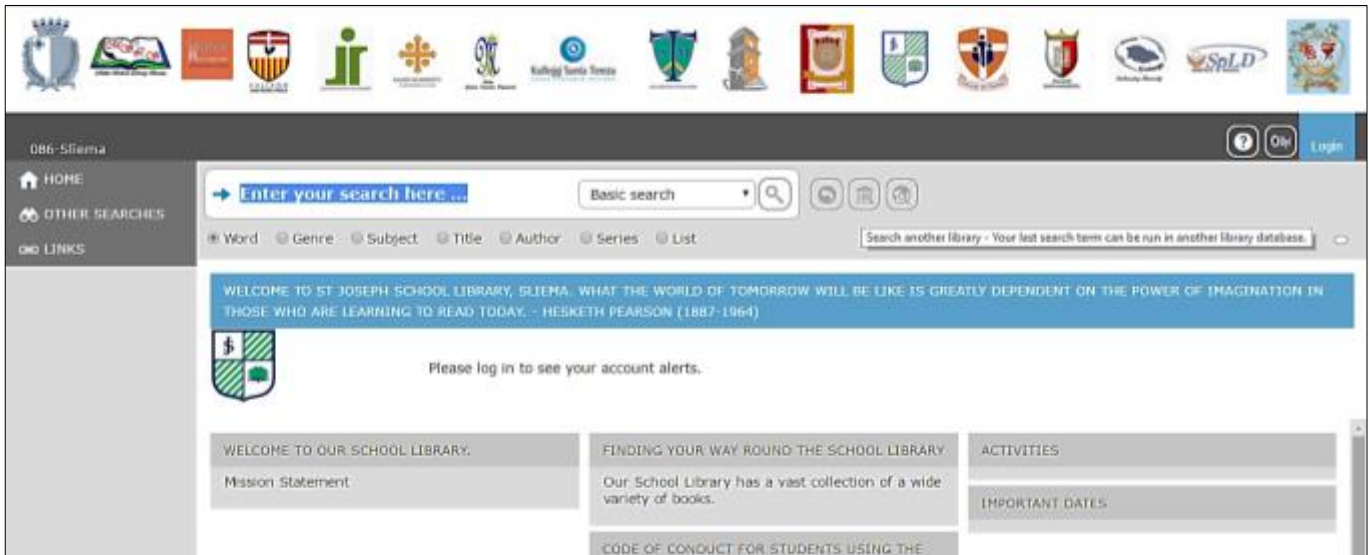


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Oliver Library Management System: Search Interface (Online Public Access Catalogue (OPAC))

A. Introduction

A.1. Access the **Oliver LMS Splash Page** by typing the URL <http://www.sls.gov.mt>. Click on your school hyperlink and you will be directed to the **Oliver LMS** screen.



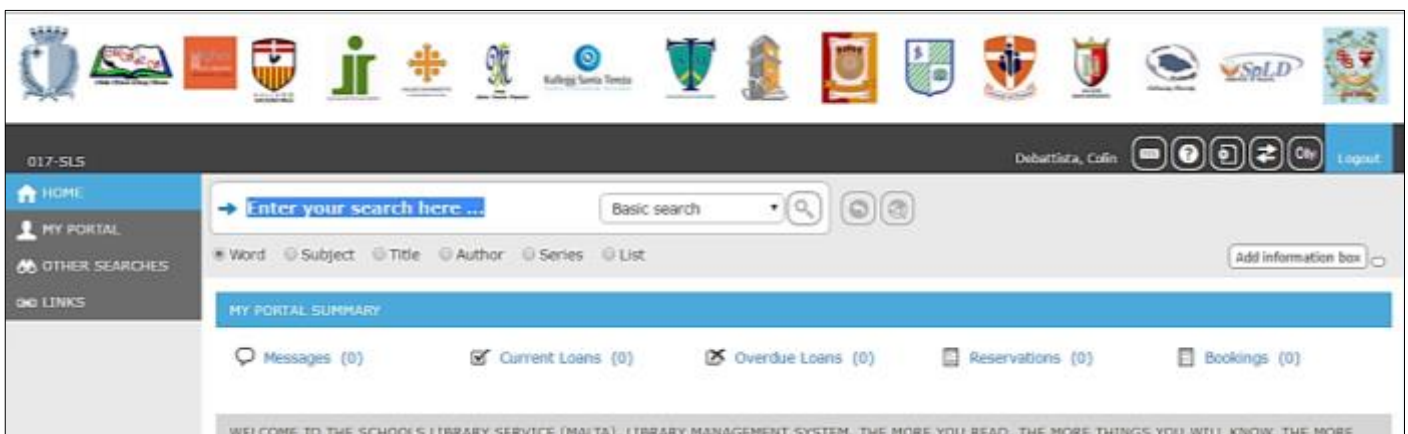
A.2. You can then either login using the username and the password, or browse the catalogue without logging in.

