

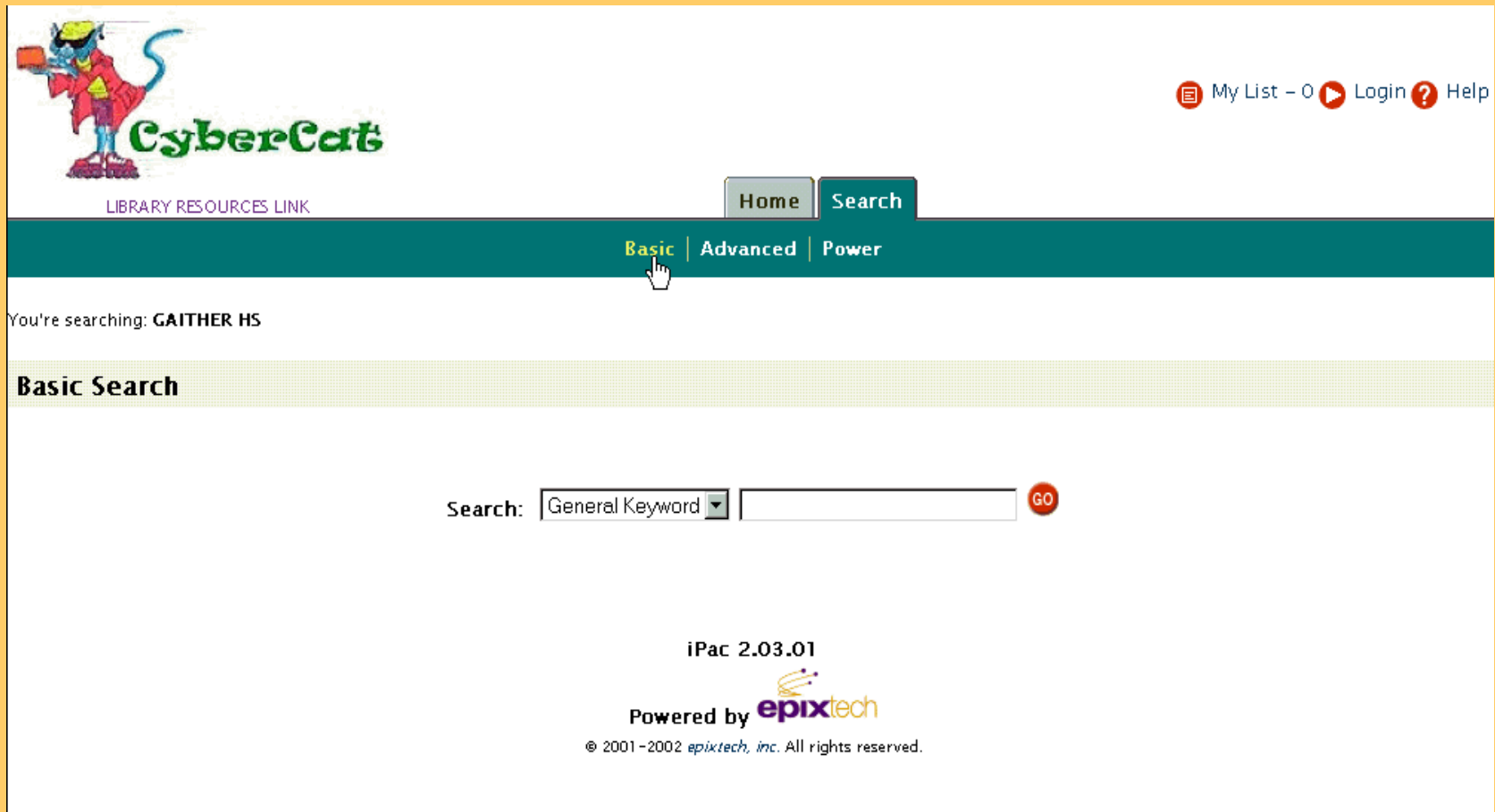



**CyberCat**

## **Online Tutorial**

**Prepared by Wes Thompson  
Gaither High School**

# Basic Search Page



 LIBRARY RESOURCES LINK

My List - 0 Login ? Help

Home Search


Basic | Advanced | Power

You're searching: GAITHER HS

**Basic Search**

Search:

