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ABSTRACT
        This report describes the work of the Onscreen
Documentation Subgroup in revising screens for GALIN, the University
of Georgia (UGA) Libraries new online system. The responsibilities of
the Subgroup were to revise screens from the previous online catalog
and to create basic help screens, primarily for the command searching
mode. Responsibilities for adapting the screens in UGA Libraries'
Catalog database for the American Academic Encyclopedia and the
Expanded Academic Index were added later. The subgroup researched the
philosophy and practice in screen design and, from this research,
developed a list of eight basic principles to guide screen design.
This report includes examples of 121 screens designed for users of
the databases described above. The screens are divided into five
categories: introductory; command search help; guided search and
help; related titles; and system response. A description of follow-on
activities is also included. The Onscreen Subgroup's original charge
and samples of the libraries' news screens are appended. (KRN)

Online Catalog Documentation Task Force:

Onscreen Documentation Subgroup

Final Report

March 31, 1992

Submitted to:

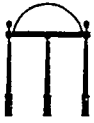Systems Administration Group

Submitted by:

John Campbell, Chair
Paige Andrew
Mary Ellen Brooks
Neil Hughes
Judy Kelly
Marlena Wald

University of Georgia Libraries
Athens, Georgia 30602

Memorandum

To: Systems Administration Group   Date: March 31, 1992
       William G. Potter, Chair

From: Online Catalog Documentation Task Force -
       Onscreen Documentation Subgroup
          John Campbell, Chair
          Paige Andrew
          Mary Ellen Brooks
          Neil Hughes
          Judy Kelly
          Marlena Wald

Subject: Report of the Onscreen Documentation Subgroup

       The Subgroup has completed development of the onscreen documentation as
required by its original charge and expanded charge.   The attached report
includes an introductory section containing the Subgroup's background,
philosophy of screen design, and recommendations for future development;
copies of the screens that we designed for the four GALIN databases; and
suggested changes to messages on existing screens.   We request that this
report receive the widest possible dissemination.

       We appreciate having had the opportunity to participate in this very
challenging project.

Table of Contents

I. BACKGROUND

CHARGE

The Online Catalog Documentation Task Force was formed to develop online and print documentation for users of the new online system, GALIN (Georgia Academic Library Information Network). The Task Force's two subgroups, Onscreen Documentation and Print Documentation, received their respective charges in March 1991 (see Appendix A) and met with Bill Potter in April to discuss them. The Onscreen Subgroup was given two major responsibilities:

* Revise the following screens from the previous online catalog: "welcome"; formatted (menu) search; formatted limit; no match; too many matches; and bridging.

* Create basic help screens, focusing primarily upon the command searching mode.

PREPARATION

The Onscreen Subgroup conducted preliminary research into the philosophy of and current practice in screen design. We discovered several useful books on the topic, among them Wilbert Galitz's Handbook of Screen Format Design. We also drew upon the expertise of Judy Kelly, who was taking a course on screen design. In addition, we dialed into other online catalogs to see the structure, content, and graphic design of their help systems. We found the catalogs of Brown University and Indiana University to be instructive.

PROCESS

Our view of the help system's structure and its content evolved. The definition of what constituted "basic" screens expanded greatly, resulting in many more screens than we had originally envisioned. We kept in close communication with the Systems Librarian, Bill Clayton, and with the Systems Development Group, whose suggestions were incorporated into screen changes. Feedback on an initial group of screens was also received from the Systems Administration Group and a university class on screen design.

In June, Paige Andrew resigned from the Subgroup in order to fulfill a prior commitment. Special mention should be made of the contributions of Judy Kelly, who did most of the word processing, and entered and revised many help screens in GALIN itself. Both of these tasks were very time-consuming.

1

EXPANDED CHARGE

In November 1991 our charge was expanded, to adapt the screens in the UGA Libraries' Catalog database for the Academic American Encyclopedia and the Expanded Academic Index. Since these two databases did not permit some types of searches, lacked particular record fields, or had zero matches on the search examples used in UGA, we had to identify invalid screens, reword instructions on the remaining screens, and provide new search examples.

II. PHILOSOPHY OF SCREEN DESIGN

We were guided by several basic principles as a result of our research on screen design and our examination of help systems in other online catalogs. These principles were incompatible with each other at times, and compromises had to be made.

A. **Instructions should be concise.** We knew that users want quick advice.

B. **Instructions should be clear.** Technical jargon was avoided as much as possible. We attempted to avoid ambiguity, but did not always succeed. In a few cases the need to be clear superseded the need to be technically accurate.

C. **Instructions should tell users how to perform a certain operation rather than explain how it works** (the "cookbook" approach).

D. **The screens should present an uncluttered look.** Large blocks of text were avoided when possible.

E. **Information on the screen should be easy to find.** We used many charts and parallel lists based on the formula "to find this, do this."

F. **Modules should be no longer than four screens, and the most important information should be on the first screen.** We reasoned that users would be less likely to read a long sequence of screens or the later screens in a sequence.

G. **Each module should cover one particular topic or operation.**

H. **The help system's structure should be shallow.** In order to create greater ease of access for users, our original plan of having an elaborate branching sequence of sub-menus from a main menu was discarded in favor of putting up fewer, but more extensive menus.

2

III. RECOMMENDATIONS

The following recommendations refer only to screens in the public part of GALIN. No attempt to address issues in screen design for the processing system has been made by our group. These recommendations are also understood to be governed by overall GALIN development priorities as determined by Systems Administration Group (SAG).

A: FUTURE COMMITTEE.

1. **Functions of the committee:**

    We recommend that a standing committee be appointed immediately, to:

    a) Create the remaining high-priority/essential screens as soon as possible (see **B**, below);

    b) recommend and create new screens as necessary;

    c) recommend and, where appropriate, implement changes and additions to screens (for example, examine the topicality and existence in the databases of any examples);

    d) monitor feedback from patrons and Libraries' staff on screen design factors such as clarity, ease of use, content, etc.;

    e) serve as the formal communications channel for the Libraries' staff to the Systems Librarian and Systems Development Group (SDG) concerning issues related to: i) clear, meaningful system messages, or, ii) screen elements other than those in help screens.

2. **Composition of the committee:**

    a) We recommend that for historical and philosophical continuity, the committee include at least one member, who should serve for two years, from the authors of the present report. The other committee members should be appointed for two years and the terms should be staggered.

    b) Each successive term of the committee should be provided specific, written charges, and deadlines for completion of specific tasks.

    c) Since the work of the Onscreen Subgroup has benefited considerably from a mixture of staff with a variety of skills (for example: database searching, patron assistance, work with OCLC, familiarity with the MARC format, etc.), we recommend that the new membership reflect a similar diversity of expertise.

3

B: ADDITIONAL SCREENS AND CHANGES TO EXISTING SCREENS.

The following are listed in priority order:

1. Create help screens for "Advanced Command Searching."

This concept will require several discrete modules/screens.
"Advanced Command Searching" should therefore be both an option
on the main Help Menu and a separate menu from which specific
topics may be selected. For the library catalogs mounted in GALIN,
the "Advanced Searching" menu should include, as a minimum, help
screens for the following topics:

a) Narrowing or broadening searches;

b) Boolean logic, introducing the term "Boolean";

c) Proximity operator searching--especially important for
   searching full-text databases;

d) Effective use of non-traditional access points such as ot, pu,
   or mn;

e) Further examples for specific kinds of complex searches or
   concepts, such as:

   i) finding journal titles;

   ii) corporate names, including conference names, branches of
        government, names involving acronyms, etc.;

   iii) effective use of LCSH;

   iv) title-keyword searching as a supplement to or substitute for
        controlled vocabulary searching;

   v) call number browsing as a type of subject searching;

   vi) truncation.

Other databases may not utilize all of the advanced searching
techniques appropriate to library catalogs, or may require
different techniques altogether. The new committee should
design screens appropriate to each database and its capabilities.

4

2. **Re-tag the titles in Academic American Encyclopedia (AAE) as subjects.**

   Supply fields currently tagged 2xx in AAE with some sort of 6xx MARC tag. Should this not prove feasible, we recommend the development of an appropriate help screen explaining how the concept "title" differs in AAE from its use in the library databases.

3. **Distinguish article titles from journal titles in all periodical indexes.**

   Re-tag all title fields in EAI (and all such indexes considered for future mounting) by developing a distinctive tag and corresponding field designator for journal titles (for example: jn). Should this not prove feasible, we recommend the development of appropriate help screens explaining what problems may be experienced when searching EAI, especially in bro' se searches, and offering tips on "how to beat the system," e.g.. using f exact ti <your terms> as a strategy.

4. **Create individual help screens for each type of material listed on the "Scope of the UGA Libraries' Catalog" screen (see pp. 14-15).**

   The new committee should recommend precise, standardized terminology to describe each sub-category of material. Each succeeding committee should consult appropriate Libraries' staff in order to determine the proportion of each type of material represented by OCLC MARC cataloging records in the online catalog.

5. **Make changes to existing messages.**

   See section V, p. 182.

6. **Develop a "News" feature.**

   A "News" component could provide the Libraries with a means to communicate directly with GALIN users about topics of current interest. It might include such things as:

   a) GALIN development news;
   b) Library hours;
   c) Announcements about library instruction;
   d) Exhibits and lectures.

   For examples of possible screens, see Appendix B.

5

GALIN:
Georgia Academic Library Information Network

IV. A: SCREENS for UGA - University of Georgia Libraries' Catalog

NOTE: The sample scree᠆ on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

6

Table of Contents for UGA Screens

RELATED TITLES SCREENS

SYSTEM RESPONSE SCREENS

Welcome to GALIN:
Georgia Academic Library Information Network

```
-------------------------------------------------       ---------
                 To choose a database:                    Type:
-------------------------------------------------       ---------
  UGA Libraries' Catalog                                 cho uga
  Expanded Academic Index (journal article
    citations on all subjects)                           cho eai
  Academic American Encyclopedia (full text)             cho aae
  Georgia College Library Catalog, Milledgeville         cho gcl
```

You may choose another database from any screen by typing cho and
a three-letter database code as indicated above.

Dial-in users should type DIAL, for further information.

```
--------------------------------------------------- UGA - UGA Library Catalog ---
COMMAND:
```

NOTES:

The "beginning" screen of each database (see pp. 11, 80, 88, and 149)
should have the command line on line 22, rather than line 23, to provide two
lines for very long search statements. If this possibility is implemented in
the future, some of these screens will need to   modified to reflect the
change.

Some indication of assistance for dial-in users should appear as close
as possible to the first screen they see, if not on the very first system
screen.

9

```
YOUR SEARCH:   [search statement]                          MATCHES:   [number]
---------------------------- DIAL-IN USERS ----------------------------

To exit from GALIN and return to the IBM Systems menu, type Quit (or q).

    For hardware/software information, contact the University Computing &
Network Services help desk at:   (706) 542-3106

    GALIN is an IBM mainframe application that can be accessed through the
following telephone numbers:

            542-1021                         542-7510
------------------------------------------------------------------------
    For GALIN questions, contact the reference departments:

  Main Library Reference: 542-3251    Science Library Reference: 542-0698

 Main Library Circulation: 542-3256  Science Library Circulation: 542-4535
 Library hours information: 542-7501                Library FAX: 542-6522

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Back   Quit
COMMAND:
```

NOTE:

    The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

14

THE UGA LIBRARIES' CATALOG

Select one of the options below. Type your response on the COMMAND line at the bottom of the screen, then press the ENTER key.

         Options: Type:

    * READ me first   read

    * Do a GUIDED (menu) search   guided

    * Do a COMMAND search   command

    * Help   h

    * SCOPE of this database   scope

    * CHOose other databases   cho

      --- Names of commands and options can be abbreviated to only
        the letters shown in uppercase. (Type in lowercase.) ---
    --- UGA - UGA Library Catalog ---
    COMMAND:

NOTES:

    The KEYS command was dropped from this menu because it is adequately accessible as a selection that appears on the help menu. Removing it from the first menu makes room for the more important message relating to abbreviating commands.

    Typing command on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 24-26).

11

----------------------------- HELP MENU -------------------------------

        Select your topic, type its number, then press the ENTER key.

    1   Message to New Users   12   Connectors: NOT
    2   Scope of the Catalog   13   Connectors: WITH
    3   Dial-in Users   14   Connectors: NEAR
    4   Keyboard Operation   15   Command Author Searching
    5   Commands and Options   16   Command Title Searching
    6   Displays   17   Command Subject Searching
    7   Basics of Command Searching   18   Combination Searching
    8   Fields   19   Numeric Searching
    9   Introduction to Connectors   20   Limiting Command Searches
   10   Connectors: AND   21   Index to Help Topics
   11   Connectors: OR

     For further assistance, go to the Main or Science Library Reference
Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS ----------------------------------- UGA - UGA Library Catalog ---
Back   GUIDED   CHOose   Quit
COMMAND:

_____

NOTE:

     As new topics are added, the list of topics will need to continue on a
second screen.

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------ READ ME FIRST: Message to New Users ------------------

  Two methods of searching are available: COMMAND and GUIDED.

  * COMMAND searching is flexible and powerful. Commands and search terms
can be typed on any screen. You may use advanced techniques such as
connectors (AND, OR, NOT), and limit searches (by language, date, etc.).

                Example 1: browse ti silent spring
                Example 2: find su reunification and pd 1991

    For help with command searching, type h, then press the ENTER key.

  * GUIDED searching is done on specific screens (author, title, subject,
etc.) on which you type only your search terms. Since the commands are
built-in, no knowledge of commands is necessary.

    To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   GUIDED   Quit
COMMAND:

NOTE:

    The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------ SCOPE OF THE UGA LIBRARIES' CATALOG --------------------

        The catalog contains records for many types of materials.

                                                    Number of records
                Types of material: in the catalog:

        Books   Most
        Serials (magazines, journals, newspapers)   Most
        Government documents (Georgia, U.S., U.N.)   Few
        Manuscripts and rare materials   Few
        Music scores   Some
        Audio recordings   Some
        Video   Few
        Maps   Few

        Records for many non-book items are not yet in the online catalog.
                For further information, consult a librarian.
--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:

NOTES:

        Until individual scope screens for each type of material are written,
this is how the screen should display. An example of the screen to be used
after individual scope screens are created appears on p. 15.

        The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
----------------- SCOPE OF THE UGA LIBRARIES' CATALOG --------------------

The catalog contains records for many types of materials.  For more infor-
mation on any of the following, type its number, then press the ENTER key.

