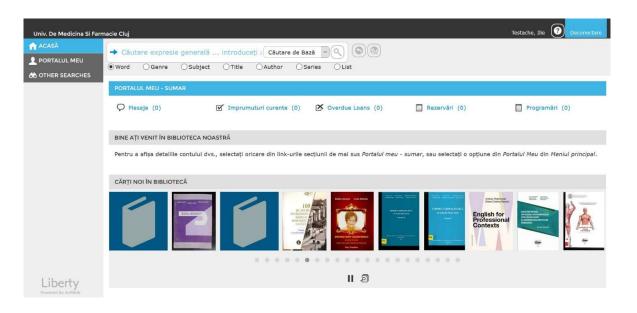
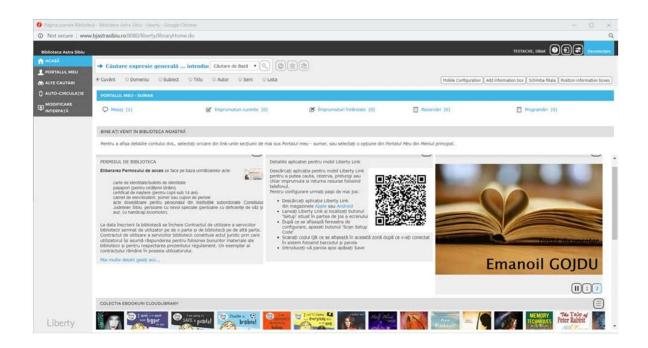
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OPAC advanced search/Main page





Main menu options

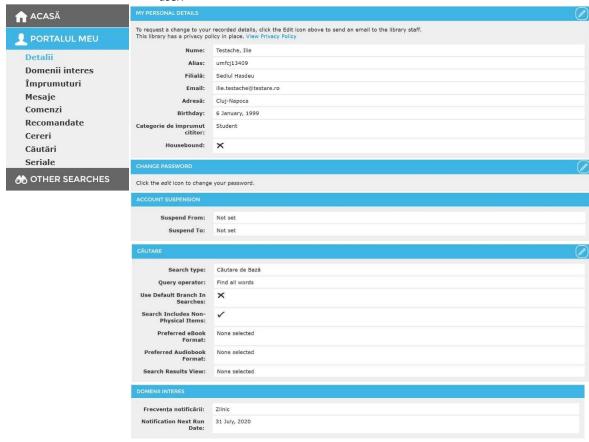
(depending on the setting of user privileges)

HOME (ACASĂ)

The option to return to the main starting page after performing a search or viewing options in My Portal (Portalul meu)

MY PORTAL (PORTALUL MEU)

Details (Detaili) It shows details in the user file. Changes may also be made by the user.



Change password If logged in, users may change their passwords at any time.

Search (Căutare)

Search type Logged users may choose which search mode is active every time

they log in.

Query operator Logged users may choose the type of inquiry to be active for

advanced search. The best choices are searches performed by all

words, any words, a phrase or exact match.

Use Default Branch If set on YES, then the search will be restricted to the user branch.

in Searches This can be changed in Advances Search.

Search Includes If set on YES, then the search will automatically include web sites

Non-Physical Items etc

Interests Logged users may change the frequency of notifications (via e-mail

and/or messages) for the current interests they submitted to.

Interests (Domenii de interes) Lists current automatic alerts subscribed to by the user either individually or in interest groups. New interests may be added and the user may subscribe to public interest groups.



Loans (Împrumuturi) Logged users may view details of their current loans and overdue items, their loan history and permanent loans. This is also where

renewing current loans is possible, if allowed.

Messages (Mesaje) Messages found here may be generated by the librarian from the

user file, from the loans interface, from different interests, possible reservations, new resources that match interest alerts

subscribed to, and they may be sent by e-mail.

Orders (Comenzi) If resources have been ordered for a particular user, then, if

logged, the user may view current orders and order history.

Recommended Logged users may view recommended titles based on their

(Recomandări) previous loan history.

