-Thompson
F	A horse of her own / Chris St John
NF 798.2 OWE	Complete book of the horse & rider / Owen Robert
NF 798.2 EVA	Horse riding / Evans Jeremy

Dive into this quick guide for
successful catalogue searching

Use the catalogue to search for resources available in the school library.

STEP 1

Inquiry: Type in any search word (eg. author; title; keyword; genre)

The screenshot shows the Alice library search interface. At the top, it says "alice" in a stylized font and "Stromness Academy Library - Orkney". There are icons for a person and a book. A search bar contains the word "Horse". To the right of the search bar is a binoculars icon. Below the search bar is a link that says "Click here for help with Inquiry".

View or Edit your Borrower details. You need your Library card Barcode & PIN number

Type in the word or phrase you wish to search for. Try to be accurate with your spelling.

Click on the binoculars or press 'Enter'.

The results window will then appear on the screen. Use this to help select the **closest matching** result.

STEP 2 Select a Search Term

This shows the results centred on the closest match to the word or phrase entered.

The screenshot shows the search results window. The search term "Horse" is entered in the search bar. The results are listed in a table with columns for keyword, series, title, and subject. The results are filtered to show only titles related to "horse".

You can start a new search from this screen if you want.

'View' button: Click (or press 'return') to view further details.

Click 'Home' to end search and return to Inquiry window.

Click to limit the scope of the search. eg. authors only, keywords (topics) only.

keyword	horrible
series	Horrible geography
title	Horrible Henry and the headless ghost / Kara May
series	Horrible Histories
title	Horrible history or what they didn't teach you at school / Tim Wood & Ian Dicks
series	Horrible science
keyword	horror
subject	Horror - Fiction / Ghosts, horror & the supernatural - Fiction
title	Horror house / Mary Hooper
title	The horror of the heights / Anthony Masters
series	Horrorscopes
keyword	horse
title	The horse and his boy / C. S. Lewis
title	Horse and pony ailments / Straiton Eddie
title	Horse heaven / Jane Smiley
title	The horse in sport / William C. Steinkraus
title	Horse in the house / Lucy Daniels
title	A horse of her own / Chris St John
title	Horse & pony stories / Christine Pulein-Thompson
title	Horse riding / Evans Jeremy
title	Horse sense / Bonnie Bryant
title	Horse shy / Bonnie Bryant
title	Horse sitters / Bonnie Bryant


You can limit your search by clicking:  It will make your search more precise.

Subject: You will find subjects or fiction genres here.

Keyword: Used mostly for searching for non-fiction

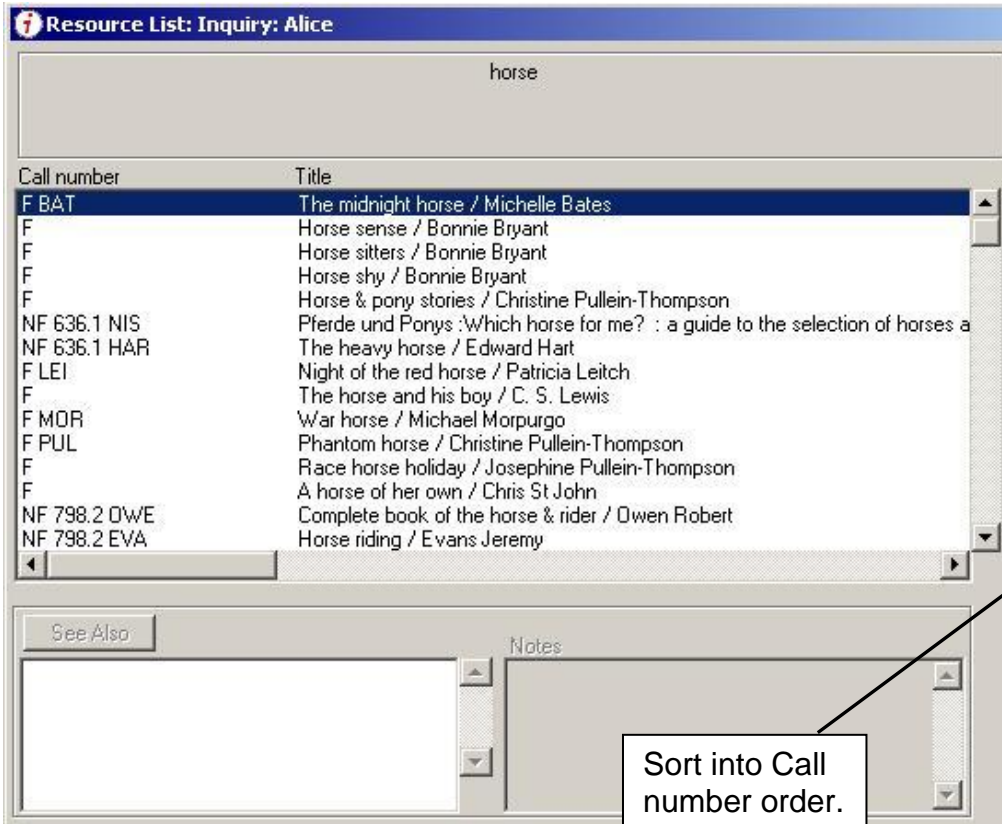
Topic: Used for specific curricular project topics. eg. Earth Forces