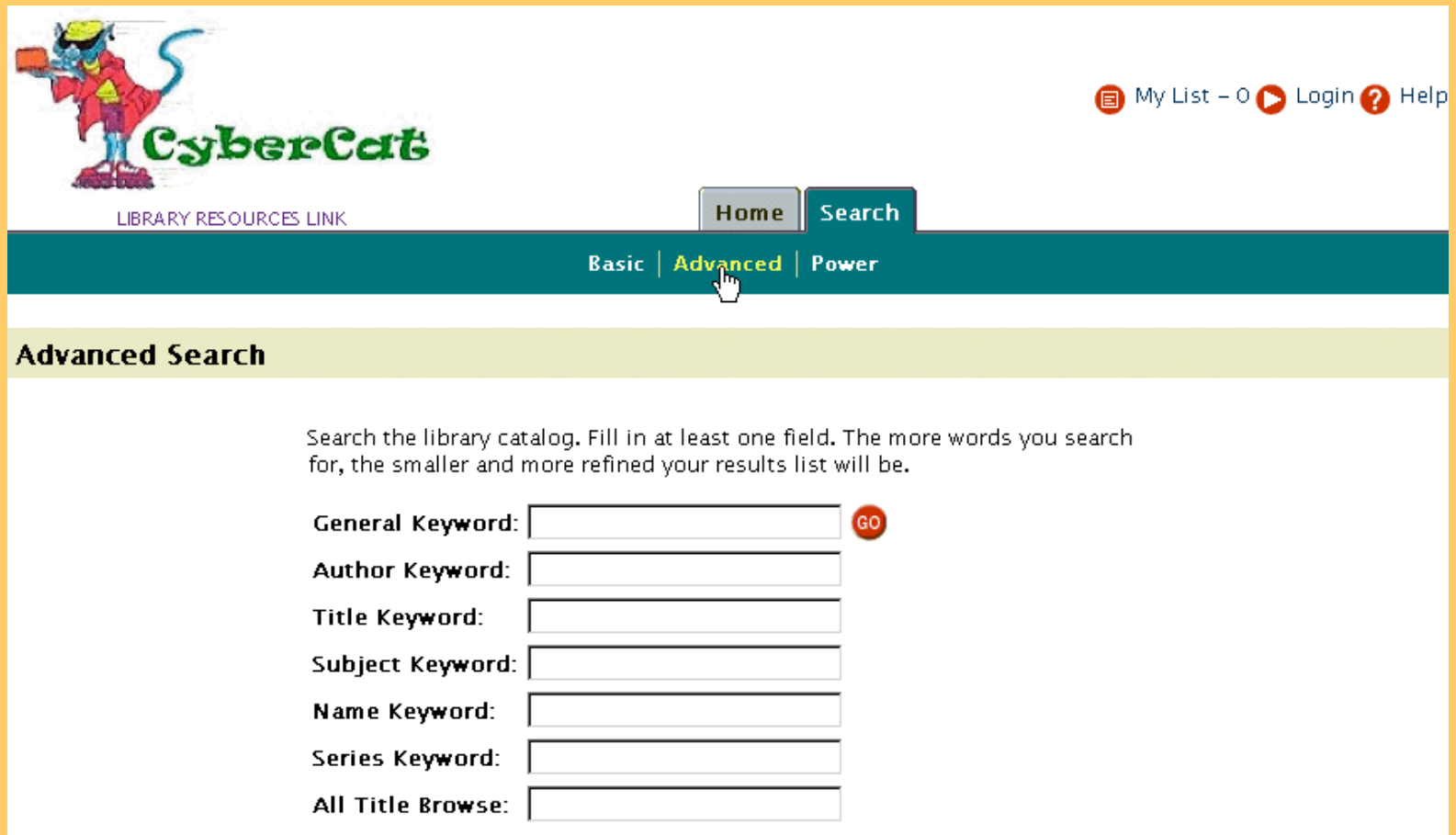
iPac 2.03.01

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**The Basic Search page allows you to search for books in your library. It uses a drop-down menu to specify search type: General, Author, Title, Subject, Name, Series Title or All Title Browse.**

