



Using your library catalogue



BOROONDARA
City of Harmony

Disclaimer: using personal details and accessing information on the Internet

Unfortunately, using the Internet is not without risks, particularly when using it in public places. Here are some tips to keep in mind:

- When asked to enter your personal details such as your library barcode/ID, always remember to log out at the end of your Internet session.
 - Simply select the 'logout' button, or;
 - Close down your browser window.
- To protect your privacy, avoid using public access computers for financial transactions.
- Use your commonsense when accessing information on the World Wide Web.
- Be critical!

Useful websites:

Homepage

<http://boroondara.vic.gov.au/libraries>

Catalogue:

<http://boroondara.spydus.com>

eResources:

<http://boroondara.vic.gov.au/libraries/get/eresources>

Table of Contents

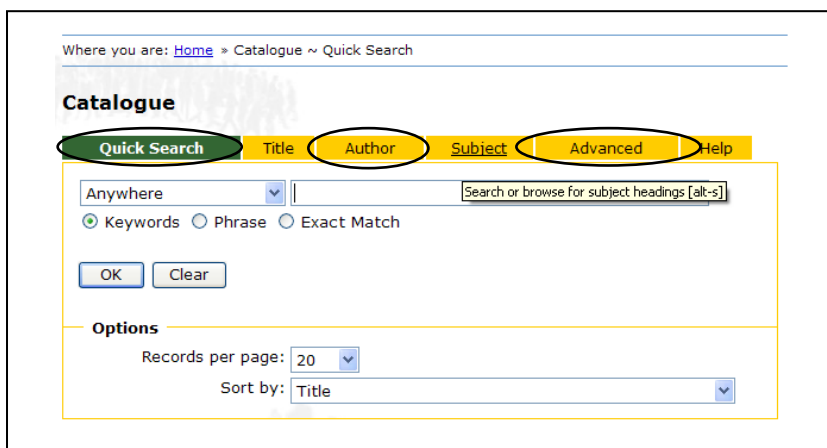
USING THE LIBRARY CATALOGUE	3
USING QUICK, AUTHOR AND ADVANCED SEARCH OPTIONS	3
HOW TO PLACE A RESERVATION	5
YOUR RECORD AND HOW TO RENEW YOUR LOANS	7
NEW ITEMS ALERT	8
FINDING REVIEWS OR OTHER SIMILAR READS	9
ADDING YOUR REVIEW TO THE CATALOGUE.....	10
ERESOURCES @ YOUR LIBRARY	11
WHAT IS AN ERESOURCE?	11
THE LIBRARY AND THE ERESOURCES	11
A SELECTION OF ERESOURCES	12
<i>Newspapers, journals and magazines.....</i>	<i>12</i>
<i>For book lovers</i>	<i>14</i>
<i>Health & medical information.....</i>	<i>15</i>
<i>Geography & history.....</i>	<i>16</i>
<i>General reference.....</i>	<i>17</i>
GENERAL SEARCH TIPS AND TRICKS	18

Using the library catalogue

The library catalogue provides access to the entire library collection of books, magazines, audiovisual material (DVDs, talking books and CDs) and databases shared by the five libraries. It can be accessed from home or in the library.

For access within the library, click  (HOME button)

From home, go to <http://borondara.spydus.com>



The screenshot shows the library catalogue search interface. At the top, it says "Where you are: [Home](#) » Catalogue ~ Quick Search". Below this is the "Catalogue" section with a navigation bar containing "Quick Search", "Title", "Author", "Subject", "Advanced", and "Help". The "Quick Search" option is highlighted in green. Below the navigation bar is a search box with a dropdown menu set to "Anywhere" and a search button. The search box contains the text "Search or browse for subject headings [alt-s]". Below the search box are three radio buttons: "Keywords" (selected), "Phrase", and "Exact Match". There are "OK" and "Clear" buttons below the search box. Below the search box is an "Options" section with a dropdown menu for "Records per page" set to "20" and a dropdown menu for "Sort by" set to "Title".