Requests (Cereri) Logged users may view booking details and current reservations.

Searches (Căutări) Lists searches which were saved in previous OPAC sessions.

Serials (Seriale) Logged users may view lists of subscribed serials if they are part

of the circulation lists or of e-mail notification lists (associated to

serials interests).

My Catalogue (Catalogul meu) Shows results of searches that have been viewed-saved in previous searches during the current session. This is a temporary

function and cannot be saved.

OTHER SEARCHES

New Items	Shows new resources that have been added in Catalogare
	(Cataloguing) for the last 30 days.
Main Subjects	Subjects may be set as Main Subjects in Cataloguing(Catalogare)/
(Subiecte	Authority files (Fişiere de autoritate) and resources that belong
principale)	to these subjects may be browsed in OPAC. Standard subjects
. ,	may be searched using standard search types.
Serial Lists (Liste)	Lists (for example compulsory reading lists, bibliographies,
	collections, can be made public in the Cataloguing/Resources
	menus. This offers a way to group resources/titles for browsing.
	Lists can also be created in OPAC by librarians who have the
	appropriate access.
Resource Type	Groups the appropriate resources based on DGM (Descrierea
(Tip resursă)	Generală a Materialului) (General Description of the Material)
,	/media format.

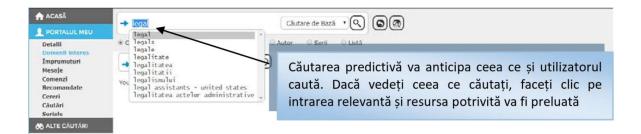
Tip resursă (Resource type)

Groups the appropriate resources based on DGM (Descrierea Generală a Materialului) (General Description of the Material) /media format.

SEARCH TYPES

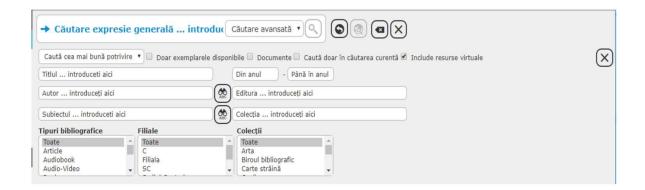
Basic search

Predictive search help



When an item is highlighted, press Enter to start searching results that contain that item (as is the case with the word "legal" in the image above).

Advanced search



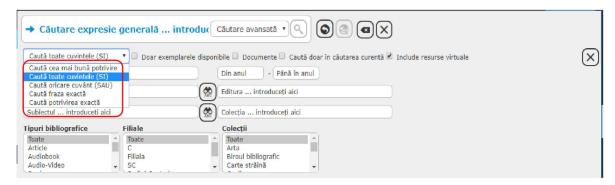
A. Inquiry options

Select the option, type your search items and then click GO.

General	It makes the same inquiry as the Basic search field assisted by the predictive search feature. Again, inquiry options such as "Search all words (AND)", "Search any word (OR)", "Search exact phrase", "Search best match" and "Search exact match".
Title	It only makes a search in the "Title" field and will employ the options selected in the "Search using" explained in the next page.
Author	It only makes a search in the "Author" field and will employ the options selected in the "Search using" explained in the next page.
Publisher	It only makes a search in the "Publisher" field and will employ the options selected in the "Search using" explained in the next page.
Subject	It only makes a search in the "Subject" field and will employ the options selected in the "Search using" explained in the next page.
Series	It only makes a search in the "Series" field and will employ the options selected in the "Search using" explained in the next page.

B. The list "Search across..."

In addition to the items in the Inquiry Options.



Find all words This is the default setting for unlogged users. This option will use the Boolean operator "AND" searching for resources that contain all words but not necessarily used together.