# Advanced Search Page



The screenshot shows the CyberCat library website's Advanced Search page. At the top left is the CyberCat logo, a blue cat wearing a red jacket and a yellow visor, holding a red book. Below the logo is the text "LIBRARY RESOURCES LINK". To the right of the logo are links for "My List - 0", "Login", and "Help". Below the logo is a navigation bar with "Home" and "Search" buttons. Below the navigation bar is a teal bar with "Basic", "Advanced", and "Power" options, with "Advanced" highlighted and a mouse cursor pointing to it. Below the teal bar is a light green header for "Advanced Search". The main content area contains the text: "Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be." Below this text are six search input fields: "General Keyword:", "Author Keyword:", "Title Keyword:", "Subject Keyword:", "Name Keyword:", "Series Keyword:", and "All Title Browse:". A red "GO" button is located to the right of the "General Keyword" field.

LIBRARY RESOURCES LINK

Home Search

Basic | **Advanced** | Power

## Advanced Search

Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be.

General Keyword:  **GO**

Author Keyword:

Title Keyword:

Subject Keyword:

Name Keyword:

Series Keyword:

All Title Browse:

**The Advanced Search page offers the same search options as the Basic Search, but all search options appear at the same time. More than one option can be used for the same search.**

# Using Multiple Search Terms

## Advanced Search

Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be.

<b>General Keyword:</b>	<input type="text" value="videorecording"/>	<input type="button" value="GO"/>
<b>Author Keyword:</b>	<input type="text"/>	
<b>Title Keyword:</b>	<input type="text"/>	
<b>Subject Keyword:</b>	<input type="text" value="photography"/>	
<b>Name Keyword:</b>	<input type="text"/>	
<b>Series Keyword:</b>	<input type="text"/>	
<b>All Title Browse:</b>	<input type="text"/>	

**For example, you can search your collection for videorecordings only. Type the word “videorecording” in the General Keyword field, and then an author, title, or subject.**

# Multiple Search Terms Results

2. Basic darkroom techniques [videorecording] / produced by Media West Home Video ; executive producer, Brian Ratty ; producer/director, David Healy ; written by Carol McKay. \*

Beaverton, OR : Media West, Inc., c1991.

Location	Collection	Call No.	Status	Due Date	Barcode
GAITHER HS	Videorecording	771 Bas	Checked In		00005470501

[Add to my list](#)

3. The business of photography [videorecording] / Media West, Inc. \*

[Beaverton, OR] : Media West Home Video, c1986.

Location	Collection	Call No.	Status	Due Date	Barcode
GAITHER HS	Videorecording	770 Bus	Checked In		00005470504

[Add to my list](#)

4. Photographic design [videorecording] / Media West Home Video, inc. ; produced and directed by Gary Adams ; written by Craig Pozzi. \*