Using Quick, Author and Advanced search options

As a default, the catalogue will open in **Quick Search**. Type any keywords in the search box such as author/artist's surname and parts of the title to find a particular item. Then press 'OK' or the key 'Enter' on your keyboard.

Use **Author** search to limit your searching to a particular author only. This way you can bring up a list of all items held by the library written by your favourite author!

Exercise 1:

Go to Quick Search and enter '**Winton**' and '**music**'. Discuss the records displayed.

Exercise 2:

Go to Author Search. Try searching for the Australian author Tim Winton. Type '**Tim Winton**'. Then try typing '**Winton, Tim**'. Discuss the difference.

Tips Unsure of the spelling? Then use an asterisk (*). E.g. Wint* - this will provide you with a variation of spelling such as *winton*, *winter*, *winters* etc. Also, there is no need to use upper case when typing a name. The search is not case-sensitive.

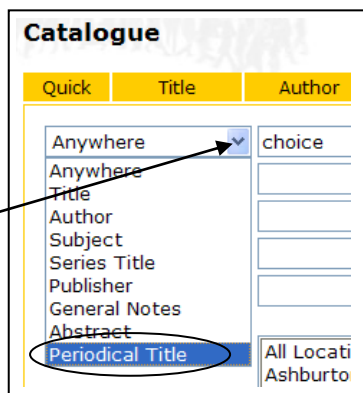
The **Advanced** search option is a great tool when searching in a particular part of the collection e.g. DVDs or magazines.

Exercise 3:

To view the library's entire collection of DVDs, select the advanced search option. Go to the category '**Collection**' and from the drop down menu, select '**DVD**'. Press 'OK'.

Exercise 4:

To find a particular issue of a magazine (e.g. Choice), type '**choice**' in the search field, then select '**Periodical Title**' from the drop down menu. Click 'OK'. Select '**Browse Issues**' in the record, then find the issue of interest.



Tip Some magazines can be accessed and read directly via the catalogue record – such as Choice. Just select the hyperlink '**Click here...**' under 'Electronic Access'.

How to place a reservation

Firstly, enter your search and select the item, which you would like to reserve.



Secondly, select the green button 'Reserve Selections'.

Place Reservation

The kite runner

Borrower Number (ID) is the nine digit sequence under the barcode on your library card after **20084**

*Borrower Number: XXXXXXXXX

*PIN: ●●●●●

*Pickup Location: Select a Pickup Location ▼

Items to Reserve: Select a Pickup Location

Not required after: Ashburton

Notes: Balwyn

Hawthorn

Kew

Place Reservation

PIN is your day of birth in DDMMYY format: e.g. 010553 (if you were born on May 1st, 1953).

Pickup Location is the library branch from which you would like to collect the item. Then click '**Place Reservation**'.

A confirmation of your reservation, pickup location and which number you are in the queue will now appear on the screen.

If you are using a public computer, close down the browser window so no one else can access your details.

Tip You can reserve as many items as you like and there are no reservations fees. Just remember to collect your reserved items!

Your record and how to renew your loans

Quick Links

- [Login](#)
- [Book a PC](#)
- [Community Information](#)
- [Request a meeting room booking](#)
- [Renew my Loans](#)
- [Forgot Your PIN?](#)

One way of checking your record and to renew your loans is to use the 'Quick Links' in the library catalogue – situated to the right on your screen. Enter your library ID number and PIN. Click 'Login'.

You are now able to view your library record in full.

My Account

Summary	Personal Details	New Alert Profile
Alerts		
Reservations available for pickup		
Loans		
Current loans		
Overdue loans		
Claims returned		
Reported lost		
Lost		
Reservations / Bookings		
Reservations available for pickup		
Reservations not yet available		
Bookings		
Other		
Alert profiles		

5

The summary will provide you with an overview of your loans, reservations etc.

You are also able to update your personal details.

'New Alert Profile' will be covered later.

Renew your loans

Select the hyperlink 'Current loans'. There are now two ways of renewing your items. You can either click the link 'Renew All' or 'Renew Selections'. Both links are situated above the list of your loans.