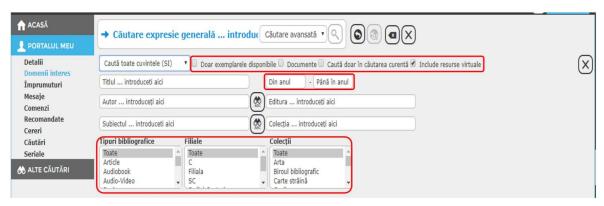
Find any of the words This option will do the search using the Boolean operator "OR" which means that at least one of several words in a query will be found in a resource.

Find the phrase This option will search for those resources that contain specific words in a specific order. It is similar with searching words in quotes ("")

Find exact match This option lists only the resources that match the query term 100%. It will not list results in which the query terms are only part of a larger title, subject etc.

Find best matchThis will list the results in the order of the exact match, the phrase, all words or any of the words.

C. Filters



Filtering results:

Available copies only (Doar exemplarele disponibile) Limits results to the items available in the library leaving out those copies that are on loan, missing, reserved etc.

Attachments (Documente) in addition to a standard search, this option will also perform a search within the electronic documents attached to the library registered items.

Only search in the previous search results (Căutare numai în rezultatele curente)

Refine a search applying the advanced search
filters to the results of zour previous search.

Include Non-Physical Items (Include resurse virtuale) If this option is not checked, the search will exclude websites etc.

Year From (Din anul... Până în anul) This option limits the search for a certain time interval related to the publishing date

Types (Tipuri bibliografice) Every resource type is listed here. The default setting to "All" ("Toate") does not limit the search to a certain type of resource.

Branch (Filiala)

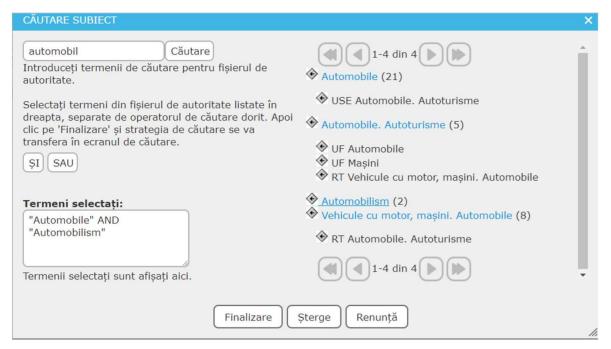
All library branches are listed here. The search may also be performed in all branches. A parameter may set the default search to be limited to the branch commonly frequented by the user.

Collections (Colectii) This shows all locations where the library collections are housed.

D. Search in Authors, Subject, Collections and Publishers



This will allow the user to search directly in the author or subject authority files. Type the search term in the appropriate field and the click the **Search** button



A second window will open and list the results. The items will also show details of other cross-references such as USE, UF, See also, Narrowed terms, General terms.

Click the desired item. If you want to search several items, click "OR" ("SAU")

After you have found the item or items needed, click "Finish" (Finalizare) to return to the main search window.

Click \(\text{Q} \) to list the results.



Searching the Authority files

Search the Authority files refers to searches in Authors, Lists, Series and Subjects, searching the entire content of the Authority files for the desired item or items. Searching in Titles is also included here.



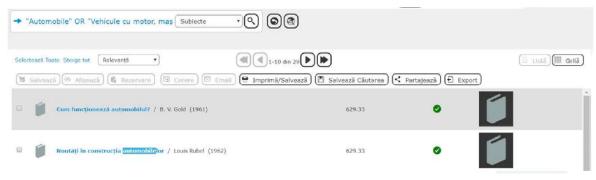
Select the Authority file, type the search term and then click GO. [Q]



Once the Authority files search is performed, the first window shows the results found in the Authority files. Relevant terms will also be listed related by See and See also.