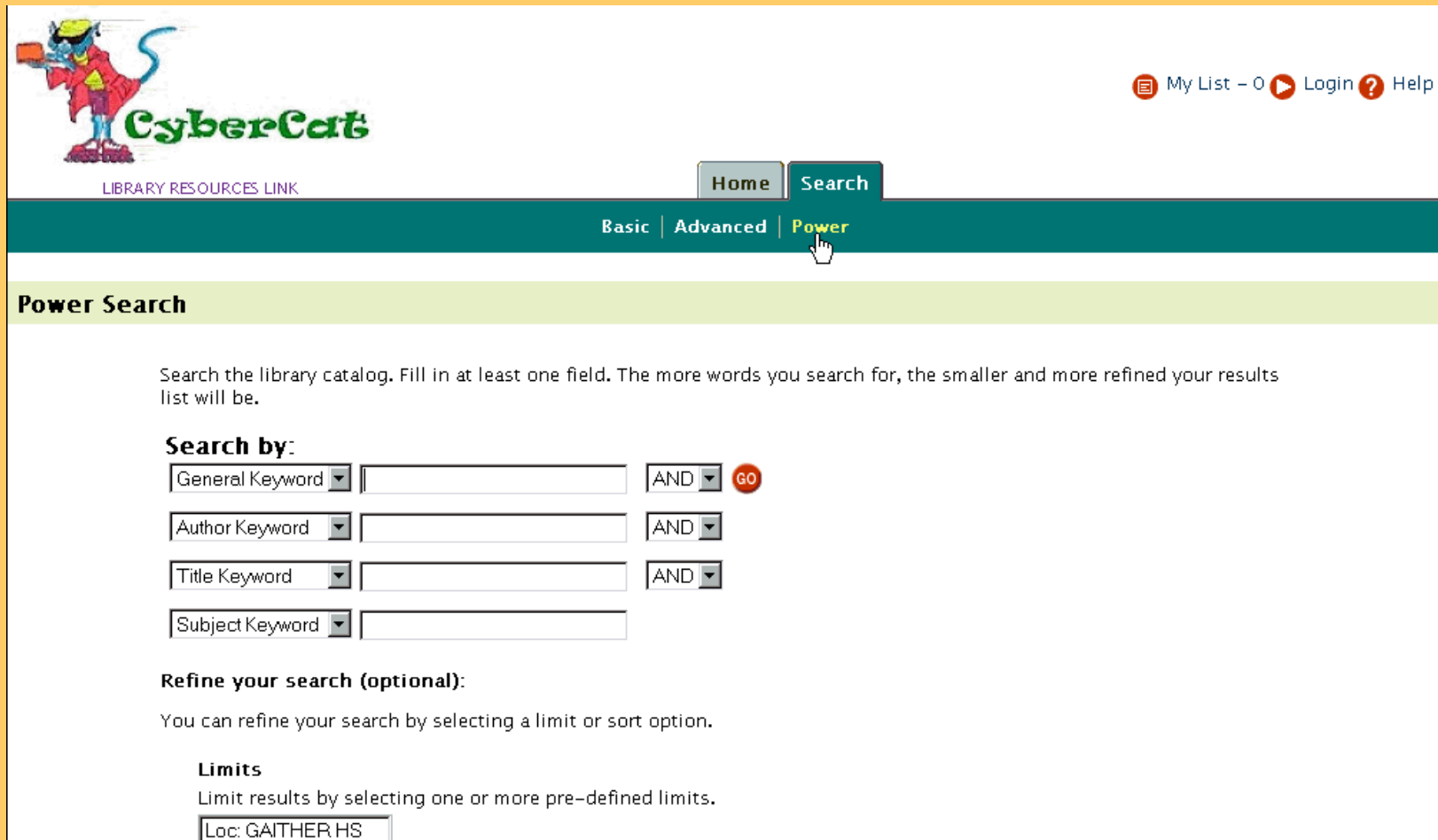
Beaverton, OR : Media West Home Video, [199-?]

Location	Collection	Call No.	Status	Due Date	Barcode
GAITHER HS	Videorecording	770 Pho	Checked In		00005470525

[Add to my list](#)

**Only items classified as videorecordings will appear in the results. You can also specify a search for soundrecordings and computer software.**

# Power Search Page



The screenshot shows the CyberCat library website's Power Search page. At the top left is the CyberCat logo, a cartoon cat in a red suit holding a book, with the text "CyberCat" and "LIBRARY RESOURCES LINK" below it. At the top right are links for "My List - 0", "Login", and "Help". A navigation bar contains "Home" and "Search" buttons. Below this is a teal bar with "Basic", "Advanced", and "Power" options, where "Power" is highlighted with a mouse cursor. The main content area is titled "Power Search" and contains the following text: "Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be." Below this is the "Search by:" section with four rows of search fields: "General Keyword", "Author Keyword", "Title Keyword", and "Subject Keyword". Each row has a dropdown menu, an input field, and an "AND" dropdown menu. A red "GO" button is located to the right of the first row. Below the search fields is the "Refine your search (optional):" section with the text "You can refine your search by selecting a limit or sort option." and a "Limits" section with the text "Limit results by selecting one or more pre-defined limits." and a dropdown menu showing "Loc: GAITHER.HS".

Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be.

**Search by:**

General Keyword  AND

Author Keyword  AND

Title Keyword  AND

Subject Keyword

**Refine your search (optional):**

You can refine your search by selecting a limit or sort option.

**Limits**

Limit results by selecting one or more pre-defined limits.