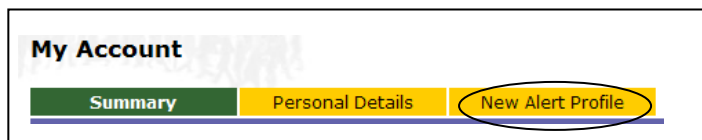
When an item has been renewed the status and due date changes automatically. Remember to log out.

Tip If you are unsuccessful renewing your items, it may be due to reservations placed by other borrowers on the item or the item has already been renewed twice.

New items alert

If you would like to receive an email about new items in the library's collection as soon as they hit our shelves, then create a 'New Alert Profile'

Tip Make sure the library has already registered your email address before setting up an alert.



Exercise 1:

Set up your own profile. Login to your record, select the link 'New Alert Profile' and follow the 5 steps.

Step 1: This is where you specify your area of interest e.g. material, genre, author, subject etc. E.g. type 'Grisham, John' in the Author field, or select 'DVD' from the drop down menu under 'Collection'.

Step 2: This step lists the number and types of 'John Grisham' items, which are already included in the library's collection. It's an indication of how broad or narrow your profile is going to be.

Step 3: Decide how frequently you would like to receive an items alert email.

Step 4: Setting an expiry date is usually unnecessary. A profile can be deleted, simply by selecting the particular profile from your library record's summary page 'Alert profiles'. You are then presented with the option of deleting or changing the profile.

Step 5: Add a description of your profile, which will identify the content in the email alert e.g. John Grisham. Finally select the button 'Save'.

Finding reviews or other similar reads

Search for an item in the catalogue. Select the title/author hyperlink to access the full record. The record lists a heading **More information**, which includes a link to LibraryThing containing reviews etc.

For other similar reads, select the heading **Similar titles**.

LibraryThing is an online book sharing forum plugged in to our catalogue. You don't need to be a member to use it.

Adding your review to the catalogue

You can make your opinion heard about any item in our catalogue by adding a review.

Exercise 1:

Follow the simple steps below to add your own review:

1. Enter a search for an item in the catalogue.
2. Select the title hyperlink, which takes you to the full record of the item.

2. [Three men in a boat / illustrated by Paul Cox.](#)
Jerome, Jerome K. (Jerome Klapka), 1859-1927
London : Pavilion/Michael Joseph, 1989.
215 p. : col. ill.

Location	Collection	Call Number	
Balwyn	Adult Non-fiction	914.22 JER	• Ava

3. In the full record, click on the hyperlink 'Add your review'.

Main Title: [Three men in a boat / illustrated by Paul Cox.](#)
Author: Jerome, Jerome K. (Jerome Klapka), 1859-1927
Imprint: London : Pavilion/Michael Joseph, 1989.
Collection: 215 p. : col. ill.
ISBN: 1851453628
Dewey Class: 914.22
Subject: [Thames River \(England\) -- Description and travel](#)
Average Rating: No reviews available as yet
[Add your review](#)
BRN: 188109

4. It's now time to get down to business and add your comment(s).
 - a. Enter your borrower ID and PIN
 - b. Add your rating
 - c. Add your review
 - d. Then submit. It may take a couple of days before the review is made public.

eResources @ your library

What is an eResource?

An eResource is a collection of related items of information such as articles, essays, multimedia, fact sheets etc which are accessible online. We also refer to an eResource as a 'database'.

The records in an eResource are normally related by their subject content (e.g. history, science) or by type of publication (e.g. newspapers) and are therefore a great starting point for your research.

The library and the eResources

Most of our electronic resources can be accessed both within the library and remotely. However, some may only be accessed within the library.

As a member of the library, you can freely use our collection of electronic resources. Just select the resource you want and enter all 14 digits of your library card number when prompted.

Go to:

<http://boroondara.vic.gov.au/libraries/get/eresources>

A selection of eResources

The library's eResources are categorised by subject but you can also search for a particular eResource by name. An introduction to a selection of our eResources has been included below.