                                               Number of records
             Types of materials:               in the catalog:

        1  Books                                       Most
        2  Serials (magazines, journals, newspapers)   Most
        3  Government documents (Georgia, U.S., U.N.)   Few
        4  Manuscripts and rare materials               Few
        5  Music scores                                 Some
        6  Audio recordings                             Some
        7  Video                                        Few
        8  Maps                                         Few

        Records for many non-book items are not yet in the online catalog.
                For further information, consult a librarian.
--- OPTIONS --------------------------------------- UGA - UGA Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

NOTES:

        This version of the SCOPE screen should replace the existing one (see
p.14) when individual scope screens are written for each type of material.

        The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

        The hyphenation of the word "information" is necessary to avoid running
to another line.

```
YOUR SEARCH:   [search statement]                        MATCHES:   [number]
------------------------- KEYBOARD OPERATION --------------------------
                    To:                              Do:

Send your search to the computer         Press ENTER key

Stop clicking/beeping                    Press RESET key
                                         Avoid arrow keys

Switch typing areas                      Press TAB key, not arrow keys

Erase a few characters                   Backspace and retype

Erase everything to the right of the cursor   Press EOF key
                                              (End Of Field key)


   ***  For users outside the Libraries, equipment may vary. For assistance,
        call UCNS User Services: (706) 542-3106.


--- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

```
YOUR SEARCH:   [search statement]                        MATCHES:   [number]
--------------------- COMMANDS & OPTIONS (1 of 4) ------------------------
```

Commands and options tell the computer what you want it to do. Listed below
are four kinds: Navigation; Search; Display; and Help. You may abbreviate
commands and options by using only the letters shown in uppercase type.

```
        * Navigation:                           COMMAND      EXAMPLE
                                                ------------  ----------
                Go to next screen               More         m
                Go to preceding screen          Back         b
                Go to next record               Next         n
                Go to previous record           PRevious     pr
                Go back to a list               List         l
                Go to menu for this database    NEW          new
                Go to a list of databases       CHOose       cho
                End your search session         Quit         q
```

For additional commands and options, type m, then press the ENTER key.

```
--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help    Back    More    GUIDED    CHOose    Quit
COMMAND:
```

* Search (COMMAND searching only):   COMMAND   EXAMPLE
                                              ------------   ----------------------

     Search for a term   Find   f su space stations
     Search for a heading beginning with   Find EXACT   f exact ti hawaii
        a word or phrase
     Browse author, title, subject or   BROwse   bro au jackson, j
        call number indexes
     Narrow a previous search   LIMit   lim pd 1990-
     Revise your search statement   REvise   re

* Search (GUIDED searching only):

     Begin a new guided search   GUIDED   guided
     Narrow a previous search   LIMit   lim

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------- COMMANDS & OPTIONS (3 of 4) -----------------------

* Search related titles: COMMAND   EXAMPLE
                                                  --------------   ----------
      See related titles by author/name(s)   RAUthor   rau
      See related titles on subject(s)   RSUbject   rsu
      See related titles in series   RSEries   rse
      Browse related call numbers   CAll number   ca
      See volumes owned   Volumes   v

* Display:

      Display items from a list   <type line number(s)>   1,3-5 .
      Display more than 200 search results   Display   d
      Display full record   FUll   fu
      Display brief record   BRief   br

 For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

* Display (continued):   COMMAND   EXAMPLE
                                                  ------------   ------------

      MARC record   MArc   ma
      Sort titles into a different order:
          Ascending (oldest to newest date or A-Z) SOrt   so pd asc
          Descending (newest to oldest date or Z-A) SOrt   so ti desc
      Combine headings to eliminate duplicate   COMbine   com 2-7
          records

* Help:

      Keyboard operation   KEYS   keys
      Message to new users (Read me first)   READ   read
      Contents of this database   SCOPE   scope
      Go to a help screen   Help   h
      Go to a specific help topic   Help <topic>   h fields

--- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

24

There are three major types of displays: lists of headings or titles, brief record displays, and full record displays.

* Lists

   These consist of one-line headings or titles. The information in these
      lists varies. For example:

      - Lists of subject headings show the number of titles on each subject.

      - Lists of authors show the number of titles by each author.

      - Lists of individual titles show the author and publication date of
         each title.

   For further instruction, type m, then press the ENTER key.

   --- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
   Help   Back   More   GUIDED   CHOose   Quit
   COMMAND:

NOTE:

      Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMANDS & OPTIONS (p. 20).

   Lists are usually arranged alphabetically. However, lists of titles on a subject, and lists of titles resulting from a search of two or more record fields are arranged by publication date, with the most recent first.

   To navigate FORWARD within a multi-screen list:
     - one screen at a time, type m.
     - more than one screen at a time: type m, a space, and the number
        of headings or titles you want to skip. For example: m 100
        would skip forward 100 headings or titles in the list.

   To navigate BACKWARD within a multi-screen list:
     - one screen at a time, type b.
     - more than one screen in a list: type b, a space, and the number
        of headings or titles you want to skip. For example: b 100
        would skip back 100 headings or titles in the list.

 For further instruction, type m, then press the ENTER key.
--- OPTIONS --------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

* Brief record display

    This is the default display for individual titles. It provides basic
    information including call number, location, and circulation status.

        Note: More detailed information about the title is available in the
                full record. To display it, type FUll, or fu.

* Full record display

    This provides detailed information about each title. Some of the record
    fields included in this level of display are: all subject headings,
    contents notes, names of persons or organizations associated with the
    title, publishing history for journals, and series.

        To return to the brief display, type BRief, or br.

--- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

        BROWSE and FIND are the two basic commands. Command searches require
at least three elements that together form a search statement:

          COMMAND   +   FIELD LABEL   +   SEARCH TERM
        tells the computer   tells the computer   tells the computer
           what to do: where to look: what to look for:

          BROwse   AU (for author)   Your terms
          Find   TI (for title)
                                 SU (for subject)

              Examples: bro au odum, eugene
                         f su environmental
                         bro ti journal of linguistics

        .or further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

Here are examples of basic search statements, and what they mean:

*   BROWSE search example: bro au asimov, isaac

    This tells the computer: Begin BROwsing the AUthor index at the
        words "asimov, isaac" and display that list. Note: BROWSE searches
        can be done using author (au), title (ti), subject (su), or call
        number (cn) field labels.

*   FIND search example: f au asimov and ti space and pd 1989

    This tells the computer: Find any record with an author's name
        "asimov", a title that includes the word "space", and a publication
        date 1989. Display records meeting all three requirements.

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

Searches can be narrowed or broadened by connecting search terms from any field in the record:

COMMAND +	FIELD LABEL +	SEARCH TERM +	CONNECTOR +	FIELD LABEL +	SEARCH TERM
f	au	odum	and	ti	ecology
f	ti	woman	or	ti	female
f	su	iraq	and	pd	1990
f	ti	athens	and	fo	maps
f	au	cervantes	and	lg	english

Some fields are used primarily to narrow a search, for example: publication date (pd), format (fo), or language (lg). For further explanation, type Help FIELDS.

For further explanation of connectors, type Help CONNECTORS.
--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

26

30

     Each record in the database is divided into labeled categories called
fields. Knowledge of what those fields are and how to use them to
construct search statements is required for command searching.

```
   --------------------- -------  -------------------- -------------------------
         FIELD          LABEL       EXAMPLE 1               EXAMPLE 2
   --------------------- -------  -------------------- -------------------------

     Author            au      bro au darwin, c      f au golf society
     Title             ti      bro ti time           f ti 21st century
     Subject           su      bro su acid rain      f su nepal--history
     Other text        ot      f ot carl sagan       f ot our town
     All of the above  all     f all picasso         f all oil spills
```

     For additional fields, type m, then press the ENTER key.

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

FIELD	LABEL	EXAMPLE 1	EXAMPLE 2
Publication date	pd	f au darwin and pd 1859 f au tan and pd -1991	f ti dna and pd 1990- f su gulf and pd 1990-1991
Publisher	pu	f su food and pu wiley	f au clancy and pu putnam
Place published	pl	f su trade and pl tokyo	f ti opera and pl paris
Format	fo	f su athens and fo maps	f su bonds and fc serials
Language *	lg	f au cicero and lg latin	f su homer and lg english
Call Number	cn	bro cn vml5	f cn vml5.b6

For additional fields, type m, then press the ENTER key.

* Use the English name for the language.
  For example: german, not deutsch; french, not francais

--- OPTIONS -- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

NOTES:

The Committee recommends that the use of dashes with dates be construed
as meaning equal to and less than, greater than, or between; for example:
1990- would retrieve both publication dates of 1990 and 1991, not just 1991;
-1890 would retrieve all publications dates before and including 1890; 1950-
1960 would retrieve any publication date between and including 1950 and 1960.

The line for "Call number ..." (line 14) belongs on this screen because
putting it on screen 3 of 3 would make it less likely that users would see it.

The note saying "* Use the English name for the language.
                For example: german, not deutsch; french, not francais"
should display, even before the language tables are available to the public.

FIELD	LABEL	EXAMPLE 1	EXAMPLE 2
Music number	mn	f mn cd561	f mn m.r. 1801
LC control number	lc	f lc 72-122324	f lc 87010388
ISSN	sn	f sn 0079-5399	f sn 08331235
ISBN	bn	f bn 9032324086	f bn 0-525-4490-4
Edition	ed	f au corley and ed 7th	f ti power and ed rev
Geographic focus	gg	f su tea and gg asia	f su gold and gg canada

Caution: Searching the edition and geographic focus fields involves many
           complex variables; use with care.

--- OPTIONS ------------   ------------------ ----- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

```
YOUR SEARCH:   [search statement]                              MATCHES:  [number]
------------------------------- CONNECTORS -----------------------------------

      Connectors are used to relate terms in a search statement by logic
(AND, OR, NOT), or by position (NEAR, WITH).


-----------    -------------------------------    -------------------------------
 CONNECTOR     Finds any record containing:                EXAMPLES
-----------    -------------------------------    -------------------------------
    AND        Both terms                         f au asimov and ti space
    OR         Either term                        f su gold or su silver
    NOT        One term without the other         f su africa and not south
    NEAR       Both terms in any order            f ti child n2 abuse
                 in same record field
    WITH       Both terms in specified order      f ti free w3 press
                 in same record field


For further explanation, type Help and the connector.  For example: Help OR

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help    Back    CHOose    Quit
COMMAND:
```

NOTE:

      The Subgroup strongly and unanimously recommends that the word
"Boolean" not be used in the text of this screen. We feel it would be
confusing and perhaps intimidating to a not insignificant number of new and
less experienced users. If patrons already know about Boolean algebra or
Boolean logic, the omission of that word should not interfere with their
understanding of the explanation on this screen. The Subgroup's philosophy
is to avoid the use of jargon and unfamiliar terms whenever possible. A
fuller explanation of connectors, including the word "Boolean," is more
appropriately reserved for future "Advanced Searching" screens.

YOUR SEARCH: [search statement]   MATCHES: [number]
-------------------------------- CONNECTORS: AND ----------------------------

AND narrows a search. For example:

f au asimov and ti space

```
--------------
|  asimov    |
|          |/--------------> records containing BOTH terms
|      //////|-------
|      //////|      |
--------//////      |
      |    space   |         The search would find records such as:
      |            |
      --------------             Asimov, Isaac.  Laughing space...
                                 Asimov, Isaac.  Of time and space...
```

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

31

YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------------- CONNECTORS: OR ----------------------------

                    OR broadens a search.   For example:

                         f ti lemons or ti oranges
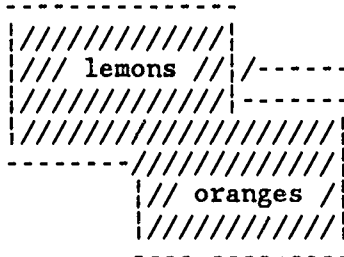
        |//////////////|
        |/// lemons //|/------------------> records containing EITHER term
        |//////////////|-------   or BOTH terms
        |////////////////////////|
        --------//////////////|
               |// oranges /| The search would find records such as:
               |////////////|
                ------------   Bitter lemons.
                                           Wild oranges.
                                           Oranges & lemons.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------------- CONNECTORS: NOT ----------------------------

                    NOT eliminates terms from a search.   For example:

                          f ti stocks and ti not bonds
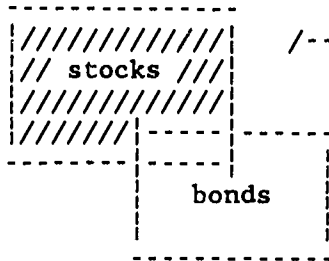
```
 ----------------
|////////////////|      /--------->  records WITHOUT the second term
|// stocks ///|
|////////////////|
|////////|-----|------                The search would find records such as:
 --------|-----|
         |  bonds  |                      When to sell stocks.
         |         |                  but NOT:
          -----------                     How to buy foreign stocks and bonds.

                                     ... therefore, use NOT with caution!
```

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
--------------------------- CONNECTORS: WITH ---------------------------

   WITH relates terms appearing in a specified order in the same record
field. Because terms may be separated by any number of words, you must
indicate in your search statement the maximum number of intervening words.

The search statement: f ti environmental w3 assessment

            Finds titles: Advances in environmental hazard and risk assessment
                                          -------------   ----------
                           Environmental impact assessment: a practical guide
                           -------------   ----------
                           Adaptive environmental assessment and management
                                    ------------- ----------

      In none of these titles is "assessment" more than 3 words to the right
of "environmental", and the two terms are always in the same order.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
--------------------------------- CONNECTORS: NEAR ----------------------------

        NEAR relates terms appearing in any order in the same record field.
Because terms may be separated by any number of words, you must indicate in
your search statement the maximum number (including 0) of intervening words.

        The search statement: f ti dictionaries n2 american

                Finds titles: American dictionaries of the English language
                               -------- ------------
                               Dictionaries, British and American
                               ------------   --------
                               Latin American historical dictionaries
                                     --------   ------------

        In none of these titles is "american" more than 2 words to either the
right or left of "dictionaries".

--- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

Authors may include editors, compilers, composers, performers, or illustra-
tors. Groups such as businesses, associations, government agencies, or
conferences are also authors. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical author
     list at the term you have typed.
     ------------------------------------   --------------------------
       BROwse works best when you know: Examples:
     ------------------------------------   --------------------------
       Beginning of person's last name   bro au solzhen
       Only a person's last name   bro au solzhenitsyn
       Person's last name & first initial   bro au eliot, t
       Beginning of a group's name   bro au london philharm
       Persons without surnames   bro au henry viii
                                               bro au marie de france

   For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

     *   FIND tells the computer to find the term you have typed anywhere it
        occurs in the author's name.

---------------------------------------   --------------------------
       Find works best when you know: Examples:
---------------------------------------   --------------------------

        Person's last name & first name   f au walker, alice
        Part of a group's name   f au red cross
        Words in a name, but   f au census and bureau
           not their order   f au marquez and garcia

    Caution: If your search terms include a word that is a connector (AND,
           OR, NOT) or field label (such as AU, TI, SU, or ALL),
           enclose it in quotation marks. For example:

              f au johnson "and" johnson
              f au "all" souls college

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

Titles may include subtitles, journal titles, series titles, or translated titles. Use either the BROWSE or the FIND command:

*   BROWSE tells the computer to begin browsing the alphabetical title list at the word or phrase you have typed.

BROwse works best when you know:	Examples:
A single-word title	bro ti time
Beginning of a title	bro ti decline and fall

Note: If the first word of a title is A, AN, or THE (or its foreign equivalents), omit it.

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

* FIND tells the computer to find any title that includes the word or
  phrase you have typed anywhere it occurs in the title.