B. The Search Interface (OPAC)

B.1. To access the Search Interface you need to click either the **Search** icon on the **Management Overview** screen or the icon which is found at the top right of the same screen



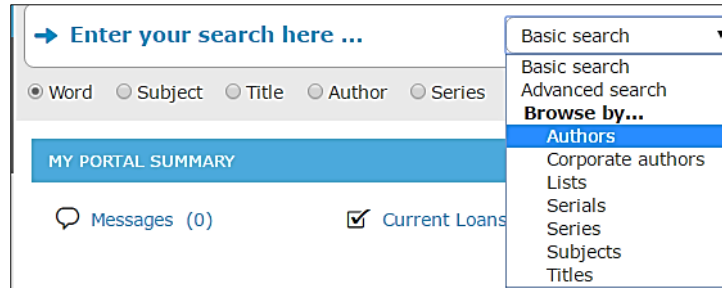
B.2. Once clicked the **Search Interface** or the **OPAC** screen is displayed.



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B.3. The **Top Menu Bar** displays the name of the logged in user and identifies who accessed the **Search Interface** screen by showing his/her name.

B.4. The **Search Box** is identified by the text **Enter your search here...** A **Search Type List** is also available in the form of a drop down menu on the right hand side of the **Search Box**. The default **Search type** is **Basic Search**. However, you can select other **Search Type** by clicking the drop down menu and highlighting the preferred option.



B.5. Search Option is also equipped with the following function icons:



The **Go** icon. Click this icon to run a search after entering a term in the Search Box. This icon will activate once an initial search has been completed.



The **Show Last Result** icon. Click this icon to show again the results of your last search.

B.6. My Portal Summary menu contains links which enable borrowers and library staff to access their **Messages, Current Loans, Overdue Loans, Reservations** and **Bookings**. The applicable current information is displayed when the respective hyperlink is clicked.

B.7. Main Menu Options is a list of available options that enables library staff, students and school staff to customize their own library profile, change password, view loan information, and manage reservations. There are four **Main Menu Options**, each one specialising in a particular area and identified by an icon and its corresponding term.

1. Home

The **Home** link enables you to refresh the screen. If you are performing a search and you wish to go back to the **Library Home Page** just click on this button.


2. My Portal

The **My Portal** menu expands when selected. It contains several links that enable students and library and school staff to perform a number of functions. The following is a brief description of some of the functions available in the **My Portal** menu. Two of these are:

- i. **Details:** Selecting this icon enables the user to change his/her personal details, change the login password, change the **Search Type** by clicking the edit button on the right hand of each item.

[Type here]

ii. **Loans:** This option is equipped with a number of tabs:


- The **Current Loans (XX)** tab displays the number of loans in round brackets. The **Title** of the library item, the **Date out** and the **Date due** are also displayed. This function also allows the borrower to renew any item. A selection of items can be renewed by clicking the **Renew** icon next to the item. Note that those items which cannot be renewed have the **Renew** icon greyed. If all the items on loan need to be renewed the borrower can click the **Renew all loans**  button on the far right hand corner.
- The **Overdue Loans (XX)** and the **Loan History (XX)** tabs are information tabs only. Library staff and registered borrowers can view their overdue loans and their loan history by selecting the respective tab.