Normal: Searches for: Subject; Keyword; Title; Author; Series; Topic; Genre



Remember: The results list shows where your search term comes from: subject; title; author; keyword; series; etc. The closest match to your search will be highlighted BUT you might find that the other results might be appropriate: ALWAYS check them as well!

STEP 3 Resource List Displays all the titles, location, Dewey No. (Call number) matching the search requested.



View: Click or (or press return) to view further details of an individual book.

Restrict results to those not out on loan.

Sort into Call number order.

Back: Moves back one screen.

Call number	Title
F BAT	The midnight horse / Michelle Bates
F	Horse sense / Bonnie Bryant
F	Horse sitters / Bonnie Bryant
F	Horse shy / Bonnie Bryant
F	Horse & pony stories / Christine Pullein-Thompson
NF 636.1 NIS	Pferde und Ponys :Which horse for me? : a guide to the selection of horses a
NF 636.1 HAR	The heavy horse / Edward Hart
F LEI	Night of the red horse / Patricia Leitch
F	The horse and his boy / C. S. Lewis
F MOR	War horse / Michael Morpurgo
F PUL	Phantom horse / Christine Pullein-Thompson
F	Race horse holiday / Josephine Pullein-Thompson
F	A horse of her own / Chris St John
NF 798.2 QWE	Complete book of the horse & rider / Owen Robert
NF 798.2 EVA	Horse riding / Evans Jeremy

Note: **Call Number** is the combination of letters and / or Dewey Number which help you locate a book in the library.

If you wish to view further details about the resource, click the blue arrow.

STEP 4 Resource Details: Shows detailed information for a selected title.

The screenshot shows a library catalog interface for a book titled 'Complete book of the horse & rider' by Owen Robert Bullock John. The interface includes fields for Title, Author(s), Publisher, ISBN, and physical description. A callout box labeled 'Availability CALL NUMBER (See below)' points to the 'Available: 1 of 1' and 'NF 798.2 OWE' information. Other callouts identify 'Library map', 'Displays copy info.', 'Subject headings allocated to the item.', 'Next / Previous title', and 'Back' buttons. A 'No. of pages' callout points to the '128p 31cm' field.

Add a Book Review.
 You will need your Library card Barcode and PIN number. Your PIN is initial of your first name and first three letters of your surname – eg. FMUL

CALL NUMBER

The Call Number tells you the location of a book in the library eg. NF 638 DEA

→	NF	↑	638	↑	DEA
Location [Non-Fiction]		Dewey Number		First 3 letters of author's surname	
→	F	←	TOL		
Location [Fiction]		First 3 letters of author's surname (No number for fiction)			

The following table shows you the key to the location abbreviations.