```
                 --------------------------------   --------------------
                         Use Find if you know:            Examples:
                 --------------------------------   --------------------

                 A word or phrase in a title        f ti wounded knee
                 A title that includes a number     f ti 1992
                 A word, but not its spelling        f ti blitzkr?
                 Word variations (woman/women;      f ti wom?n
                   theater/theatre)                 f ti theat?
```

* Caution: If your search terms include a word that is a connector (AND,
  OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in
  quotation marks. If you do not, the computer will interpret it as ...

     For further instruction, type m, then press the ENTER key.

      *   (Caution continued)

          a connector or field label and produce incorrect results.

To find the title:	Type:
The Decline and Fall ...	f ti decline "and" fall
Either/Or	f ti either "or"
Ripley's Believe It or Not ...	f ti believe it "or not"
Una Noche en su Casa	f ti noche en "su" casa
Au Revoir les Enfants	f ti "au" revoir
Laughing All the Way	f ti laughing "all"
Daleko ot Moskvy	f ti daleko "ot" moskvy

--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

40

     Effective subject searches require using the standardized subject
headings assigned by the Library of Congress. These headings may differ
from popul r terms. For example:

-----------------------------   ---------------------------------------
             Instead of: The Library of Congress uses:
-----------------------------   ---------------------------------------

     frisbees   flying discs (game)
     multinational corporations   international business enterprises
     vcr   video tape recorders and recording

To determine the correct standardized term, consult the Library of Congress
Subject Headings, available in the Main and Science Library reference
departments.

   For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

        Use either the BROWSE or the FIND command:

        *   BROWSE tells the computer to begin browsing the alphabetical subject
            list at the word or phrase you have typed.

            --   -------------------------
                BROwse works best when you know: Examples:
            --   -------------------------
            The beginning of the subject heading   bro su mozart
                                                        bro su environmental
                                                        bro su luxemb
                                                        bro su american federation
                                                        bro su ships--history

        For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

```
    *   FIND tells the computer to find the word or phrase you have typed
        anywhere it occurs in the subject heading.
```

Use Find if you know:	Examples:
A word or phrase in a subject heading	f su drinking
	f su day care
	f su atlanta
	f su north dakota
	f su olympic
	f su du pont
	f su iliad

```
    For further instruction, type m, then press the ENTER key.
```

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

Caution: If your search terms include a word that is a connector (AND,
         OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose
         it in quotation marks. If you do not, the computer will
         interpret it as a connector or field label and produce
         incorrect results.

                    f su violin "and" piano
                    f su william "and" mary
                    f su voyage "au" centre de la terre
                    f su "all" terrain vehicles
                    f su "all" the king's men

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
-------------------------- COMBINATION SEARCH HELP ----------------------

    You can tell the computer to search more than one record field at a time.

--- ----------------------------
        Some possible combinations: Examples:
--- ----------------------------
Co-authors' last names   f au masters and au johnson
Author's last name and -Title word   f au hawking and ti time
                       -Language   f au moliere and lg english
                       -Subject heading word   f au gibbon and su rome
Title words   f ti pollution and ti air
Subject heading words   f su germany and su economic
Subject heading word and -Format   f su athens and fo maps
                         -Publication Date   f su saddam and pd 1990

    For instruction on using AND and other connectors, type Help CONNECTORS.
    For a list of record fields, type Help FIELDS.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

     Use either the FIND or the BROWSE command:

     * FIND tells the computer to look for a specific standard number.

          --   ------------------
                    Standard number: Examples:
          --   ------------------
          Call Number   f cn £294.a7r4
          Music publisher Number   f mn cd561
          International Standard Book Number (ISBN)   f bn 0816118507
          International Standard Serial Number (ISSN)   f sn 0079-5399
          Library of Congress Control Number (LCCN)   f lc 72-122324

     For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

_____

NOTE:

     The Subgroup recommends that cn be used for the call number search most
likely to be used by the majority of patrons, rather than c#. The use of c#
forces the user to use the shift to obtain the special character. This is
something that should be avoided if at all possible. For this reason and the
fact that it is also the simplest mnemonic, cn for Call Number should be the
one used most often.

    * BROWSE tells the computer to begin browsing one of the standard
       number lists at the standard number you have typed. The Call Number
       list is the most useful standard number list to browse.

                             Examples:
                        ----
                         bro cn m
                         bro cn m1503
                         bro cn m1503.v484

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

------------------------- LIMITING COMMAND SEARCHES -----------------------

The limit command is used to decrease the number of your search results.
This is accomplished by adding further field labels and search terms to
your original search. Retyping the search is unnecessary. For example:

       f su japan   ----------------> results in over 2900 matches

The above search can be limited by various field labels and search terms.

    Typing: lim au reischaue. --- Would result in: ---> 15 matches
                lim ti samurai ---------------------------> 25 matches
                lim su commerce -------------------------> 154 matches
                lim pd 1991 -----------------------------> 37 matches
                lim lg japanese -------------------------> 171 matches
                lim fo maps ------------------------------>   6 matches

      Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

NOTE:

    This screen will need to be updated periodically to be more topical and
reflect a more accurate number of matches.

```
YOUR SEARCH:   [search statement]                              MATCHES:   [number]
--------------------------------- GUIDED SEARCH ----------------------------

     Select a guided searching option from the list below. Type the option's
two-letter code on the COMMAND line below, then press the ENTER key.


               To search by:                    Type:

          *   Author                              AU
          *   Title                               TI
          *   Author and title                    AT
          *   Subject                             SU
          *   Call number                         CN


     You can select any of these options from any screen by typing its
two-letter code.


--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:
```

NOTE:

     The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

GUIDED AUTHOR SEARCH

* BROWSE author list. Type the author's name in the box below, then press
    the ENTER key.   Example 1: hemingway, ernest
                     Example 2: american geological society

```
| ----------------------------------------------------------- |
|                                                             |
| _____ |
```

Press the TAB key to switch typing areas. Fill in one box only.

* KEYWORD author search. Type any word or phrase from the author's name in
    the box below, then press the ENTER key. Example: geological

```
| ----------------------------------------------------------- |
|                                                             |
| _____ |
```

---- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:

NOTE:

    Selecting the Help option on this screen takes users to GUIDED AUTHOR
HELP (p. 51).

    [screen ID LPAMO3]

Authors may include editors, compilers, composers, rerformers, or
illustrators. Groups such as businesses, associations, government
agencies, or conferences are also authors. You may do either a BROWSE or
a KEYWORD search:

* BROWSE author list tells the computer to begin browsing the
   alphabetical author list at the term you have typed.

    -----------------------------------   ---------------
    BROWSE works best when you know: Examples:
    -----------------------------------   ---------------
      Beginning of person's last name   solzhen
      Only a person's last name   solzhenitsyn

    For furtl.er instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

```
------------------------------------   ------------------
     BROWSE works best when you know:        Examples:
------------------------------------   ------------------
  Beginning of a group's name           london philharm
  Person's last name & first initial    eliot, t
  Persons without surnames              henry viii
                                        marie de france
```

   *   KEYWORD tells the computer to find the term you have typed anywhere
       it occurs in the author's name.

```
------------------------------------   -----------
   KEYWORD works best when you know:      Examples:
------------------------------------   -----------
   A word or phrase in a name            red cross
                                         marquez
```

GUIDED TITLE SEARCH

* BROWSE title list. Type the beginning word(s) of the title in the box
   below, then press the ENTER key. If the first word is A, AN, or THE
   (or its foreign equivalents), omit it.   Example 1: tale of two cities
                                             Example 2: sun also rises

```
 _____
|                                                                |
|                                                                |
|_____|
```

Press the TAB key to switch typing areas. Fill in one box only.

* KEYWORD title search. Type a word or phrase from anywhere in the title
   in the box below, then press the ENTER key. Example: two cities

```
 _____
|                                                                |
|                                                                |
|_____|
```

---- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:

NOTE:

     Selecting the Help option on this screen takes users to GUIDED TITLE
HELP (p. 54).

     [screen ID LPAM06]

        Titles may include subtitles, journal titles, series titles, or trans-
lated titles. You may do either a BROWSE or a KEYWORD search:

    *   BROWSE tells the computer to begin browsing the alphabetical
        title list at the term you have typed.
        ----------------------------------   --------------------
          BROWSE works best when you know: Examples:
        ----------------------------------   --------------------
          The beginning of a title   decline and fall
          A single-word title   time

    Note: If the first word of a title is A, AN, or THE (or its foreign
            equivalents), omit it.

    For further instruction, type m, then press the ENTER key.

--- OPTIONS --- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

_____

NOTE:

        The hyphenation of the word at the end of the first line is intentional
to achieve a pleasing graphic display.

* KEYWORD tells the computer to find the word or phrase you have typed
anywhere it occurs in the title.

KEYWORD works best when you know:	Examples:
A word or phrase in a title	meltdown wounded knee

--- OPTIONS ----------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

GUIDED AUTHOR-TITLE SEARCH

Use both boxes to do a combined author and title search.

* AUTHOR keyword. Type any word or phrase from the author's name in the
  box below. Example: angelou

```
 _____
|                                                                |
|_____|
```

Press the TAB key.

* TITLE keyword. Type a word or phrase from anywhere in the title in the
  box below, then press the ENTER key. Example: caged bird

```
 _____
|                                                                |
|_____|
```

---- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:

NOTE:

      Selecting the Help option on this screen takes users to GUIDED AUTHOR-
TITLE HELP (p. 57).

      [screen ID LPAM07]

56

An author-title search is a combined search. It tells the computer to find BOTH:

        the AUTHOR keyword or phrase you have typed, anywhere
           it occurs in an author's name

    AND ...

        the TITLE keyword or phrase you have typed, anywhere
           it occurs in a title.

The computer will then display any records meeting both requirements.

    For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

If you know:	Use both:	Examples:
A person's last name AND	upper box AND	einstein
A word or phrase from the title	lower box	relativity
A word or phrase from a group's name AND	upper box AND	red cross
A word or phrase from the title	lower box	water safety

--- OPTIONS ------------------- ---------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

GUIDED SUBJECT SEARCH

        For best results, use Library of Congress subject headings. Lists of
of these headings are available in each Reference Department.

* BROWSE subject list. Type the beginning word(s) of a subject heading in
     the box below, then press the ENTER key.   Example 1:   ships--history
                                                 Example 2:   green movement

    |‾‾‾| |
    |_____| |

Press TAB key to switch typing area's.   Fill in one box only.

* KEYWORD subject search. Type a word or phrase in the box below, then
     press the ENTER key.   Example: green

    |‾‾‾| |
    |_____| |

---- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:

_____

NOTE:

        Selecting the Help option on this screen takes users to GUIDED SUBJECT
HELP (p. 60).

_____

        [screen ID LPAM05]

59

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------- GUIDED SUBJECT HELP (1 of 3) ----------------------

      Effective subject searches require using the standardized subject
headings assigned by the Library of Congress. These headings may differ
from popular terms. For example:

    -----------------------------   ------------------------------------
              Instead of: The Library of Congress uses:
    -----------------------------   ------------------------------------
       frisbees   flying discs (game)
       multinational corporations   international business enterprises
       vcr   video tape recorders and recording

To determine the correct standardized term, consult the Library of Congress
Subject Headings, available in the Main and Science Library reference
departments.

   For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

        You may do either a BROWSE or a KEYWORD search:

        *   BROWSE subject list tells the computer to begin browsing the
            alphabetical subject list at the term you have typed.

        --   ----------------------
            BROWSE works best when you know: Examples:
        --   ----------------------
            The beginning of the subject heading   mozart
                                                    environmental
                                                    luxemb
                                                    american federation
                                                    ships--history

        For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------------- UGA - UGA Library Cacalog ---
Help   Back   More   CHOose   Quit
COMMAND:

65

   *   KEYWORD tells the computer to find the term you have typed anywhere
       it occurs in the subject heading.


```
     -----------------------------------    ----------------
             Use keyword if you know:          Examples:
     -----------------------------------    ----------------
        A word or phrase in a subject          drinking
           heading                             day care
                                               atlanta
                                               north dakota
                                               olympic
                                               du pont
                                               iliad
```


```
--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:
```

GUIDED CALL NUMBER SEARCH

* BROWSE call number list. Type the call number in the box below, then
  press the ENTER key. You may enter as much of the call number as you
  wish. Omit library symbols for special locations or size, such as
  Folio, Main Ref, Georgia Room. Example: vm15

```
 _____
|                                                              |
|_____|
```

Press TAB key to switch typing areas. Fill in one box only.

* SPECIFIC call number search. Type the complete call number in the box
  below, then press the ENTER key. Example: hc79.e5m353 1990

```
 _____
|                                                              |
|_____|
```

```
---- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help    Back    AU    TI    AT    SU    CN    CHOose    Quit
COMMAND:
```

NOTE:

     Selecting the Help option on this screen takes users to GUIDED CALL
NUMBER HELP (p. 64).

[screen ID LPAM04]

You may do either a BROWSE or a SPECIFIC call number search:

* BROWSE call number tells the computer to begin browsing the call
  number list at the call number you have typed.

```
-----------------------------------      -------------
        Use BROWSE if you know:             Examples:
-----------------------------------      -------------
    The beginning of a call number          f294
                                            qp86
```

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

    *   SPECIFIC call number search tells the computer to find the exact
       call number you have typed.

      --   ------------------
      Use SPECIFIC call number if you know: Examples:
      --   ------------------
           The exact call number   f294.a7r4
                                    qp86.a3515 1991

    Note: To search other specific standard numbers such as the
            International Standard Book Number (ISBN) or the Library
            of Congress Control Number (LCCN), you must use commands.
            For instruction, type Help NUMERIC, then press the ENTER key.


```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
---------------------------- GUIDED LIMIT SCREEN ------------------------


      To decrease results, type additional search terms on one or more of the
following lines, then press the ENTER key.  Use the TAB key to move between
lines.