Loc: GAITHER.HS

**The Power Search page enables users to employ Boolean terms: AND, OR, NOT, XOR. This option is for very specific, advanced searches.**

# Using “My List”

**Search Results**  
7 titles matched: **florida wildlife**

Sort by: [dropdown] **GO**  
Limit by: [Loc: GAITHER HS] **GO**

\* means this library owns a copy

1. **The endangered Florida panther / Margaret Goff Clark.** \*

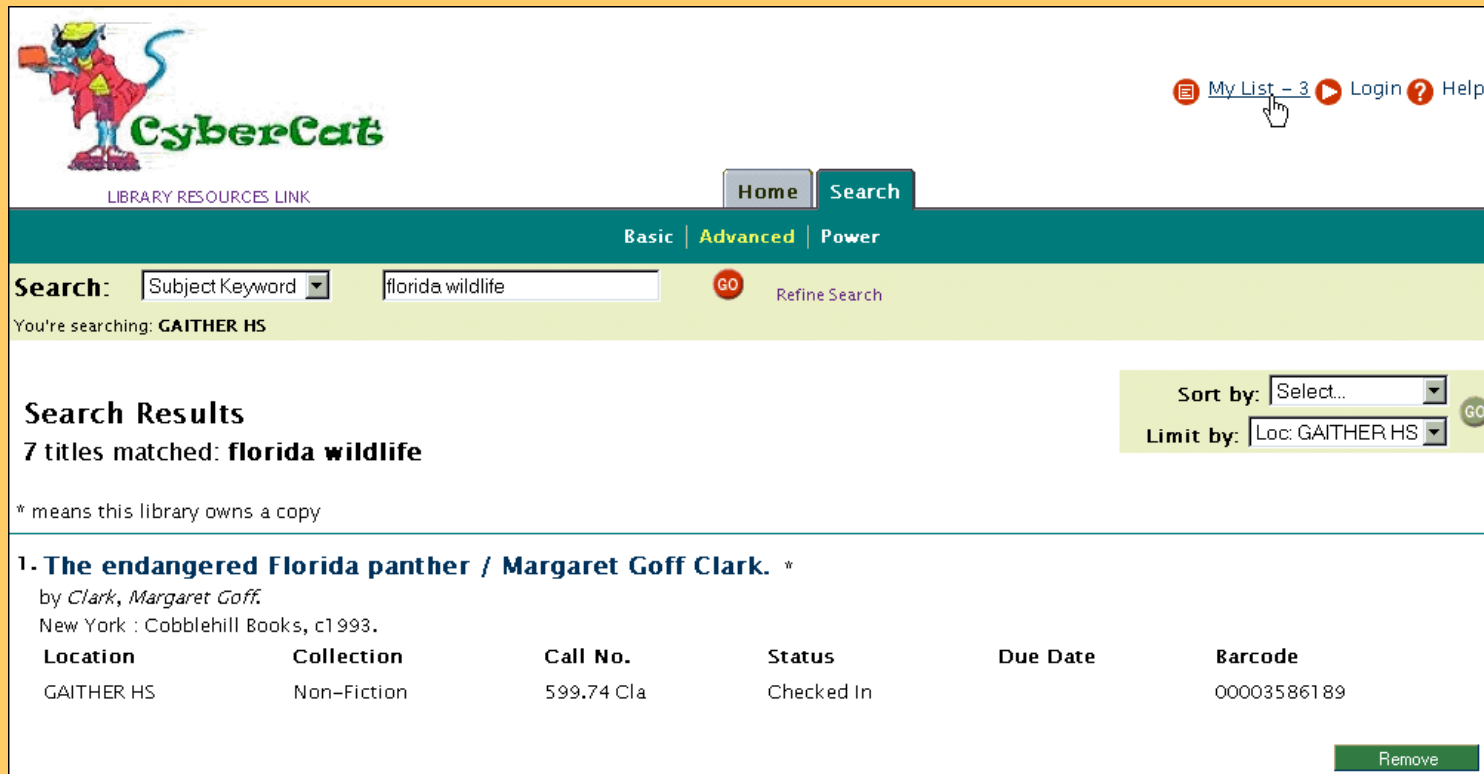
by *Clark, Margaret Goff.*  
New York : Cobblehill Books, c1993.

Location	Collection	Call No.	Status	Due Date	Barcode
GAITHER HS	Non-Fiction	599.74 Cla	Checked In		00003586189

[Add to my list](#)

Another feature allows the creation of a bibliography (“My List”) from the results of any search. From the Search Results screen, click the “Add to my list” button on the lower-right-hand side of the materials you want to add to your list.

