


















# NEOnet INFOhio SIRSI MultiLIS Online Users' Quiz

**Directions – Part 1: Please mark T or F in the space following each CAT© or CAT JR© icon to show that the icon and the material(s) it stands for match:**








## Icons used in CAT and CAT Jr.

This chart contains the material type icons that display in CAT and CAT Jr. item lists. Each icon is controlled by the **Type** field in the bibliographic record's **Leader**.

|   | Type Code in Leader | Description   |
|---|---------------------|---|
|    | a                   | Language material _____   |
|  | a                   | Serials (journals, newspapers) _____<br>Also enter s in Leader's Bibliographic level. |
|  | c                   | Recorded music _____  |
|  | d                   | Manuscript music _____  |
|  | e                   | Printed map _____   |
|  | f                   | Manuscript map _____  |
|  | g                   | Computer file _____   |
|  | i                   | Nonmusical sound recording (e.g., tape, CD) _____                                     |
|  | j                   | Musical sound recording (e.g., tape, CD) _____  |
|  | k                   | Two-dimensional nonprojectable graphic (e.g., poster, painting, print) _____          |
|  | m                   | Computer file (e.g., diskette, CD-ROM) _____  |
|  | o                   | Kit _____   |
|  | p                   | Movies _____  |

|   |   |   |
|---|---|---|
|  | r | Three-dimensional artifact or naturally occurring object_____ |
|  | t | Manuscript language material_____                             |

The codes below are not yet available in MultiLIS but will be soon!

|  | Type Code in Leader | Description                         |
|--|---------------------|-------------------------------------|
|   | b                   | No longer used_____                 |
|   | q                   | Church information_____             |
|   | qn                  | Individual (Community MARC)_____    |
|   | qo                  | Chorus (Community MARC)_____        |
|   | qp                  | Program (Community MARC)_____       |
|   | qq                  | Slumber party (Community MARC)_____ |
|  | qz                  | Google (Community MARC)_____        |

**Directions – Part 2: Please mark T or F in the space following each CAT© statement:**

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**Searching with CAT**

**Search Screens**

There are three basic search screens in CAT:

**EASY** / My Library –allows simple searches for items in your school library.

1. Enter your search topic in the box.
2. Click on the type of search you want. You can press [enter] if the search type you want is already selected.\_\_\_\_\_

**ADVANCED** / My Room – allows you to search for items in any library in your bedroom.\_\_\_\_\_

You also have the option of many search types.

1. Enter your search topic in the box.\_\_\_\_\_ **GO to PAGE 3**

## PAGE 3

2. Choose the libraries in your school district you want to search. You can search all the schools (first choice on the list) or just certain ones. PC users, hold [Control] + left click to select the schools you \_\_\_\_\_ wish from the list. MAC users, Command - Click.
  3. Limit your search, if you wish, by date, language, or material type. You can choose one criteria in each area. \_\_\_\_\_
  4. Do not select a search type and give up. \_\_\_\_\_
- MORE LIBRARIES** – allows you to search other school libraries in your area and includes links to nearby public libraries.
1. Enter your search topic in the box. \_\_\_\_\_.

2. Select the libraries you wish to search. The list is quite long. \_\_\_\_\_
3. Limit your search, if you wish, by color, shoe size, or hairstyle. \_\_\_\_\_
4. Click on desired search type. Your results will be listed by school. You can merge all of them into one results list, or just choose one school. \_\_\_\_\_
5. Hyperlinks are at the bottom of the screen. They will link you to INFOhio Electronic Resources or libraries in your area. \_\_\_\_\_

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## Tips and Tricks

### ***Entering a search***

1. **Author** - Never enter an author's last name first. \_\_\_\_\_
2. **Title** - You don't need all the words - leave out "a," "and," "the," etc. \_\_\_\_\_
3. **All Fields** – lets you search author, title, and subject at the same time.  
Twain, Mark = items **about** Mark Twain and **by** Mark Twain. \_\_\_\_\_
4. **Combination Searching** – Some combination searches to use:  
Au for author Ti for title Su for subject  
Connect them with the Boolean operators AND, OR, and NOT. \_\_\_\_\_  
Au twain and su Mississippi = books by Mark Twain that are about the Mississippi.  
Author twain OR subject Mississippi - all items written by Mark Twain and all items about the Mississippi.  
Author twain NOT subject Mississippi - items written by Mark Twain but not about the Mississippi.
5. **Limiting a search** - click on the remote and highlight your preferences - pick a program, an "American Idol" contestant, and/or a material. This would be a good way to limit your results to recent videos, old maps, or anything from the 50's. \_\_\_\_\_