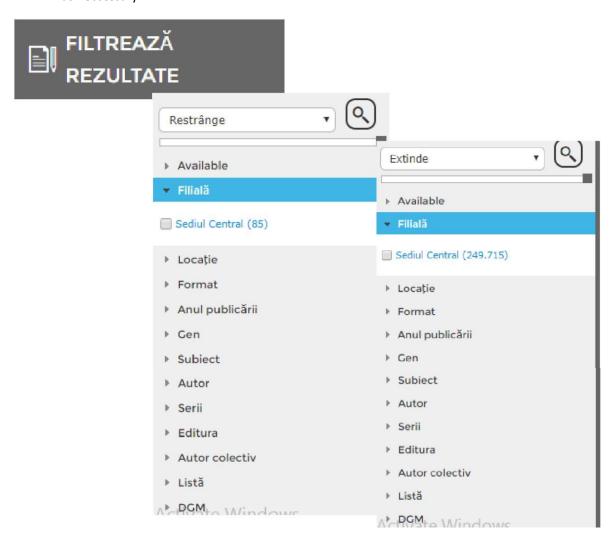


Click the link or check the desired search term, then click Show (Afisează) [•] see the results.



Change the search

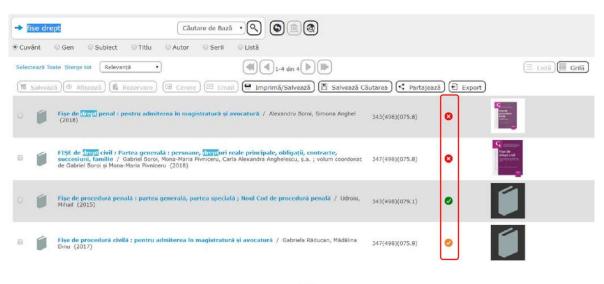
Using terms associated to the results of a search, it may be narrowed or expanded as neccessary.



Search results windows

The short list

It lists the Author/Title/Classification/Availability/Cover of the item.



Green check – Available at your branch



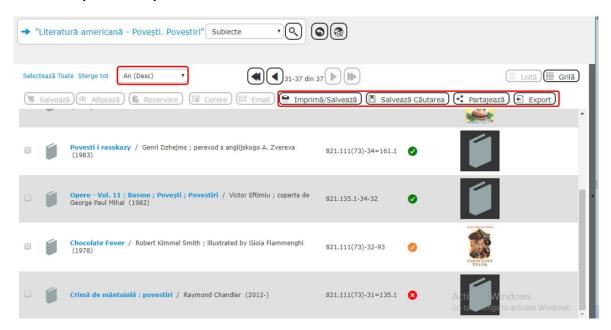
Yellow check – Available at a different branch



Red cross – Not available



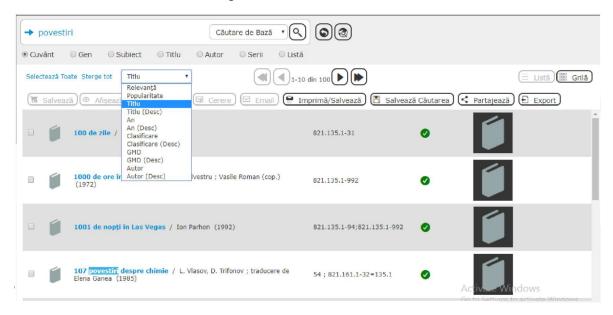
Readily available operations



Sort

Select the order applied to your search results list. Results

may be sorted by: relevance, popularity, title, year,
classification, DGM, author. They may also be sorted in a
descending order.



Print/Save

Clicking the Print/Save button will list either all the results of the search, or the selected resources in their current order, in a printer friendly window. The list may be presented in short or detailed. The window may be printed or saved as HTML or text.





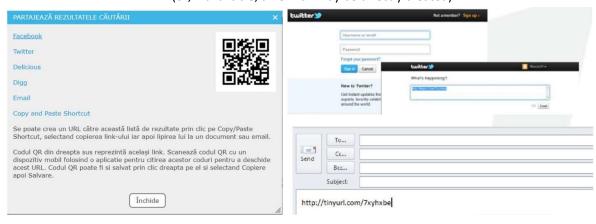
Save search The Save Search button is used to save the results of the current search query. The search may be named. It may be recovered in My Menu/My searches.