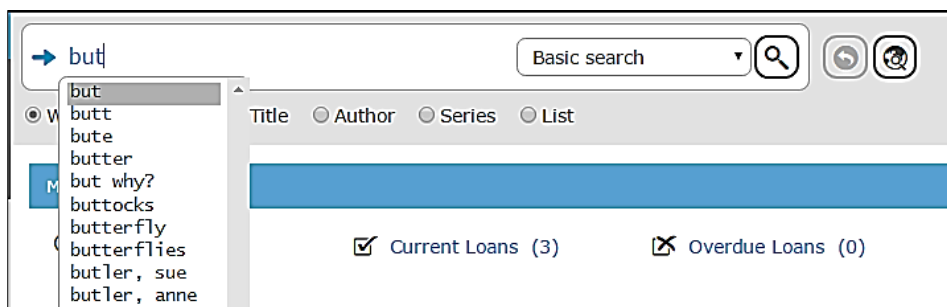
C. Searching

The Oliver LMS **Search Interface** is equipped with a number of search functionalities and tools that can be used to perform effective searches, display the results as requested by your search and perform other useful tasks with your search results, like making reservations, among other things.

D.1. The Basic Search

The **Basic Search** examines the database to find items related to the search you are performing by looking in the author, title, publisher, series, subject headings and note area. The following steps will show you how to perform a **Basic Search**:

- Enter a search term e.g. *butterflies* in the search box, identified by the text **“Enter your search here..”**
- When you enter a search term a list box displays every word beginning with the string or term entered. Therefore, predictive search functionality will be evidenced by a list box displaying terms matching the letters or numbers as they are entered in the search box. If the required record does not appear in the list keep adding more letters or numbers and the records in the drop list will adjust accordingly. Note that the **Go** and the **Search an Alternate Provider** buttons are now lighted. 



- If the term you require is displayed on the list, click to display the term in the search box. A search is automatically performed and a list of library items matching your search query will be displayed in the **Search Result** screen.

[Type here]

- As you can see all library items matching to the search query are being displayed. Also note that the search term is highlighted with a light blue background.



- At the moment only a summary of each library item is being displayed, namely the format, title, author, year of publication, classification no., availability (whether it is on loan or not), and a cover image (when available).
- The **Title** link can be used to examine library items in more detail. This can be done either by using the **Hover pop-up** view or the **Detail** view. The **Hover pop-up** view is accessed by holding the mouse over the **Title** link and a set of information and function items appear.
- A number of icons are also available on the **Search Tool Bar**. These are only activated when the user selects an item from the **Search Result** screen by ticking the small box on the left of the entry.


D.2. Advanced Search Screen

The **Advanced Search** feature contains additional fields and options in comparison to the **Basic Search**. This enables staff and borrowers to narrow their searches and save time. To activate the **Advanced Search**, click the **Search Type** drop down menu found in the **Search Box** and select **Advanced Search**. The **Advanced Search Screen** is displayed, equipped with a number of searchable fields, icons and drop down lists.

E. Exploring the Search Result Options

E.1. The Reserve Icon

Steps on how to reserve a library item:

- Complete a search in the usual manner.
- Select the item you want to reserve by clicking the checkbox next to the relevant library item. Once you selected the item the **Reserve** icon  is activated. More than one resource can be reserved in this process.
The limit is set at 2.
- Click the **Reserve** icon.
- Click the **Save** icon to reserve the item or **Cancel** to stop the reservation. If the save button is chosen, the **Request** screen will be displayed.

[Type here]

E.2. Delete a Reservation

The following steps need to be followed to delete a reservation:

- i. Go to **My Portal** in the **Main Menu Option**.
- ii. Select the **Requests** link.
- iii. Click on the **Reservations** tab.
- iv. Click the **Delete** button on the right hand side of the item you want to delete


E.3. Print Icon

The following steps need to be followed to print a search:

- i. Complete a search in the normal manner.
- ii. Click the **Print** icon to print either selected results or the whole list.

E.4. The Add Review link

Reviews can be compiled by library staff, teachers and students. To add a book review please follow the steps below:

- i. Perform a search and find a book of your choice, then click on the **Be the first to review** hyperlink and the **Reviews** screen is displayed.
- ii. On the **Reviews** screen click the **Write a review** icon. A square icon with rounded corners, containing a pencil and a document symbol, representing the 'Write a review' function.
- iii. On the Add review screen indicate the rating of your choice on the radio buttons available, type the title of your review and your comments in the textbox below.
- iv. Click the **Save** button on the top right hand corner.
- v. By default all reviews are meant to be approved. However, library staff can disapprove any review at their own discretion.