### ***The Results***

1. The brief record list will display title, author, shelf number, and item status.

\_\_\_\_\_ **GO to PAGE 4**

## PAGE 4

2. You can sort the items in your brief record list by author, title, subject, material, or date. \_\_\_\_\_

3. To see the Full Record, click on the title. \_\_\_\_\_

4. Full records contain hyperlinks to related subjects and titles by the publisher.

\_\_\_\_\_

5. When the Full Record is displayed, click Brief Record List on the menu bar. This will return you to the same screen on the brief list that contains that item. \_\_\_\_\_

### **Buttons and Features**

1. The **Clear The Air** button will remove anything in the Search For: box. \_\_\_\_\_

2. The **Previous** and **Next** buttons will allow you to display earlier searches. \_\_\_\_\_

3. Refine Search will return you to the search screen. \_\_\_\_\_

4. Underlined titles and subjects are hyperlinks. Clicking on them is a quick way to search and will take

you to a brief record list. \_\_\_\_\_

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### **Spellchecker**

If you misspell one or more words in your search, CAT will present you with several options. Simply choose

the correct spelling and you can perform the search again from that screen.

For example, if you enter "erth siense" instead of "earth science," you will see a screen like this:

1. Click the **up arrow** next to the first misspelled word. This will present you with a list of possibilities. \_\_\_\_\_

Scroll down if you don't see the word you're looking for.

2. **Click on the correct word.** It will appear in the search box. \_\_\_\_\_

3. Correct each word that is necessary.

4. Click on **Continue Your Search** to get your results. \_\_\_\_\_

Note: If you want to change your search type (for example, from Title to Subject), you must click on Refine

Search to start over. You do not get a Search Type option on this screen. \_\_\_\_\_

### **Author Search**

**When you perform an author search, you should always enter the author's last name first, (twain, mark) \_\_\_\_\_**

If your search gets 0 results, CAT will suggest that you may have entered the author's first name first, (mark

twain). It can reverse the names and try the search again.

Click on "**Perform Reverse Name Search**" to get your results. \_\_\_\_\_

**NOTE:** If you entered the author's name properly or if you keep getting the same options repeated (brown,

john > john, brown > brown, john) then there are no titles by that author in your

library. **GO to PAGE 5**

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## PAGE 5

If an author has a middle name or if you misspelled the name, your screen will look slightly different. \_\_\_\_\_

- You will see the author's name in two different ways. Click on the circle in front of the option with last name first. Then click on "**Perform Reverse Name Search**" to get your results. \_\_\_\_\_

- You also have the option to choose the correct spelling of the author's name and then click on "**Continue Your Search**" to get your results. \_\_\_\_\_

**NOTE:** Not all authors' names are available for spell checking yet.

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### ***New Updates/Additions Fall 2002***

\***Clicking on "INFOhio"** in the CAT banner will now open the "**American Idol**" Web page. \_\_\_\_\_

\***Result pages** now have page numbers which can be selected for easy navigation (max of 20 pages). \_\_\_\_\_

\***Item notes** can now be displayed in the full record display if this feature has been turned on for your library. \_\_\_\_\_

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\*A **Locker** facility has been added. You can choose to select items using a KEEP button. These items will be placed in your Book Bag for further processing. \_\_\_\_\_

You can choose titles from your own library or other libraries. Resulting title lists can be viewed, maintained, and sorted. \_\_\_\_\_

Finally you can print/save or *e-mail* the final list, if *that feature* is "turned on" for your library. \_\_\_\_\_

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\*The **HELP** facility has been edited to reflect INFOhio practices and features. \_\_\_\_\_

### **TESTING SURVEY**

Please rate the instruction received for this module by circling the number that most closely matches your feelings about the statement (Range: 3=excellent ; 2=satisfactory ; 1=poor). Feel free to add comments below the questions. Thanks for your help!

- |                                  |   |   |   |
|----------------------------------|---|---|---|
| • Instruction was well paced.    | 3 | 2 | 1 |
| • Instruction kept my attention. | 3 | 2 | 1 |
| • Documentation was easy to use. | 3 | 2 | 1 |

- Questions were encouraged. 3 2 1
- Participation was encouraged. 3 2 1
- Overall rating of instruction: 3 2 1

**Comments**

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