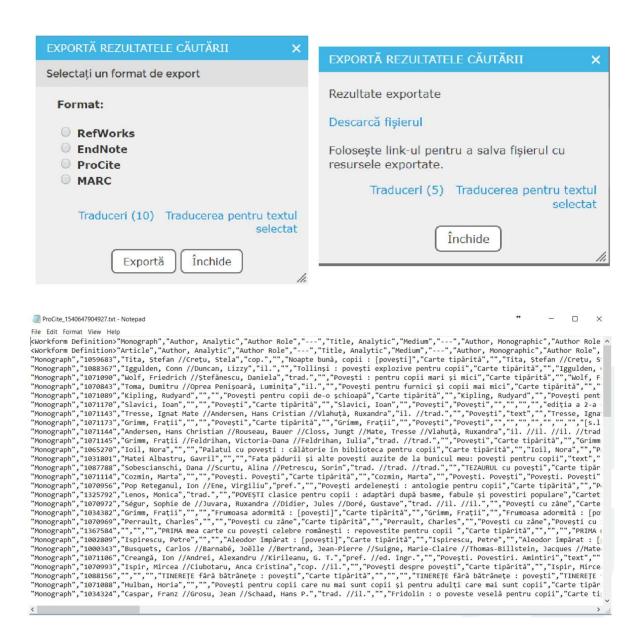
Share

The Share button may be used to share the results on popular social media. The link can be attached/inserted in a different application, such as Microsoft Word or an e-mail (or, if available, an e-mail may be directly created).



Export

This button is dedicated for Academic libraries to allow exporting information needed for bibliography creation in Refworks, Endnote or Procite.



Add to This saves the selected entries in My Catalogue in My Menu.

My Catalogue

Salvează



Show Click the Show button to list only the selected entries.



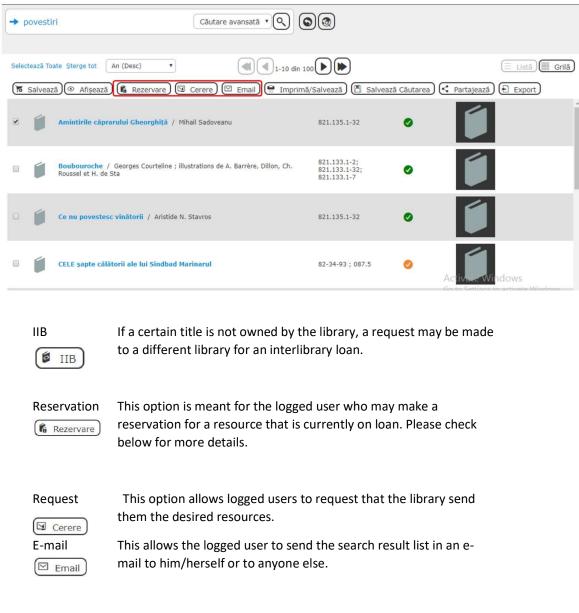
Empty Click Empty to delete the previously saved entries in My Catalogue.

₩ Golește

Back You can return to the previous list of resources.

← Înapoi

More search interface facilities



Search a different provider This gives the possibility to automatically repeat a search, performed on information from the internet, on the site of a different information provider.

Reservations

When a user is logged in OPAC Liberty, he/she may make reservations for certain titles.

- 1. Check the selection box for the desired title.
- 2. Click the Reservation button.



- 3. When the item is available, you may chose to make a reservation of the item itself and/or of the branch you want to pick it up from.
- 4. Click Save to confirm.



You will be directed to My Menu, Bookings/Reservations. Here the user may cancel/delete the reservation if it is no longer necessary.



Renewing current loans

When a user is logged in OPAC Liberty, current loans may be renewed in My Menu or in My Menu Summary.



You will receive a notice if you may not renew, usually because either you have reached a renewal limit or if that particular item had been reserved by or for someone else.

- 1. Click Renew this loan.
- 2. Click Renew all loans.



The loaned resource is renewed.