      AUTHOR keyword:
       TITLE keyword:
     SUBJECT keyword:
 DATE of publication:
            LANGUAGE:
              FORMAT:
   PUBLISHER keyword:


        Examples:    for DATE:        for LANGUAGE:      for FORMAT:
                     1990-            spanish            journal
                     1980-1990        german            map
                     -1865            french            printed music


--- OPTIONS ---------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:
```

NOTES:

      Concerning the words used for FORMAT: A variety of commonly used words,
likely to be understood by the majority of the users of the online catalog,
should all be "mapped" to invoke the associated library jargon. For example,
if a patron uses any of the following words: video, videotape, videocassette,
videodisc, etc., they would get what the MARC record calls media.

      Concerning the entry of DATES using hyphens: The use of hyphens to
indicate prior to, after, and between is the most intuitive for the majority
of users.

      [screen ID LPAM08]

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------- RELATED AUTHOR/NAME(S) -------------------------

        Listed below are the author/name headings associated with the title
just displayed, and the number of titles linked to each one.

        To display a list of these titles, select one or more of the author/
name headings below. Type the number shown to the left of each heading on
the COMMAND line, then press the ENTER key. Example 1: 1,3 Example 2: 3-7

            Author/name headings: Number of titles:

        1 [heading]   [number]
        2 [heading]   [number]
        3 [heading]   [number]

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help   Back   Quit
COMMAND:

_____

NOTE:

The following should display at the bottom of every bibliographic record:

--- OPTIONS ----------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   **Next**   **PRevious**   **List**   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------------- RELATED SUBJECT(S) --------------------------

        Listed below are the subject headings associated with the title just
displayed, and the number of titles linked to each one.

        To display a list of these titles, select one or more of the subject
headings below. Type the number shown to the left of each heading on the
COMMAND line, then press the ENTER key. Example 1: 1,3   Example 2: 3-7

            Subject headings: Number of titles:

        1 [heading]   [number]
        2 [heading]   [number]
        3 [heading]   [number]

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   Quit
COMMAND:

NOTE:

The following should display at the bottom of every bibliographic record:

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help Back More Next PRevious List BRief GUIDED CHOose Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
-------------------------- RELATED SERIES ------------------------------

        Listed below are the series associated with the title just displayed,
and the number of titles linked to each one.

        To display a list of these titles, select one or more of the series
below. Type the number shown to the left of each heading on the COMMAND
line, then press the ENTER key. Example 1: 1,3   Example 2: 3-7

            Series: Number of titles:

        1 [heading]   [number]
        2 [heading]   [number]
        3 [heading]   [number]

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   Quit
COMMAND:

_____

NOTE:

The following should display at the bottom of every bibliographic record:

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   More   Next   PRevious   List   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]

                    NOTHING has been found matching your search:

     [search statement ...]

Do the following:

    * Check spelling, and spacing between words.

    * Redo the search, using instructions appropriate to your search method:

            GUIDED search: Type either AU, TI, AT, SU, or CN below, then
                             press the ENTER key.
          COMMAND search: Type your command and search terms below, then
                             press the ENTER key.

    * Type Help, then press the ENTER key.

--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:

NOTES:

        The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

        The "NOTHING has been found..." line should be centered if possible.
The user's search statement (for guided searchers, only the terms they
entered) should be indented to line up with the words following the asterisks
(Check, Redo, and Type).

        Selecting the Help option on this screen takes users to NO MATCHES HELP
(p. 71).

YOUR SEARCH: [search statement]   MATCHES: [number]
-------------------------- NO MATCHES HELP --------------------------

     When your search results in no matches, you may need instruction in one
of the topics listed below. Choose either a GUIDED or a COMMAND topic,
type its number on the COMMAND line below, then press the ENTER key.

          --------------------------   --------------------------
          For GUIDED searches: For COMMAND searches:
          --------------------------   --------------------------
          1 Author searches   6   Author searches
          2 Title searches   7   Title searches
          3 Subject searches   8   Subject searches
          4 Author/title searches   9   Combination searches
          5 Call number searches   10 Numeric searches

     For additional topics, type Help, then press the ENTER key.
     For further assistance, consult a librarian.

--- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
Help   Back   AU   TI   AT   SU   CN   CHOose   Quit
COMMAND:

_____

NOTE:

     Selecting the Help option on this screen takes users to the main Help
Menu (p. 12).

71

[LESS THAN 2,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

          [number] HEADINGS have been found matching your search:
   [search statement ...]

Select one of the following:

* Display search results. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                     pressing the ENTER key.

     COMMAND limit: Type LIM and your limit specifications.
                     Example 1: lim pd 1989-1991
                     Example 2: lim su biography
          For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:

NOTES:

     The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Display and Decrease).

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[LESS THAN 2,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]

           [number] RECORDS have been found matching your search:
    [search statement ...]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                     pressing the ENTER key.

      COMMAND limit: Type LIM and your limit specifications.
                      Example 1: lim pd 1989-1991
                      Example 2: lim su biography
          For instruction on limiting command searches, type Help LIMIT.

    --- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
    LIMit Display Help Back AU TI AT SU CN Quit
    COMMAND:

_____

NOTES:

      The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Display and Decrease).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

                                    73

[2,000 - 32,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] HEADINGS have been found matching your search:
    [search statement ...]

Select one of the following:

* Decrease the number of results before you display them.   Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
    COMMAND limit: Type LIM and your limit specifications.
                      Example 1:   lim pd 1989-1991
                      Example 2:   lim su biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.   Caution: Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
LIMit Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:

NOTES:

      The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches.   The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[2,000 - 32,00 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] RECORDS have been found matching your search:
      [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                        pressing the ENTER key.
    COMMAND limit: Type LIM and your limit specifications.
                        Example 1: lim pd 1989-1991
                        Example 2: lim su biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
LIMit Display Help Back AU TI AT SU CN Quit
COMMAND:

NOTES:

      The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

75

[GREATER THAN 32,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

          [number] HEADINGS have been found matching your search:
     [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                         pressing the ENTER key.
     COMMAND limit: Type LIM and your limit specifications.
                         Example 1: lim pd 1989-1991
                         Example 2: lim su biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------------------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:

NOTES:

     The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[GREATER THAN 32,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] RECORDS have been found matching your search:
    [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
      COMMAND limit: Type LIM and your limit specifications.
                      Example 1: lim pd 1989-1991
                      Example 2: lim su biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ----------------------------- -------- UGA - UGA Library Catalog ---
LIMit   Display   Help   Back   AU   TI   AT   SU   CN   Quit
COMMAND:

NOTES:

      The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

GALIN:
Georgia Academic Library Information Network

IV. B: SCREENS for GCL - Georgia College Library Catalog

NOTE: The sample screen on each page ends with the COMMAND line. Some
pages have explanatory notes in addition to sample screens.

78

Table of Contents for GCL Screens

Note: Only screens unique to the GCL database are included here. For all other screens, see section IV. A: UGA - University of Georgia Libraries' Catalog. They would vary only with the database name shown in the lower right corner of each screen. Search examples are based on the UGA database. To be appropriate for the GCL database, they will need to be revised.

INTRODUCTORY SCREEN

COMMAND SEARCH HELP SCREENS

THE GEORGIA COLLEGE LIBRARY CATALOG

Select one of the options below. Type your response on the COMMAND line at the bottom of the screen, then press the ENTER key.

Options:	Type:
* READ me first	read
* Do a GUIDED (menu) search	guided
* Do a COMMAND search	command
* Help	h
* SCOPE of this database	scope
* CHOose other databases	cho

        --- Names of commands and options can be abbreviated to only
          the letters shown in uppercase. (Type in lowercase.) ---
------------------------------- GCL - Georgia College Library Catalog ---
COMMAND:

NOTE:

     Typing command on this screen takes users to BASICS OF COMMAND SEARCHING.

80

Georgia College is located in Milledgeville, Georgia.   The Library has
a collection of approximately 90,000 volumes.

Special collections included in the holdings of the library are: the
Flannery O'Connor Collection of manuscripts and O'Connor's personal library;
the James C. Bonner Collection of primary source materials on nineteenth
century Georgia; and the U. Erwin Sibley Collection focusing on middle
Georgia during the period of 1900 through 1978.

The Georgia College Library's telephone number is: (912) 453-5573

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:

FIELD	LABEL	EXAMPLE 1	EXAMPLE 2
Publication date	pd	f au darwin and pd 1859 f au tan and pd -1991	f ti dna and pd 1990- f su gulf and pd 1990-1991
Publisher	pu	f su food and pu wiley	f au clancy and pu putnam
Place published	pl	f su trade and pl tokyo	f ti opera and pl paris
Format	fo	f su athens and fo maps	f su bonds and fo serials
Language *	lg	f au cicero and lg latin	f su homer and lg english
Call number	c#	bro c# vml5	f c# vml5.b6

For additional fields, type m, then press the ENTER key.

* Use the English name for the language.
   For example: german, not deutsch; french, not francais

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

NOTE:

   Since there are no piece records in GCL, the cn field label does not
exist, and c# must be used to search call numbers.

        Use either the FIND or the BROWSE command:

        * FIND tells the computer to look for a specific standard number.

        --   -----------------
                Standard number: Examples:
        --   ----------------- --
            Call number   f c# f294.a7r4
            Music publisher Number   f mn cd561
            International Standard Book Number (ISBN)   f bn 0816118507
            International Standard Serial Number (ISSN)   f sn 0079-5399
            Library of Congress Control Number (LCCN)   f lc 72-122324

        For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

NOTE:

        Since there are no piece records in GCL, the **cn** field label does not
exist, and **c#** must be used to search call numbers.

    *   BROWSE tells the computer to begin browsing one of the standard
        number lists at the standard number you have typed. The Call number
        list is the most useful standard number list to browse.

Examples:
----
   bro c# m
   bro c# ml503
   bro c# ml503.v484

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help   Back   More   CHOose   Quit
COMMAND:

_____

NOTE:

    Since there are no piece records in GCL, the **cn** field label does not
exist, and **c#** must be used to search call numbers.

GALIN:
Georgia Academic Library Information Network

IV. C: SCREENS for EAI - Expanded Academic Index

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanator: notes in addition to sample screens.

85

Table of Contents for EAI Screens

RELATED TITLES SCREENS

SYSTEM RESPONSE SCREENS

91

EXPANDED ACADEMIC INDEX
_____

Select one of the options below. Type your response on the COMMAND line at
the bottom of the screen, then press the ENTER key.

           Options: Type:

      * READ me first   read

      * Do a GUIDED (menu) search   guided

      * Do a COMMAND search   command

      * Help   h

      * SCOPE of this database   scope

      * CHOose other databases   cho

   --- Names of options and commands can be abbreviated to only
     the letters shown in uppercase. (Type in lowercase.) ---
-------------------------------------- EAI - Expanded Academic Index ---
COMMAND:

_____

NOTE:

       Typing command on this screen takes users to BASICS OF COMMAND
SEARCHING (pp. 99-101).

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------ HELP MENU for EXPANDED ACADEMIC INDEX -----------------

        Select your topic, type its number, then press the ENTER key.

    1   Message to New Users   11   Connectors: OR
    2   Scope of this database   12   Connectors: NOT
    3   Dial-in Access   13   Connectors: WITH
    4   Keyboard Operation   14   Connectors: NEAR
    5   Commands and Options   15   Command Author Searching
    6   Displays   16   Command Title Searching
    7   Basics of Command Searching   17   Command Subject Searching
    8   Fields   18   Combination Searching
    9   Introduction to Connectors   19   Limiting Command Searches
   10   Connectors: AND   20   Index to Help Topics
                                      21   Journal Call Numbers

        For further assistance, go to the Main or Science Library Reference
Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Back   GUIDED   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------ READ ME FIRST: Message to New Users ------------------

  Two methods of searching are available: COMMAND and GUIDED.

  * COMMAND searching is flexible and powerful. Commands and search terms
can be typed on any screen. You may use advanced techniques such as
connectors (AND, OR, NOT), and limit searches (by language, date, etc.).

                    Example 1: browse ti port
                    Example 2: find ti port and su wine

    For help with command searching, type h, then press the ENTER key.

  * GUIDED searching is done on specific screens (author, title, subject,
etc.) on which you type only your search terms. Since the commands are
built-in, no knowledge of commands is necessary.

    To begin a guided search, type GUIDED, then press the ENTER key.

  --- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
  Help   Back   GUIDED   Quit
  COMMAND:

NOTE:

     The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screer from a previous search,
otherwise the first line would be blank.

```
YOUR SEARCH:  [search statement]                        MATCHES:  [number]
---------------- SCOPE OF EXPANDED ACADEMIC INDEX ------------------------

     EAI is a broad, interdisciplinary database covering the major
humanities, social sciences, and non-technical general science subjects.
Updated monthly, it includes references to the articles in approximately
1,500 scholarly and general-interest journals.  Coverage begins in the
late 1980s.

     Searching EAI is done using either the guided search screens or the
same commands that are used in the UGA Catalog.

     Data included in a typical EAI record are:  name of the author of an
article, title of the article, name of the journal where the article was
published, volume and page numbers, date of publication.  Many EAI records
include abstracts and notes.


(The Expanded Academic Index is a product of the Information Access Co.)