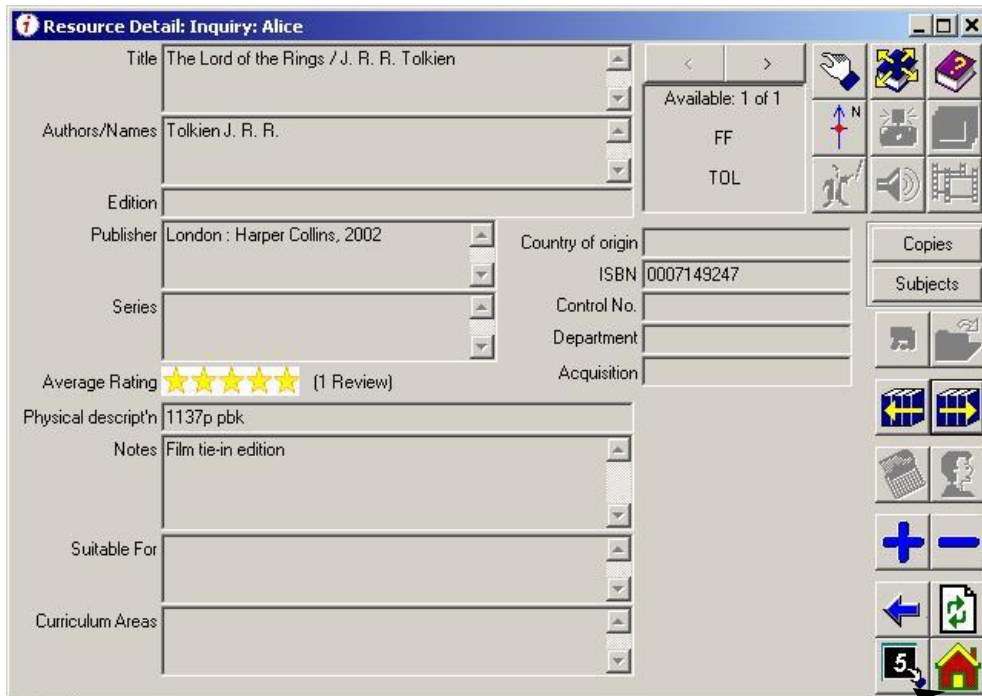
LOCATION KEY

- | | |
|--|---|
| <p>SF = Senior Fiction
 F = Fiction (Lower Library)
 NF = Non-Fiction
 REF = Reference Books
 S = Study Support (Reference)</p> | <p>ORK = Orkney Books (Reference Section)
 PTB = Project Topic Boxes (Reference)
 GMB = George Mackay Brown Collection
 ID = Issue Desk</p> |
|--|---|

INPUTTING A REVIEW ON TO THE LIBRARY CATALOGUE

★You will need the barcode number on your library card.★

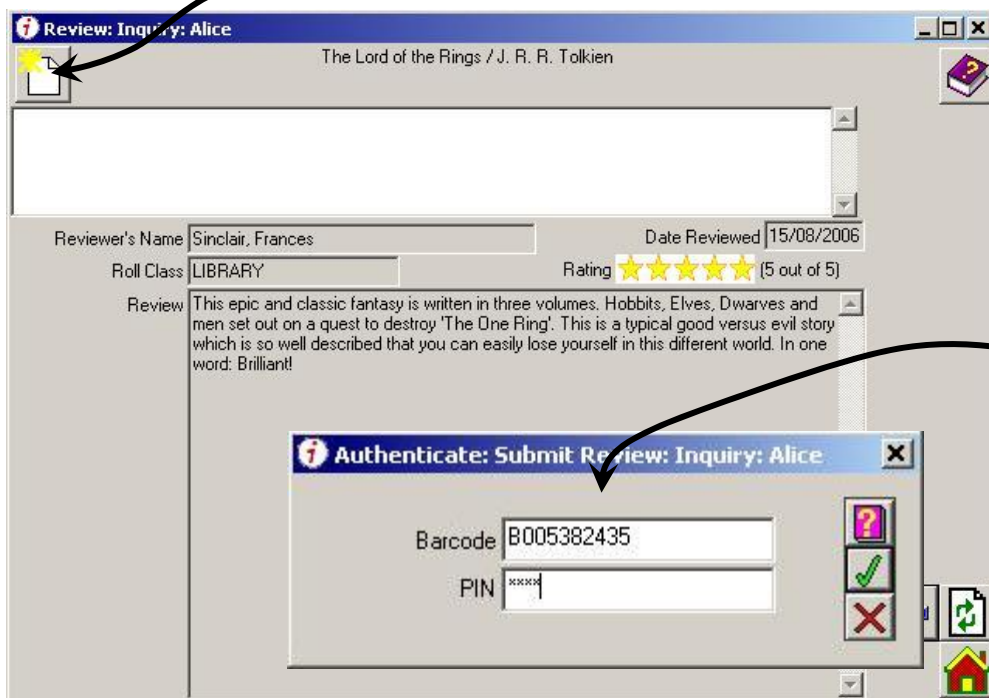
1. Search for the book you are reviewing. Go to the 'Resource Detail' screen.