A few general rules apply when searching most eResources. These are:

1. Keyword search – use unique keywords.
2. Spelling – many of our eResources are US based and do therefore include American spelling. E.g. *centre* or *center*.
3. Related terms – if you are getting fewer results than expected, try using synonyms.
4. Date range – a way of limiting your search.

Newspapers, journals and magazines



ANZ Reference Centre

Consists of a comprehensive collection of Australian, New Zealand and international titles.

Basic Search

Enter search terms and redefine by date or publication if appropriate.

Advanced Search

Here you have the option of refining by publication type – for example biography, newspaper or report.



[Newsbank Newspapers](#)

Access news from a broad range of Australian newspapers – local, state and national.

Search individual newspapers

Simply select the hyperlink to the newspaper of your choice.

Search a selection of newspapers

Click on the link 'NewsBank Newspapers – Australia and the World' above the list of all newspapers. Then select the newspapers of your choice.



[A to Z Title Listing](#)

A complete listing of all the online journal or magazine titles available in the Library.

Simply browse through the list alphabetical. Or you can do a keyword search for the title. Then click on the database link provided.

For book lovers



NoveList

Great resource for additional information about books and authors.

Search

Do a keyword search for a favourite author or title – you can narrow the content down to age range.

Browse

The browse options in NoveList are extensive and you are able to find information about who writes like your favourite author, lists of award winners, book discussion guides for book groups and recommended reads.



Literary Reference Centre

Use this resource for your in-dept research about literary classics. Novels, short stories, poetry, essays and plays are included.

Advanced Search

You can find full text classics using the advanced search option.

Health & medical information



Consumer Health Complete

This database provides medical and alternative health information from magazines, journals, newspapers and directories.

Drug & Herb Information

Unsure about the medication your GP has prescribed? Obtain more information here.

Medical Dictionary

Search for a dictionary definition of medical terms and/or conditions.



Better Health Channel

This is a database maintained by the Victorian Government. It includes information about your local health services.

Directories

Under 'Health Services' you can search for local services in your area. Try and look up a list of local GPs.

Geography & history



World Atlas

This database is very good for school projects especially if you would like to compare countries. You can look at up to four countries at one time.

Compare Countries

You select the category you would like to compare such as 'Population' and then select the countries you would like to be included.



Modern World History Online

This resource covers the breadth of modern world history from the mid-1400 to present day.

Search for a particular person, era or event. You can also browse e.g. biographies, timelines, or primary sources.

General reference



Encyclopaedia Britannica

Incorporating the full 32 volume Encyclopaedia plus the Britannica Student and Elementary Encyclopaedia, the Britannica Internet Guide and over 150 full text journals.

Basic Search

Choose one or search all editions at once.

Dictionary and Thesaurus

Enter a word to get a dictionary definition or a list of synonyms.

Browse options

Index, Subject Browse, World Atlas, A-Z article browse, Year in Review, Timeline



Oxford Reference Online Premium

General reference books online with over one million entries across countless subject areas.

General search tips and tricks

Use more than one search term

By using more search terms to narrow your search, you can find information to better suit your needs.

Creative thinking!

Use synonyms also referred to as related terms. E.g. search for any of these terms: 'education', 'teaching', 'training' or 'school'.

Check your spelling

If you type 'educatoin' instead of 'education', your search will not return any matches.

Choose unique keywords

Choose specific words to describe your search e.g. 'eastern rosellas', instead of just 'rosellas'.

Upper or lower case

It does not matter whether you use upper or lower case. The search is not case-sensitive.

Use truncation alias *

You may use truncation to search for various forms of a search term. E.g. teach* will search for teach, teacher, teachers and teaches.

Date Range

You can limit your search to information published on a date or within a certain timeframe.

City of Boroondara Library Service

Phone: 9278 4666

Ashburton Library
154 High Street
Ashburton 3147

Balwyn Library
336 Whitehorse Road
Balwyn 3103

Camberwell Library
25 Inglesby Road
Camberwell 3124

Hawthorn Library
584 Glenferrie Road
Hawthorn 3122

Kew Library
Cnr Cotham Road & Civic Drive
Kew 3101

www.boroondara.vic.gov.au/libraries

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