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   GUIDED   CHOose   Quit
COMMAND:
```

NOTE:

     This screen should also indicate the period of coverage, including the
date of the latest update (for example: 1988 - 3/1992).

Commands and options tell the computer what you want it to do. Listed below
are four kinds: Navigation; Search; Display; and Help.   You may abbreviate
commands and options by using only the letters shown in uppercase type.

* Navigation:	COMMAND	EXAMPLE
Go to next screen	More	m
Go to preceding screen	Back	b
Go to next record	Next	n
Go to previous record	PRevious	pr
Go back to a list	List	l
Go to menu for this database	NEW	new
Go to a list of databases	CHOose	cho
End your search session	Quit	q

For addi*r* onal commands and options, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

* Search (COMMAND searching only):   COMMAND   EXAMPLE
                                          ------------   --------------------
    Search for a term   Find   f su space stations
    Search for a heading beginning with   Find EXACT   f exact ti hawaii
      a word or phrase
    Browse author, title, subject   BROwse   bro au jackson, jes
    Narrow a previous search   LIMit   lim pd 1991
    Revise your search statement   REvise   re

* Search (GUIDED searching only):

    Begin a new guided search   GUIDED   guided
    Narrow a previous search   LIMit   lim

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

* Search related titles: COMMAND   EXAMPLE
                                                  -------------   ---------
    See related titles by author/name(s)   RAUthor   rau
    See related titles on subject(s)   RSUbject   rsu

* Display:

    Display items from a list   <type line number(s)>   1,3-5
    Display more than 200 search results   Display   d

 For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

* Display (continued):   COMMAND   EXAMPLE
                                                        -----------   -------------

    MARC record   MArc   ma
    Sort titles into a different order:
       Ascending (oldest to newest date or A-Z)   SOrt   so pd asc
       Descending (newest to oldest date or Z-A)   SOrt   so ti desc
    Combine headings to eliminate duplicate   COMbine   com 2-7
      records

* Help:

    Keyboard operation   KEYS   keys
    Message to new users (Read me first)   READ   read
    Contents of this database   SCOPE   scope
    Go to a help screen   Help   h
    Go to a specific help topic   Help <topic>   h fields

--- OPTIONS -------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

There are two major types of displays: lists of headings or titles,
and article citations.

* Lists

These consist of one-line headings or titles.   The information in these
lists varies.   For example:

- Lists of subject headings show the number of titles on each subject.

- Lists of authors show the number of titles by each author.

- Lists of individual titles show the author and publication date of
each title.

For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

NOTE:

Since this is a help screen for the general public, the MARC record
display is not mentioned.   The capability of searching the MARC record is
documented on COMMANDS & OPTIONS (p. 95).

    Lists are usually arranged alphabetically. However, lists of titles on
a subject, and lists of titles resulting from a search of two or more
record fields are arranged by publication date, with the most recent first.

   To navigate FORWARD within a multi-screen list:
     - one screen at a time, type m.
     - more than one screen at a time: type m, a space, and the number
        of headings or titles you want to skip. For example: m 100
        would skip forward 100 headings or titles in the list.

   To navigate BACKWARD within a multi-screen list:
     - one screen at a time, type b.
     - more than one screen in a list: type b, a space, and the number
        of headings or titles you want to skip. For example: b 100
        would skip back 100 headings or titles in the list.

 For further instruction, type m, then press the ENTER key.
--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

97

* Article citations which include:

        Title of the article
        Author of the article
        Title of the periodical in which the article appears
        Date of the article's publication, volume number, issue
           number, and beginning page number and length (in number
           of pages)
        Subject headings
        Notes and abstracts (for some citations)

--- OPTIONS -------------------- ---------- EAI - Expanded Academic Index ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

    BROWSE and FIND are the two basic commands. Command searches require
at least three elements that together form a search statement:

         COMMAND   +   FIELD LABEL   +   SEARCH TERM
    tells the computer   tells the computer   tells the computer
       what to do: where to look: what to look for:

         BROwse   AU (for author)   Your terms
         Find   TI (for title)
                               SU (for subject)

         Examples: bro au mcfeely, william
                     f su whales

    For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help Back   More   CHOose   Quit
COMMAND:

Here are examples of basic search statements, and what they mean:

* BROWSE search example: bro au asimov, isaac

    This tells the computer: Begin BROwsing the AUthor index at the
        words "asimov, isaac" and display that list. Note: BROWSE searches
        can be done using author (au), title (ti), or subject (su) field
        labels.

* FIND search example: f au asimov and ti space and pd 1991

    This tells the computer: Find any record with an author's name
        "asimov", a title that includes the word "space", and a publication
        date 1991. Display records meeting all three requirements.

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- EAT - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

Searches can be narrowed or broadened by connecting search terms from any field in the record:

COMMAND +	FIELD LABEL +	SEARCH TERM +	CONNECTOR +	FIELD LABEL +	SEARCH TERM
f	au	chomsky	and	ti	revolution
f	ti	color	or	ti	colour
f	su	hostages	and	pd	1991
f	su	drug abuse	and	ot	table

The publication date field is used primarily to narrow a search. For further explanacion, type Help FIELDS.

For further explanation of connectors, type Help CONNECTORS.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

----------------------------------- FIELDS -----------------------------------

Each record in the EAI database is divided into labeled categories called fields. Knowledge of what those fields are and how to use them to construct search statements is required for command searching.

FIELD	LABEL	EXAMPLE 1	EXAMPLE 2
Article Author	au	bro au sontag, s	f au sonnenberg, nina
Title (of article	ti	bro ti deep ecology	f ti 21st century
& journal)		bro ti science	f ti people weekly
Subject	su	bro su acid rain	f su tibet--history
Other text	ot	f ot chronology	f ot illustration
All of the above	all	f all bly	f all brodsky
Publication date	pd	f au cox and pd 1991	
		f ti georgia review and pd 1991	

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
--------------------------------- CONNECTORS ----------------------------------

        Connectors are used to relate terms in a search statement by logic
(AND, OR, NOT), or by position (NEAR, WITH).

- - - - - - - - -   -   -
  CONNECTOR   Finds any record containing: EXAMPLES
- - - - - - - - -   -   -
     AND   Both terms   f au asimov and ti space
     OR   Either term   f su gold or su silver
     NOT   One term without the other   f su africa and not south
     NEAR   Both terms in any order   f ti child n2 abuse
                in same record field
     WITH   Both terms in specified order   f ti free w3 press
                in same record field

For further explanation, type Help and the connector. For example: Help OR

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

NOTE:

        The Subgroup strongly and unanimously recommends that the word
"Boolean" not be used in the text of this screen. We feel it would be
confusing and perhaps intimidating to a not insignificant number of new and
less experienced users. If patrons already know about Boolean algebra or
Boolean logic, the omission of that word should not interfere with their
understanding of the explanation on this screen. The Subgroup's philosophy
is to avoid the use of jargon and unfamiliar terms whenever possible. A
fuller explanation of connectors, including the word "Boolean," is more
appropriately reserved for future "Advanced Searching" screens.

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------------- CONNECTORS: AND -----------------------------

AND narrows a search. For example:

f au asimov and ti space

```
----------------
|   asimov     |
|            |/---------------> records containing BOTH terms
|      //////|-------
|      //////|      |
-------//////       |
|      space  |      The search would find records such as:
|            |
----------           Asimov, Isaac.  Lost in space...
                     Asimov, Isaac.  ...space exploration?
```

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

OR broadens a search. For example:

f ti lemons or ti oranges
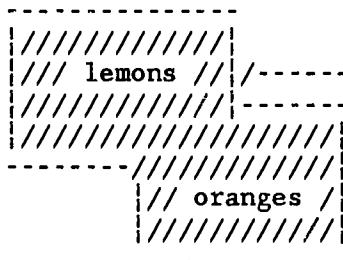
```
 ----------------
|////////////// |
|/// lemons // |/----------------->  records containing EITHER term
|//////////////|-------                    or BOTH terms
|//////////////////////|
-------//////////////// |
        |// oranges / |        The search would find records such as:
        |//////////// |
         -------------                  Still life with lemons
                                        Love of Three Oranges
                                        Oranges and lemons
```

```
--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

105

----------------------------- CONNECTORS: NOT ----------------------------

            NOT eliminates terms from a search.   For example:

                      f ti stocks and not bonds
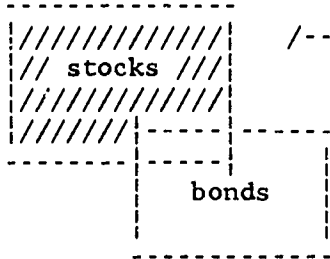
    |/////////////| /---------> records WITHOUT the second term
    |// stocks ///|
    |/////////////|
    |///////|-----|------   The search would find records such as:
    --------|-----| |
           | | Bargain stocks in Japan
           | bonds | but NOT:
           | | My stocks beat your bonds

                                    ... therefore, use NOT with caution!

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------------- CONNECTORS: WITH ----------------------------

   WITH relates terms appearing in a specified order in the same record
field. Because terms may be separated by any number of words, you must
indicate in your search statement the maximum number of intervening words.

The search statement: f ti environmental w2 assessment

         Finds titles: Canadian environmental assessment act...
                         ------------- ----------
                         Assessment of environmental...
                         ----------   -------------
                         Assessment of perceived environmental...
                         ----------   ------------

     In none of these titles is "assessment" more than 3 words to the right
of "environmental", and the two terms are always in the same order.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

111

YOUR SEARCH: [search statement]   MATCHES: [number]
--------------------------- CONNECTORS: NEAR ---------------------------

        NEAR relates terms appearing in any order in the same record field.
Because terms may be separated by any number of words, you must indicate in
your search statement the maximum number (including 0) of intervening words.

The search statement: f ti environmental n2 assessment

        Finds titles: Canadian environmental assessment act...
                                 ------------- ----------
                        Assessment of environmental...
                        ----------   -------------
                        Assessment of perceived environmental...
                        ----------   -------------

        In none of these titles is "environmental" more than 2 words to either
the right or left of "assessment".

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

        Authors include authors of the articles and reviewers of books,
performances, recordings, etc. Use either the BROWSE or the FIND command:

    *   BROWSE tells the computer to begin browsing the alphabetical author
            list at the term you have typed.
        ------------------------------------   -------------------------
            BROwse works best when you know: Examples:
        -----------------------------------   -------------------------
            Beginning of person's last name   bro au gorb
            Only a person's last name   bro au gorbachev
            Person's last name & first initial   bro au buckley, w
            Persons without surnames   bro au diana, princess

 For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

*   FIND tells the computer to find the term you have typed anywhere it
    occurs in the author's name.

```
    ------------------------------------    --------------------------
       Find works best when you know:              Examples:
    ------------------------------------    --------------------------
       Person's last name & first name       f au will, george
       Words in a name, but                  f au marquez and garcia
          not their order
```

Caution: If your search terms include a word that is a connector (AND,
         OR, NOT) or field label (such as AU, TI, SU, or ALL),
         enclose it in quotation marks. For example:

                          f au gal-"or," esther
                          f au "au," kathryn

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

1 4

Titles include both titles of the articles and titles of the periodicals containing the articles. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical title list at the term you have typed.

BROwse works best when you know:	Examples:
A single-word title	bro ti dissent
Beginning of a title	bro ti journal of applied

Note: If the first word of a title is A, AN, or THE (or its foreign equivalents), omit it.

For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

*   FIND tells the computer to find any title that includes the term you
    have typed anywhere it occurs in the title.

```
        -----------------------------------   --------------------
              Use Find if you know:              Examples:
        -----------------------------------   --------------------
          A word or phrase in a title         f ti cultural diversity
          A word, but not its spelling        f ti perestr?
          Word variations (woman/women;       f ti wom?n
             theater/theatre)                 f ti theat?
```

*   Caution: If your search terms include a word that is a connector (AND,
    OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in
    quotation marks. If you do not, the computer will interpret it as ...

    For further instruction, type m, then press the ENTER key.

```
--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

* (Caution continued)

connectors or field labels and produce incorrect results.

To find the title:	Type:
The Decline and Fall ...	f ti decline "and" fall
To be or not to be ...	f ti to be "or not" to be
El general en su laberinto ...	f ti en "su" liberinto
Au revoir les enfants	f ti "au" revoir les enfants
Abandon all science ...	f ti "all" science
Shok ot pakta ...	f ti shok "ot" pakta

--- OPTIONS --------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

---------------------- COMMAND SUBJECT HELP (1 of 4) ----------------------

     Effective subject searches require using the standardized subject
headings based on those used by the Library of Congress.   These headings may
differ from popular terms.   For example:

```
          -------------    -------------------------------
            Instead of:        Expanded Academic Index uses:
          -------------    -------------------------------
            frisbees           flying discs (game)
            date rape          acquaintance rape
            doctors            physicians
```

For guidance on selecting a standardized term, consult the Library of
Congress Subject Headings (available in the Main and Science Library
reference departments).

   For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical subject
  list at the term you have typed.

```
----------------------------------------    -----------------------
    BROwse works best when you know:            Examples:
----------------------------------------    -----------------------
  The beginning of the subject heading      bro su mozart
                                            bro su stress
                                            bro su alzh
                                            bro su national rifle
```

For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

   *   FIND tells the computer to find the term you have typed anywhere
       it occurs in the subject heading.

       ----------------------------------   ------------------------
          Use Find if you know only: Examples:
       ----------------------------------   ------------------------

          A word or phrase in a subject   f su spills
                                              f su day care
                                              f su atlanta
                                              f su louisiana
                                              f su olympic committee
                                              f su du pont
                                              f su tom sawyer

      For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

116

Caution: If your search terms include a word that is a connector (AND,
         OR, NOT) or field label (AU, TI, SU, or ALL), enclose it
         in quotation marks. If you do not, the computer will
         interpret it as a connector or field label and produce
         incorrect results.

                    f su right "and" wrong
                    f su william "and" mary
                    f su voyage "au" centre de la terre
                    f su "all" terrain vehicles
                    f su "all" the king's men

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

117

```
YOUR SEARCH:  [search statement]                          MATCHES:  [number]
------------------------- COMBINATION SEARCH HELP -----------------------

     You can tell the computer to search more than one record field at a time.
------------------------------------------- -----------------------------
               To search:                        Examples:
------------------------------------------- -----------------------------
Co-authors' last names                       f au evans and au novak
Author's last name and -Title word           f au forehand and ti adolescent
                      -Subject heading word   f au fallows and su japan

Title words                                  f ti pollution and ti air

Subject heading words                        f su germany and su economic
Subject heading word and -Publication Date   f su saddam and pd 1990


   For instruction on using AND and other connectors, type Help CONNECTORS.
   For a list of record fields, type Help FIELDS.

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:
```

--------------------------- LIMITING COMMAND SEARCHES -----------------------

The limit command is used to decrease the number of your search results.
This is accomplished by adding further field labels and search terms to
your original search. Retyping the search is unnecessary. For example:

       f su japan ----------------> results in over 1400 matches

The above search can be limited by various field labels and search terms.

     Typing: lim au fallows ------ Would result in: --->   22 matches
              lim ti samurai --------------------------->   14 matches
              lim su family ---------------------------->   14 matches
              lim pd 1991 ------------------------------> 1134 matches

       Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

NOTE:

        This screen will need to be updated periodically to be more topical and
reflect a more accurate number of matches.

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------------ JOURNAL CALL NUMBERS ------------------------

             Call number and numeric searches are not valid in EAI.

     To find the call number for a publication, CHOose the UGA database by
typing cho uga, then:

* For GUIDED searches:

     - type TI, then press the ENTER key.
     - fill-in the top box with the title of the publication you wish to
          find, then press the ENTER key. For example: journal of linguistics

* For COMMAND searches:

     - Do a BROwse TItle search for the publication you wish to find. For
          example: bro ti journal of applied ecology

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   TI   CHOose   Quit
COMMAND:

----------------------------- GUIDED SEARCH -----------------------------

     Select a guided searching option from the list below. Type the option's
two-letter code on the COMMAND line below, then press the ENTER key.

             To search by: Type:

       * Author   AU
       * Title   TI
       * Author and title   AT
       * Subject   SU

     You can select any of these options from any screen by typing its
two-letter code.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:

NOTE:

     The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

GUIDED AUTHOR SEARCH

*   BROWSE author list. Type the author's name in the box below, then press
    the ENTER key. Example: updike, john

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Press the TAB key to switch typing areas. Fill in one box only.

*   KEYWORD author search. Type any word or phrase from the author's name in
    the box below, then press the ENTER key. Example: marquez

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

```
--- OPTIONS ----------------------------------- EAI - Expanded Academic Index ---
Help   Back   AU    TI    AT    SU    CHOose   Quit
COMMAND:
```

_____

NOTE:

        Selecting the Help option on this screen takes users to GUIDED AUTHOR
HELP (p. 123).

/

_____

        [screen ID LPAM03]

Authors include authors of the articles and reviewers of books,
performances, recordings, etc. You may do either a BROWSE or a FIND search:

* BROWSE author list tells the computer to begin browsing the
    alphabetical author list at the word or phrase you have typed.