2. Click on the 'Show Reviews' button.



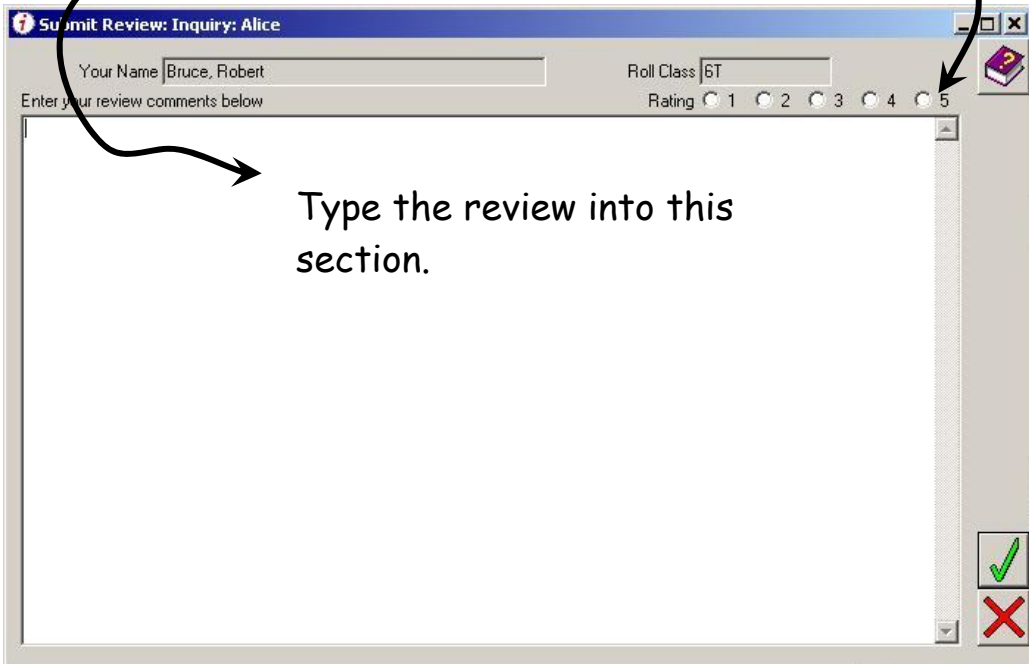
3. In the Review screen, click  to add a new review.



4. Type in your barcode number and PIN.

5. Click the green tick. ✓

6. Now type your review in to the computer and give the book a star ★rating.



The screenshot shows a web browser window titled "Submit Review: Inquiry: Alice". At the top, there are two input fields: "Your Name" containing "Bruce, Robert" and "Roll Class" containing "6T". To the right of these fields is a "Rating" section with five radio buttons labeled 1 through 5. Below the input fields is a large text area with the instruction "Enter your review comments below" and "Type the review into this section." in the center. In the bottom right corner of the form, there are two buttons: a green checkmark and a red X. A book icon is visible in the top right corner of the browser window. Two black arrows point from the text above to the text area and the book icon.

7. To finish, click the green tick.

Your review will be checked before it is approved for viewing on the catalogue.