```
    -----------------------------------    -------------
     BROWSE works best when you know:       Examples:
    -----------------------------------    -------------
      Beginning of person's last name        gorb
      Only a person's last name              gorbachev
```


For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

```
          ----------------------------------  -----------
              BROWSE works best when you know:     Examples:
          ----------------------------------  -----------
            Person's last name & first initial    will, g
            Persons without surnames              diana


    *   KEYWORD tells the computer to find the term you have typed anywhere
        it occurs in the author's name.
          ----------------------------------  -----------
            KEYWORD works best when you know:    Examples:
          ----------------------------------  -----------
                A word in a name                  marquez




--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:
```

GUIDED TITLE SEARCH

*   BROWSE title list. Type the beginning word(s) of the title in the box
    below, then press the ENTER key. If the first word is A, AN, or THE
    (or its foreign equivalents), omit it. Example: scarlett

```
 _____
|                                                                |
|                                                                |
|_____|
```

Press the TAB key to switch typing areas. Fill in one box only.

*   KEYWORD title search. Type a word or phrase from anywhere in the title
    in the box below, then press the ENTER key. Example: third world

```
 _____
|                                                                |
|                                                                |
|_____|
```

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:

NOTE:

        Selecting the Help option on this screen takes users to GUIDED TITLE
HELP (p. 126).

        [screen ID LPAM06]

Titles include both titles of the articles and titles of the periodicals
containing the articles. You may do either a BROWSE or a KEYWORD search:

* BROWSE tells the computer to begin browsing the alphabetical
  title list at the word or phrase you have typed.
  ---------------------------------   -------------
    BROWSE works best when you know: Examples:
  ---------------------------------   -------------
      The beginning of a title   iron john
      A single-word title   scarlett

Note: If the first word of a title is A, AN, or THE (or its foreign
       equivalents), omit it.

For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

126

130

* KEYWORD tells the computer to find the word or phrase you have typed
  anywhere it occurs in the title.

```
--------------------------------------  --------------------
    KEYWORD works best when you know:         Examples:
--------------------------------------  --------------------
    A word or phrase in a title            cultural diversity
                                           meltdown
```

--- OPTIONS ---------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

127

GUIDED AUTHOR-TITLE SEARCH

Use both boxes to do a combined author and title search.

* AUTHOR keyword. Type any word or phrase from the author's name in the box below. Example: updike

```
|‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾|
|                                                      |
|_____|
```

Press the TAB key.

* TITLE keyword. Type a word or phrase from anywhere in the title in the box below, then press the ENTER key. Example: new yorker

```
|‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾|
|                                                      |
|_____|
```

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:

_____

NOTE:

    Selecting the Help option on this screen takes users to GUIDED AUTHOR-
TITLE HELP (p. 129).

_____

    [screen ID LPAM07]

An author-title search is a combined search. It tells the computer to find BOTH:

> the AUTHOR keyword or phrase you have typed, anywhere
>   it occurs in an author's name

AND ...

> the TITLE keyword or phrase you have typed, anywhere
>   it occurs in a title.

The computer will then display any records meeting both requirements.

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

129

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------ GUIDED AUTHOR-TITLE HELP (2 of 2) ---------------------

If you know:	Use both:	Examples:
A person's last name AND	upper box AND	novak
A word or phrase from the title (of the periodical)	lower box	fortes
A person's last name AND	upper box AND	gould
A word or phrase from the title (of the article)	lower box	dinosaur

--- OPTIONS --------------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

GUIDED SUBJECT SEARCH

        For best results, use Library of Congress subject headings. Lists of
of these headings are available in each Reference Department.

* BROWSE subject list. Type the beginning word(s) of a subject heading in
    the box below, then press the ENTER key.
        Example 1: euthanasia--cases   Example 2: surrogate mothers

    _____
   | |
   |_____|

Press TAB key to switch typing areas. Fill in one box only.

* KEYWORD subject search. Type a word or phrase in the box below, then
    press the ENTER key. Example: extinction

    _____
   | |
   |_____|

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:

_____

NOTE:

        Selecting the Help option from this screen takes users to GUIDED SUBJECT
HELP (p. 132).

_____

        [screen ID LPAM05]

        Effective subject searches require using the standardized subject
headings based on those used by the Library of Congress. These headings may
differ from popular terms.   For example:
          -------------   ----------------------------------
             Instead of: Expanded Academic Index uses:
          -------------   ----------------------------------
             frisbees   flying discs (game)
             date rape   acquaintance rape
             doctors   physicians

For guidance on selecting a standardized term, consult the Library of
Congress Subject Headings (available in the Main and Science Library
reference departments).

    For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

You may do either a BROWSE or a KEYWORD search:

* BROWSE subject list tells the computer to begin browsing the
   alphabetical subject list at the word or phrase you have typed.

```
-------------------------------------   ------------------
     BROWSE works best when you know:        Examples:
-------------------------------------   ------------------
   The beginning of the subject heading    mozart
                                           stress
                                           alzh
                                           national rifle
```

For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

    * KEYWORD tells the computer to find the word or phrase you have.
       typed anywhere it occurs in the subject heading.

Use keyword if you know only:	Examples:
A word or phrase in a subject heading	spills
	day care
	atlanta
	louisiana
	olympic committee
	du pont
	tom sawyer

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------------- GUIDED LIMIT SCREEN ------------------------

     To decrease results, type additional search terms on one or more of the
following lines, then press the ENTER key. Use the TAB key to move between
lines.

          AUTHOR keyword:
           TITLE keyword:
         SUBJECT keyword:
      DATE of publication:

                    Examples: for DATE, year only:
                                 1991

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------- RELATED AUTHOR/NAME(S) ----------------------------

        Listed below are the author/name headings associated with the title
just displayed, and the number of titles linked to each one.

        To display a list of these titles, select one or more of the author/
name headings below. Type the number shown to the left of each heading on
the COMMAND line, then press the ENTER key. Example 1: 1,3 Example 2: 3-7

            Author/name headings: Number of titles:

        1   [heading]   [number]
        2   [heading]   [number]
        3   [heading]   [number]

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   CHOose   Quit
COMMAND:

_____

NOTE:

The following should display at the bottom of every bibliographic record:

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help   Back   More   Next   PRevious   List   GUIDED   CHOose   Quit
For related titles, type either RAUthor or RSUbject.
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------------- RELATED SUBJECT(S) ----------------------------

        Listed below are the subject headings associated with the title just
displayed, and the number of titles linked to each one.

        To display a list of these titles, select one or more of the subject
headings below. Type the number shown to the left of each heading on the
COMMAND line, then press the ENTER key. Example 1: 1,3   Example 2: 3-7

            Subject headings: Number of titles:

        1 [heading]   [number]
        2 [heading]   [number]
        3 [heading]   [number]

    --- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
    Help   Back   CHOose   Quit
    COMMAND:

    _____

NOTE:

The following should display at the bottom of every bibliographic record:

    --- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
    Help   Back   More   **Next**   **PRevious**   **List**   GUIDED   CHOose   Quit
    For related titles, type either RAUthor or RSUbject.
    COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]

                        NOTHING has been found matching your search:

     [search statement ...]

Do the following:

  * Check spelling, and spacing between words.

  * Redo the search, using instructions appropriate to your search method:

          GUIDED search: Type either AU, TI, AT, or SU below, then
                             press the ENTER key.
        COMMAND search: Type your command and search terms below, then
                             press the ENTER key.

  * Type Help, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   AU   TI   AT   SU   CHOose   Quit
COMMAND:

_____

NOTES:

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

     The "NOTHING has been found..." line should be centered if possible.
The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Check, Redo, and Type).

     Selecting the Help option on this screen takes users to NO MATCHES HELP
(p. 139).

138

142

```
YOUR SEARCH:   [search statement]                      MATCHES:   [number]
--------------------------- NO MATCHES HELP ---------------------------


      When your search results in no matches, you may need instruction in one
of the topics listed below.  Choose either a GUIDED or a COMMAND topic,
type its number on the COMMAND line below, then press the ENTER key.

         ----------------------------      ----------------------------
             For GUIDED searches:             For COMMAND searches:
         ----------------------------      ----------------------------
         1  Author searches                5  Author searches
         2  Title searches                 6  Title searches
         3  Subject searches               7  Subject searches
         4  Author/title searches          8  Combination searches


      For additional topics, type Help, then press the ENTER key.
      For further assistance, consult a librarian.

--- OPTIONS ----------------------------------- EAI - Expanded Academic Index ---
Help    Back    AU    TI    AT    SU    CHOose    Quit
COMMAND:
```

NOTE:

      Selecting the Help option on this screen takes users to the main Help
Menu (p. 89).

[LESS THAN 2,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] HEADINGS have been found matching your search:
   [search statement ...]

Select one of the following:

* Display search results. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

        GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                       pressing the ENTER key.

        COMMAND limit: Type LIM and your limit specifications.
                        Example 1: lim pd 1989-1990
                        Example 2: lim ti biography
            For instruction on limiting command searches, type Help LIMIT.

    --- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
    LIMit Display Help Back AU TI AT SU Quit
    COMMAND:

_____

NOTES:

        The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Display and Decrease).

        The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[LESS THAN 2,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]
- -
            [number] RECORDS have been found matching your search:
   [search statement ...]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                     pressing the ENTER key.

      COMMAND limit: Type LIM and your limit specifications.
                      Example 1: lim pd 1989-1990
                      Example 2: lim ti biography
           For instruction on limiting command searches, type Help LIMIT.

   --- OPTIONS --------------------------- EAI - Expanded Academic Index ---
   LIMit Display Help Back AU TI AT SU Quit
   COMMAND:

_____

NOTES:

     The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Display and Decrease).

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

```
                      [2,000 - 32,000 HEADINGS]

YOUR SEARCH:   [search statement]                    MATCHES:  [number]
-----------------------------------------------------------------------
          [number] HEADINGS have been found matching your search:
   [search statement ... ]

Select one of the following:

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                    pressing the ENTER key.
       COMMAND limit:  Type LIM and your limit specifications.
                    Example 1:  lim pd 1989-1990
                    Example 2:  lim ti biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search.  Caution:  Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:
```

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[2,000 - 32,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] RECORDS have been found matching your search:
    [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                       pressing the ENTER key.
    COMMAND limit: Type LIM and your limit specifications.
                       Example 1:   lim pd 1989-1990
                       Example 2:   lim ti biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:

NOTES:

      The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[GREATER THAN 32,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

          [number] HEADINGS have been found matching your search:
   [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

     GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                         pressing the ENTER key.
     COMMAND limit: Type LIM and your limit specifications.
                     Example 1: lim pd 1989-1990
                     Example 2: lim ti biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
LIMit Display Help Back AU TI AT SU Quit
COMMAND:

NOTES:

     The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

[GREATER THAN 32,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]
- -
              [number] RECORDS have been found matching your search:
    [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                        pressing the ENTER key.
    COMMAND limit: Type LIM and your limit specifications.
                        Example 1: lim pd 1989-1990
                        Example 2: lim ti biography
          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
LIMit   Display   Help   Back   AU   TI   AT   SU   Quit
COMMAND:

_____

NOTES:

      The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

GALIN:
Georgia Academic Library Information Network

IV. D: SCREENS for AAE - Academic American Encyclopedia

NOTE: The sample screen on each page ends with the COMMAND line. Some
pages have explanatory notes in addition to sample screens.

146

Table of Contents for AAE Screens

147

SYSTEM RESPONSE SCREENS

```
--------------------- ACADEMIC AMERICAN ENCYCLOPEDIA ----------------------
         Made possible through the Vincent J. Dooley Library Endowment

Select one of the options below.  Type your response on the COMMAND line at
the bottom of the screen, then press the ENTER key.

           --------- Options: -----------      ---- Type: ----
             * READ me first                       read

             * Do a GUIDED (menu) search          guided

             * Do a COMMAND search                command

             * Help                               h

             * SCOPE of this database             scope

             * CHOose other databases             cho

         --- Names of options and commands can be abbreviated to only
            the letters shown in uppercase.  (Type in lowercase.) ---
---------------------------------- AAE - Academic American Encyclopedia ---
     COMMAND:
```

NOTE:

     Typing **command** on this screen takes users to BASICS OF COMMAND
SEARCHING (pp. 158-160).

YOUR SEARCH: |search statement]   MATCHES: [number]
---------------- HELP MENU for ACADEMIC AMERICAN ENCYCLOPEDIA --------------

        Select your topic, type its number, then press the ENTER key.

        1   Message to New Users   10   Connectors: AND
        2   Scope of this database   11   Connectors: OR
        3   Dial-in Access   12   Connectors: NOT
        4   Keyboard Operation   13   Connectors: WITH
        5   Commands and Options   14   Connectors: NEAR
        6   Displays   15   Command Title Searching
        7   Basics of Command Searching   16   Combination Searching
        8   Fields   17   Limiting Command Searches
        9   Introduction to Connectors   18   Index to Help Topics

        For further assistance, go to the Main or Science Library Reference
Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Back   GUIDED   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------- READ ME FIRST: Message to New Users --------------------

 Two methods of searching are available: COMMAND and GUIDED.

  * COMMAND searching is flexible and powerful. Commands and search terms
can be typed on any screen. You may use advanced techniques such as
connectors (AND, OR, NOT), and limit searches with additional search terms.

                    Example 1: browse ti georgia
                    Example 2: find all reunification

    For help with command searching, type h, then press the ENTER key.

  * GUIDED searching is done on specific screens on which you type
only your search terms. Since the commands are built-in, no knowledge of
commands is necessary.

    To begin a guided search, type GUIDED, then press the ENTER key.

 --- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   GUIDED   Quit
COMMAND:

NOTE:

        The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should
only display if the user comes to this screen from a previous search,
otherwise the first line would be blank.

```
YOUR SEARCH:   [search statement]                      MATCHES:  [number]
------------ SCOPE OF ACADEMIC AMERICAN ENCYCLOPEDIA ---------------------


       The Academic American Encyclopedia, is a full-text database of
approximately 33,000 articles.  The encyclopedia is updated quarterly.

       It is a general interest encyclopedia that provides current information
on such subjects as science and technology, geography, the arts, sports,
social science and more.  Key features include outlines, bibliographies,
cross-references, factboxes, and tables.




                  (The Academic American Encyclopedia is a product of
                            Grolier Publishing Co.)


   --- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
   Help   Back   GUIDED   CHOose   Quit
   COMMAND:
```

NOTE:

       This screen should also indicate the date of the latest update or
edition.

Commands and options tell the computer what you want it to do. Listed below
are four kinds: Navigation; Search; Display; and Help. You may abbreviate
commands and options by using only the letters shown in uppercase type.

```
        * Navigation:                        COMMAND     EXAMPLE
                                             -----------  ----------
            Go to next screen                More        m
            Go to preceding screen           Back        b
            Go to next record                Next        n
            Go to previous record            PRevious     pr
            Go back to a list                List        l
            Go to menu for this database     NEW         new
            Go to a list of databases        CHOose       cho
            End your search session          Quit        q
```

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

```
* Search (COMMAND searching only):       COMMAND          EXAMPLE
                                         ---------   ---------------------
    Search for a term in an article title   Find      f ti space station
    Search for any occurrence of a term     Find      f all space station

    Browse title index                      BROwse    bro ti jackson, j
    Revise your search statement            REvise    re

* Search (GUIDED searching only):

    Begin a new guided search               GUIDED    guided
    Narrow a previous search                LIMit     lim
```

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

158

* Display: COMMAND   EXAMPLE
                                               -------------   ---------
      Display items from a list   <type line number(s)> 1,3-5
      Display more than 200 search results   Display   d
      Display full record (entire article)   FUll   fu
      Display brief record (article outline)   BRief   br
      MARC record   MArc   ma

* Help:

      Keyboard operation   KEYS   keys
      Message to new users (Read me first)   READ   read
      Contents of this database   SCOPE   scope
      Go to a help screen   Help   h
      Go to a specific help topic   Help <topic>   h fields

--- OPTIONS --------------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

There are three major types of displays: lists of the encyclopedia article titles, outlines of the articles (BRief display), and the full text of the articles themselves (FUll display).

* Lists - consisting of alphabetically arranged, one-line titles.

To navigate FORWARD within a multi-screen list:

- one screen at a time, type m.

- more than one screen at a time: type m, a space, and the number of headings or titles you want to skip. For example: m 100 would skip forward 100 headings or titles in the list.

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

NOTE:

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMAND & OPTIONS (p. 155).

        To navigate BACKWARD within a multi-screen list:

    -   one screen at a time, type b.

    -   more than one screen in a list: type b, a space, and the number
            of headings or titles you want to skip. For example: b 100
            would skip back 100 headings or titles in the list.

* Brief display - For long articles, the brief display is an outline of
      the article. Shorter articles do not have outlines.

* Full display - This display is the full text of the encyclopedia article.
      Many articles include tables and bibliographical references for
      further reading. The full display is the default display in AAE.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   GUIDED   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------- BASICS OF COMMAND SEARCHING (1 of 3) --------------------

        BROWSE and FIND are the two basic commands. Command searches require
at least three elements that together form a search statement:

        COMMAND   +   FIELD LABEL   +   SEARCH TERM
     tells the computer   tells the computer   tells the computer
        what to do: where to look: what to look for:

        BROwse   ti (article title)   Your terms
        Find   all (title & text)

            Examples: bro ti georgia
                        f all impeachment

        For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:

    Here are examples of basic search statements, and what they mean:

 * BROWSE search example: bro ti georgia

    This tells the computer: Begin BROwsing the TItle index at the
       word "georgia" and display that list. Note: BROWSE searches
       can be done using only the title (ti) field label.

 * FIND search example: f all impeachment and president

    This tells the computer: Find any article containing the word
       "impeachment", and the word "president". Display records meeting
       both requirements.

    For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:

        Searches can be narrowed or broadened by connecting search terms from
any field in the record:

COMMAND	+ FIELD LABEL	+ SEARCH TERM	+ CONNECTOR	+ FIELD LABEL	+ SEARCH TERM
f	ti	freud	or	ti	jung
f	all	congo	or	all	zaire
f	ti	education	and	all	women

        For further explanation of connectors, type HELP CONNECTORS.

--- OPTIONS ---------------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:

Each record in the database is divided into labeled categories called
fields. Knowledge of what those fields are and how to use them to
construct search statements is required for command searching.

FIELD	LABEL	EXAMPLE 1	EXAMPLE 2
Title of article	ti	bro ti poetry	f ti government
Other text	ot	f ot carl sagan	f ot our town
All of the above	all	f all picasso	f all o'l spills

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

------------------------------ CONNECTORS -----------------------------

     Connectors are used to relate terms in a search statement by logic
(AND, OR, NOT), or by position (NEAR, WITH).

CONNECTOR	Finds any record containing:	EXAMPLES
AND	Both terms	f all congo and all zaire
OR	Either term	f ti soccer or ti football
NOT	One term without the other	f ti africa and ti not south
NEAR	Both terms in any order in same record field	f all child n2 abuse
WITH	Both terms in specified order in same record field	f all free w3 press

For further explanation, type HELP and the connector. For example: Help OR

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

_____

NOTE:

     The Subgroup strongly and unanimously recommends that the word
"Boolean" not be used in the text of this screen. We feel it would be
confusing and perhaps intimidating to a not insignificant number of new and
less experienced users. If patrons already know about Boolean algebra or
Boolean logic, the omission of that word should not interfere with their
understanding of the explanation on this screen. The Subgroup's philosophy
is to avoid the use of jargon and unfamiliar terms whenever possible. A
fuller explanation of connectors, including the word "Boolean," is more
appropriately reserved for future "Advanced Searching" screens.

162

167

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------------- CONNECTORS: AND ----------------------------

                    AND narrows a search. For example:

                    f all mythology and greece
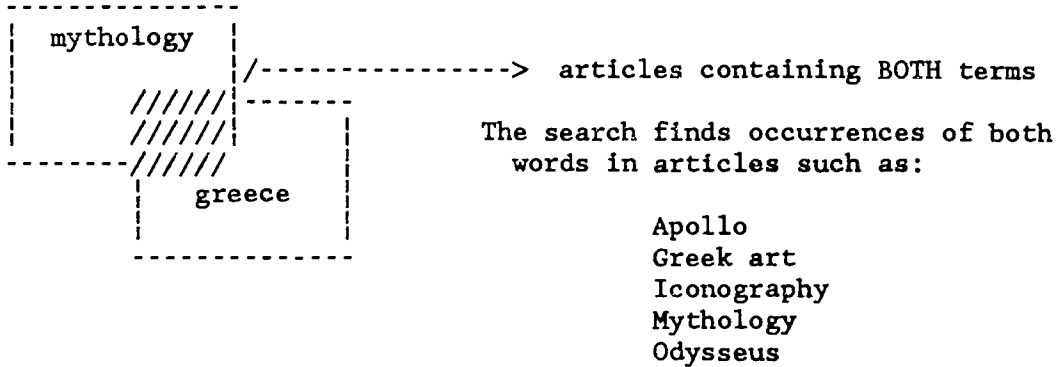
```
-----------------
|  mythology    |
|               |/--------------->  articles containing BOTH terms
|      //////|-------
|      //////|      |      The search finds occurrences of both
-------//////       |        words in articles such as:
      |  greece    |
      |            |                    Apollo
      --------------                    Greek art
                                        Iconography
                                        Mythology
                                        Odysseus
```

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------------- CONNECTORS: OR ----------------------------

OR broadens a search.   For example:

f ti freud or ti jung

```
 ----------------
|////////////i|
|/// freud ///|/-------------------> articles containing EITHER term
|/////////////,|-------                      or BOTH terms
|/////////////////////|
--------/////////////////|    The search would find the article titles:
       |/// jung ///|
       |////////////|                       Freud, Anna
        -------------                        Freud, Sigmund
                                             Jung, Carl
```

OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------------- CONNECTORS: NOT ----------------------------

NOT eliminates terms from a search.   For example:

f ti africa and ti not south
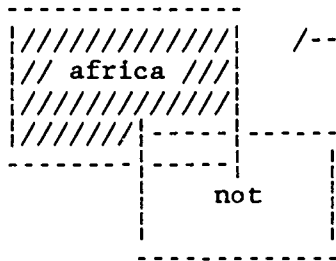
```
 ---------------
|///////////////|     /---------> articles WITHOUT the second term
|// africa ///|
|///////////////|
|///////|-----|------    The search would find articles such as:
 --------|-----|
        |     |                   West Africa
        | not |                 but NOT:
        |     |                   South West Africa
         -----------

                        ... therefore, use NOT with caution!
```

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

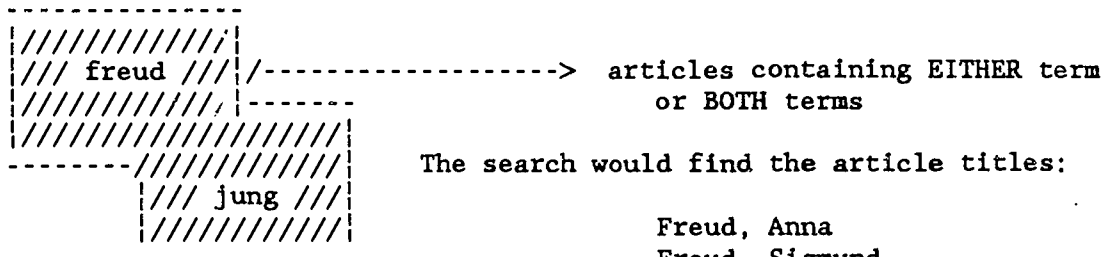YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------------- CONNECTORS: WITH ----------------------------

   WITH relates terms appearing in a specified order in the same record
field. Because terms may be separated by any number of words, you must
indicate in your search statement the maximum number of intervening words.

The search statement: f ot [search term A] w3 [search term B]

         Finds   [example 1]

                                  [example 2]

                                  [example 3]

       In none of these examples is search term B more than 3 words to the
right of search term A, and the two terms are always in the same order.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

_____

NOTE:

       No examples are provided because WITH was not operational in AAE when
this screen was designed.

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------------- CONNECTORS: NEAR -----------------------------

        NEAR relates terms appearing in any order in the same record field.
Because terms may be separated by any number of words, you must indicate in
your search statement the maximum number (including 0) of intervening words.

     The search statement: f ot [search term A] n2 [search term B]

                 Finds   [example 1]

                                       [example 2]

                                       [example 3]

        In none of these titles is search term A more than 2 words to either the
right or left of search term B.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

_____

NOTE:

        No examples are provided because NEAR was not operational in AAE when
this screen was designed.

     Title refers to the titles of the encyclopedia articles. Use either the
BROWSE or the FIND command:

    *   BROWSE tells the computer to begin browsing the alphabetical title
          list at the word or phrase you have typed.

                              Examples:
                         ----
                              bro ti education
                              bro ti eliot, george

          For further instructions, type m, then press the ENTER key.

--- OPTIONS ---------------------- AA". - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:

* FIND tells the computer to find any article title that includes the term
   you have typed anywhere it occurs in the title.

Use Find for:	Examples:
A word or phrase in a title	f ti georgia
A word, but not its spelling	f ti blitzkr?
Word variations (woman/women;	f ti wom?n
theater/theatre)	f ti theat?

* Caution: If your search terms include a word that is a connector (AND,
   OR, NOT) or field label (such as TI or ALL), enclose it in quotation
   marks. If you do not, the computer will interpret it as a ...

   For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:

    *   (Caution continued)

        connector or field label and produce incorrect results.

        ----------------------------   ------------------------
        To find the article title: Type:
        ----------------------------   ------------------------

            Han Wu Ti   f ti han wu "ti"
            All Saints' Day   f ti "all" saints day

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   CHOose   Quit
COMMAND:

-------------------------- COMBINATION SEARCH HELP ----------------------

    You can tell the computer to search more than one record field at a time.

------------------------------------   -------------------------------
           To search: Examples:
------------------------------------   -------------------------------
 Title word and word in the texts   f ti georgia and ot population
 of the articles

   For instruction on using AND and other connectors, type Help CONNECTORS.

   For a list of record fields, type Help FIELDS.

--- OPTIONS ------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

171

YOUR SEARCH: [search statement]   MATCHES: [number]
------------------------ LIMITING COMMAND SEARCHES ----------------------

     The limit command is used to decrease the number of your search results.
This is accomplished by adding further field labels and search terms to
your original search. Retyping the search is unnecessary. For example:

          f all dogs ---------------> would result in 180 articles

The above search can be limited by searching another field.

          Typing: lim ot breeds --------> would result in 30 articles

     Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   CHOose   Quit
COMMAND:

_____

NOTE:

     This screen will need to be updated periodically to be more topical
and reflect a more accurate number of matches.

    Select a guided searching option from the list below. Type the option's
letter code on the COMMAND line below, then press the ENTER key.

                Options: Type:

          * Title   TI
          * Title and text   ALL

    To select either of these options from any screen, type ti or all,
then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:

NOTE:

    If ALL is used to access the "title and text" screen, that command
needs to be an option at the bottom of all appropriate screens in AAE.

GUIDED TITLE SEARCH

*   BROWSE title list. Type the beginning word(s) of the title in the box
      below, then press the ENTER key. If the first word is A, AN, or THE
      (or its foreign equivalents), omit it. Example: georgia

```
 _____
|                                                                   |
|                                                                   |
|_____|
```

Press the TAB key to switch typing areas. Fill in one box only.

*   KEYWORD title search. Type a word or phrase from anywhere in the title
      in the box below, then press the ENTER key. Example 1: edison, thomas
                                                               Example 2: education

```
 _____
|                                                                   |
|                                                                   |
|_____|
```

---- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
He?ˉ   Back   TI   ALL   CHOose   Quit
COMMAND:

_____

NOTE:

        Selecting the Help option on this screen takes users to GUIDED TITLE
HELP (p. 175).

_____

        [screen ID LPAM06]

        Titles in this database serve two functions: they are the titles of
the encyclopedia articles as well as the topics of the articles.   You may
do either a BROWSE or a KEYWORD search:

        *   BROWSE tells the computer to begin browsing the alphabetical
            title list at the word or phrase you have typed.

                            Examples:
                            ----
                                ocean
                                gilbert

        For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   TI   ALL   CHOose   Quit
COMMAND:

   *   KEYWORD tells the computer to find the word or phrase you have typed
       anywhere it occurs in the title.

                             Examples:
                        ----
                           mythology
                           senate
                           urban league

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   More   TI   ALL   CHOose   Quit
COMMAND:

YOUR SEARCH: [search statement]   MATCHES: [number]
-------------------------- GUIDED TITLE & TEXT SEARCH ------------------------

        To search a word or phrase in the titles of the encyclopedia articles
and in the texts of the articles, type your search term(s) in the box below,
then press the ENTER key.   Example: cold war

```
 _____
|  _____  |
| |                                                               | |
| |_____| |
|_____|
```

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:

_____

NOTE:

        The search executed from this screen would be of ALL fields. The same
as a "f all xxxx" command search.

        Selecting the Help option on this screen takes users to GUIDED TITLE
& TEXT HELP (p. 178).

YOUR SEARCH: [search statement]   MATCHES: [number]
----------------------- GUIDED TITLE & TEXT HELP -------------------------

        The guided title and text search looks for your word or phrase in both
the titles of the encyclopedia articles and in the texts of the articles.

                        Example: cold war

    The above search would find the words "cold war" in articles such as:

                        Arms control
                        Balance of power
                        Cold war
                        Espionage
                        Foreign policy
                        Truman, Harry S.
                        United Nations

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:

        To decrease results, type an additional word or phrase in the box below,
then press the ENTER key.

```
| _____ |
|                                                           |
| _____ |
```


--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:

NOTE:

        The search executed from this screen would be of ALL fields. The same
as a "f all xxxxx" command search.

        [screen ID LPAM08]

```
YOUR SEARCH:   [search statement]                    MATCHES:  [number]
---------------------------- NO MATCHES -------------------------------

                 NOTHING has been found matching your search:

     [search statement ... ]

Do the following:

   * Check spelling, and spacing between words.

   * Redo the search, using instructions appropriate to your search method:

         GUIDED search:  Type TI or ALL below, then press the ENTER key.

         COMMAND search:  Type your command and search terms below, then
                          press the ENTER key.

   * Type HELP, then press the ENTER key.

   --- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
   Help   Back   TI   ALL   CHOose   Quit
   COMMAND:
```

NOTES:

        The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

        The "NOTHING has been found..." line should be centered if possible.
The user's search statement (for guided searchers, only the terms they
entered) should be indented to line up with the words following the
asterisks (Check, Redo, and Type).

        Selecting the Help option on this screen takes users to NO MATCHES HELP
(p. 181)

YOUR SEARCH: [search statement]   MATCHES: [number]
---------------------------- NO MATCHES HELP ----------------------------

When your search results in no matches, you may need instruction in one
of the topics listed below. Choose either a GUIDED or a Command topic,
type its number on the COMMAND line below, then press the ENTER key.

         ----------------------------   ----------------------------
             For GUIDED searches: For COMMAND searches:
         ----------------------------   ----------------------------
          1 Title searches   3 Title searches
          2 Title and text searches   4 Combination searches

        For additional topics, type HELP, then press the ENTER key.

        For further assistance, consult a librarian.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help   Back   TI   ALL   CHOose   Quit
COMMAND:

_____

NOTE:

        Selecting the Help option on this screen takes users to the main Help
Menu (p. 150).

[LESS THAN 2,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] HEADINGS have been found matching your search:
    [search statement ...]

Select one of the following:

* Display search results.   Type Display, then press the ENTER key.

* Decrease the number of results before you display them.   Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.

      COMMAND limit: Type LIM and your limit specifications.
                       Example 1:   lim ti georgia
                       Example 2:   lim ot population
          For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit
COMMAND:

NOTES:

      The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches.   The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Display and Decrease).

      The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

      To preserve uniformity and ease of patron use in GALIN, the Subgroup
strongly feels that the field label ot should remain labeled as such, rather
than be changed to tx in full-text databases.

```
                          [LESS THAN 2,000 RECORDS]

YOUR SEARCH:   [search statement]                        MATCHES:   [number]
-------------------------------------------------------------------------------
            [number] RECORDS have been found matching your search:
   [search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them.  Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then
                     pressing the ENTER key.

      COMMAND limit:  Type LIM and your limit specifications.
                      Example 1:  lim ti georgia
                      Example 2:  lim ot population

          For instruction on limiting command searches, type Help LIMIT.

   --- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
   LIMit  Display  Help  Back  TI  ALL  CHOose  Quit
   COMMAND:
```

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label ot should remain labeled as such, rather than be changed to tx in full-text databases.

[2,000 - 32,000 HEADINGS]

YOUR SEARCH: [search statement]   MATCHES: [number]

           [number] HEADINGS have been found matching your search:
   [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                     pressing the ENTER key.
     COMMAND limit: Type LIM and your limit specifications.
                     Example 1: lim ti georgia
                     Example 2: lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be ar- .
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ----------------------- AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit
COMMAND:

_____

NOTES:

     The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

     To preserve uniformity and ease of patron use in GALIN, the Subgroup
strongly feels that the field label ot should remain labeled as such, rather
than be changed to tx in full-text databases.

[2,000 - 32,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] RECORDS have been found matching your search:
    [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
      COMMAND limit: Type LIM and your limit specifications.
                      Example 1: lim ti georgia
                      Example 2: lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be ar-
  ranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit
COMMAND:

_____

NOTES:

     The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

     The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

     To preserve uniformity and ease of patron use in GALIN, the Subgroup
strongly feels that the field label ot should remain labeled as such, rather
than be changed to tx in full-text databases.

185

YOUR SEARCH: [search statement]   MATCHES: [number]

          [number] HEADINGS have been found matching your search:
    [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

      GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                          pressing the ENTER key.
    COMMAND limit: Type LIM and your limit specifications.
                    Example 1: lim ti georgia
                    Example 2: lim ot population

        For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:

NOTES:

        The "xxxx HEADINGS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

        The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

        To preserve uniformity and ease of patron use in GALIN, the Subgroup
strongly feels that the field label ot should remain labeled as such, rather
than be changed to tx in full-text databases.

[GREATER THAN 32,000 RECORDS]

YOUR SEARCH: [search statement]   MATCHES: [number]

            [number] RECORDS have been found matching your search:
     [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

       GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
                      pressing the ENTER key.
     COMMAND limit: Type LIM and your limit specifications.
                      Example 1: lim ti georgia
                      Example 2: lim ot population

          For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
LIMit   Display   Help   Back   TI   ALL   CHOose   Quit
COMMAND:

NOTES:

       The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

       The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.

       To preserve uniformity and ease of patron use in GALIN, the Subgroup
strongly feels that the field label ot should remain labeled as such, rather
than be changed to tx in full-text databases.

187

191

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V. Changes to Existing Messages

NOTE: The sample screen on each page begins with the words "YOUR SEARCH..." and ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.

Display Options: All Databases

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the unnecessary "d".


```
YOUR SEARCH:   bro au smith                              MATCHES:
-------------------------- AUTHOR ----------------------- # of TITLES

    1. Smith, Adam,                                           1
    2. Smith, Adam, 1930-                                     1
       .
       .
       .




       .
       .
       .
    16. Smith, C., & Son, London                              1
-- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help   More   Back   GUIDED   CHOose   Quit
To display, type the line number(s).  For example:  1 or 1,3-5
COMMAND:
```

Related Titles: UGA and GCL

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the misspelled "subjec". If the record is not part of a series, the RSEries would not display. It should appear above the COMMAND line at the bottom of the display of a bibliographic record.

```
YOUR SEARCH:  f ti art "and" architecture and italy        MATCHES:     2
------------------------- FULL DISPLAY --------------------- 2   of   2

        TITLE:  Art and architecture in Italy 1250 to 1400.

       AUTHOR:  White, John, 1924 Oct. 4-

      EDITION:  2nd (integrated) ed.
    PUBLISHED:  Harmondsworth, Middlesex, England ; Penguin Books : New York,
                  N.Y. : Viking Penguin, 1987.
  DESCRIPTION:  688 p. : ill., map ; 22 cm.

       SERIES:  The Pelican history of art

     SUBJECTS:  Art, Italian--History.
                Architecture, Italian--History.

        NOTES:  Includes index.
                Bibliography: p. {639}-659.
--- OPTIONS ------------------------------------ UGA - UGA Library Catalog ---
Help   Back   More   Next   PRevious   List   BRief   GUIDED   CHOose   Quit
For related titles, type either RAUthor, RSUbject, RSEries, or CAll#
COMMAND:
MORE PAGES FOLLOW.
```

Options: UGA and GCL

The OPTIONS (indicated in bold type) displayed at the bottom of this sample bibliographic record are those we feel should appear on any such display. If the full record or the MARC record is displayed, the option should be BRief instead of FUll.

        TITLE: Lecture notes on clinical chemistry / L. G. Whitby, I. W.
                Percy-Robb, and A. F. Smith.

       AUTHOR: Whitby, L. G. (Lionel Gordon)

    PUBLISHED: Oxford (Eng.) : Blackwell Scientific Publicati // 1975.
  DESCRIPTION: xii, 427 p. : ill.; ; 22cm.

     SUBJECTS: Clinical chemistry.

--- LOCATION --------------- CALL NUMBER -------------------- STATUS ------
SCIENCE (4th)   RB40.W46   AVAILABLE

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help Back More Next PRevious List FUll GUIDED CHOose Quit
For related titles, type either RAUthor, RSUbject, or CAll#
COMMAND:

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the misspelled "subjec". It should appear above the COMMAND line at the bottom of the EAI display. The OPTIONS to be displayed in an EAI display also appear below.

YOUR SEARCH: bro au smith
-------------------------------- EAI DISPLAY --------------------------

```
   ARTICLE TITLE: Marx and Philosophy: Three Studies. (book reviews) reviewed
                  by A. Anthony Smith

          AUTHOR: Smith, A. Anthony

     PUBLICATION: Science & Society
                  Summer , v.1988, v52, n2, p246(4)

        SUBJECTS: Suchting, W.A.
                  Books--reviews, etc.

           NOTES: Article type: review
                  Review grade: A
```

--- OPTIONS ---------------------------- EAI - Expanded Academic Index ---
Help   Back   More   Next   PRevious   List   GUIDED   CHOose   Quit
For related titles, type either RAUthor or RSUbject.
COMMAND:

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Appendix A: Charge

To: P. Andrew, M. Brooks, S. Brown,   Date: 3-13-91
    J. Campbell, N. Hughes, J. Kelly,
    S. Kirby, S. Marquardt, S. Morris,
    L. Shedenhelm, M. Wald, G. Williams

From: Systems Administrative Group
      William G. Potter, Chair

Subject: Charge to Online Catalog Documentation Task Force

        The Online Catalog Documentation Task Force is charged with
recommending both the text and format of instructional and descriptive
information about the new online catalog system to appear on
instructional screens, online help screens, and brief printed
documentation. While these tasks are certainly related and to a
degree interdependent, the Systems Administrative Group believes that
they can be broken down into two separate areas. Therefore, this Task
Force is being divided into two subgroups -- Onscreen Documentation
Subgroup and Print Documentation Subgroup.

        The Onscreen Documentation Subgroup consists of John Campbell,
chair; Paige Andrew; Mary Ellen Brooks; Neil Hughes; Judy Kelly; and
Marlena Wald. This group should focus on the online instructional
screens and online help screens. Instructional screens currently
existing in the system include the following:

        1. Introductory screen (old Begin/end screen accessed from
            any point in the system by NEW)
        2. Formatted search screens (AU, TI, SU, NU, and AT)
        3. Formatted limit screen (LIM)
        4. No Match screen
        5. Too Many Matches screen(s) (above 200 matches, 2000
            matches, and 32,000 matches)
        6. Bridging screens (AUT, SUB, SER -- when multiple author,
            subject, or series headings occur in the record).

Online help screens might include a help menu, screen or context
specific assistance, and help with specific topics such as commands,
options, or a specific command (Find). Obviously, this could be
expanded into a much larger project than can be accomplished in a
reasonable amount of time. It will be important for this group to
make the online instructional screens their first priority followed by
very basic and essential help screens. A complete and comprehensive
collection of help screens will not be possible at this time.
Certainly, the group is free to make recommendations about the longer
term needs of onscreen documentation in the system.

The Introductory Screen should include an instruction to enter your search command to begin a search as well as information on how to access each of the formatted search screens if you need some assistance beginning a search. The formatted search screens should include structured tab areas to enter your search terms without commands, plus a brief explanation of how you could enter this search from any point in the system using a command, and a "CMD>" line. It is hoped that this structure will offer the user both the formatted search scr en option and the opportunity to learn command searching at the same time.

The Print Documentation Subgroup consists of Susan Morris, chair; Steven Brown; Steven Kirby; Stephen Marquardt; Laura Shedenhelm; and Gayle Williams. This group should focus its efforts on the development of brief printed documentation and instructions for the online catalog user. While a full searching manual may be needed in the future, this is not part of the charge to this Task Force. This subgroup will need to decide what types of printed materials will be most useful and what information is most needed. Printed documentation should be focused on teaching the command structure and command searching. Certainly, this group is also free to make recommendations about the longer term needs of print documentation for the system.

Designing textual explanations and instructions can be a very slow and time consuming process, please recognize that perfection is neither possible nor necessary in the initial production implementation of this online catalog.

John Campbell will serve as chair of the Task Force. If you encounter problems or need clarification of any of these tasks, do not hesitate to contact Bill Clayton.

Your recommendations need to be forwarded to the Systems Administrative Group by July 1.

Thank you for agreeing to serve on this Task Force and for your attention to these important tasks.

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Appendix B: "News" Screens

196

```
---------------------------- NEWS MENU -----------------------------------

        Type the number of your choice, then press the ENTER key.


                1  GALIN Update

                2  Library Hours and Building Information

                3  Library Tours and Instructional Services

                4  Other Library Services

                5  Lectures and Exhibitions




--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help    Back    CHOose    Quit
COMMAND:
```

Lectures:

Hargrett Library: Darden Pyron speaks on Mon. May 18, 1992, 10:00-11:00.
                     His lecture: "Margaret Mitchell and Mayhem."
                     Autographing session will follows lecture. Location:
                     Russell Auditorium.

Russell Library: Dr. Henry King Stanford speaks Thurs. Ap. 16, 1992, 2:00-
                     3:00. His lecture: "Student Observations of Hitler's
                     Germany." Sponsored by the Russell Library and the
                     Dept. of History. Location: Russell Auditorium.

--- OPTIONS -------------------------------------- UGA - UGA Library Catalog ---
Help   Back   CHOose   Quit
COMMAND:

NOTES:

     Examples given are hypothetical.