# Viewing Your List



The screenshot shows the CyberCat library website interface. At the top left is the CyberCat logo, a blue cat wearing a red cape and sunglasses, with the text "CyberCat" and "LIBRARY RESOURCES LINK" below it. In the top right corner, there are links for "My List - 3", "Login", and "Help". Below the logo are "Home" and "Search" buttons. A navigation bar contains "Basic", "Advanced", and "Power" options. The search bar shows "Subject Keyword" with a dropdown arrow and the text "florida wildlife". A red "GO" button and a "Refine Search" link are next to the search bar. Below the search bar, it says "You're searching: GAITHER HS".

**Search Results**  
7 titles matched: **florida wildlife**

Sort by: Select.. GO  
Limit by: Loc: GAITHER HS GO

\* means this library owns a copy

**1. The endangered Florida panther / Margaret Goff Clark. \***  
by Clark, Margaret Goff.  
New York : Cobblehill Books, c1993.

Location	Collection	Call No.	Status	Due Date	Barcode
GAITHER HS	Non-Fiction	599.74 Cla	Checked In		00003586189

Remove

To view your list, click on “My List” at the top right corner of any page. Your list will remain until you close CyberCat or remove all items manually.

# “My List” Results

## My List

2 titles

[Remove](#)

<input type="checkbox"/>	<u>Title</u>	<u>Call #</u>
<input type="checkbox"/>	<b>The endangered Florida panther /</b> by Clark, Margaret Goff. Cobblehill Books, c1993.	599.74 Cla
<input type="checkbox"/>	<b>Protection paradise : 300 ways to protect Florida's environment /</b> by Cavanaugh, Peggy. Pheonix Pub., 1992.	363.7 Cav

[Remove](#)

**You can view more details about items in your list by clicking on the title, which will show the full bibliographic record.**

# E-mailing List Results


Home Search

Format:  HTML  Plain text  MLA  Chicago

Subject: Florida Wildlife Books

Email to: wes.thompson@sdhc.k12.fl.us

iPac 2.03.01

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**You can e-mail your list to any e-mail address. The system will not block them. Click “Email this list” at the bottom of your list, type in a subject and an e-mail address, then click Send.**

# Using My Account



**The third new feature is the “My Account” option. This enables students to log in to their accounts to check on items out and any blocks, such as fines, that they may have. You must begin from the Search Options main page. Click the “Library Resources Link” under the CyberCat image from any page, then on “CyberCat.”**

# Using My Account



Welcome to the Hillsborough County Public Schools Library Catalog

## CyberCat Search Options

**1. SCHOOL SEARCH:**

To search one library collection, select a school from the drop down menu and then click go.

Type first letter of school name  
or scroll down to select school  
and then click go.

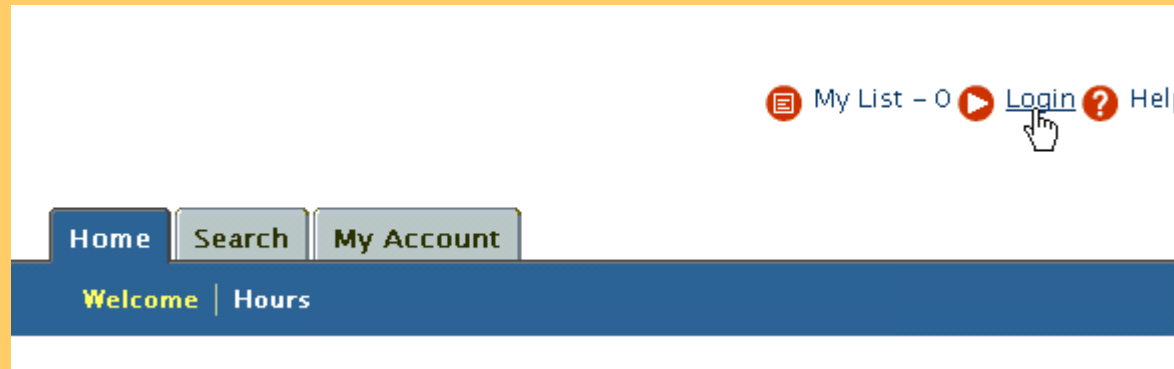
Adams MS

**2. ADVANCED SEARCH OPTIONS:**

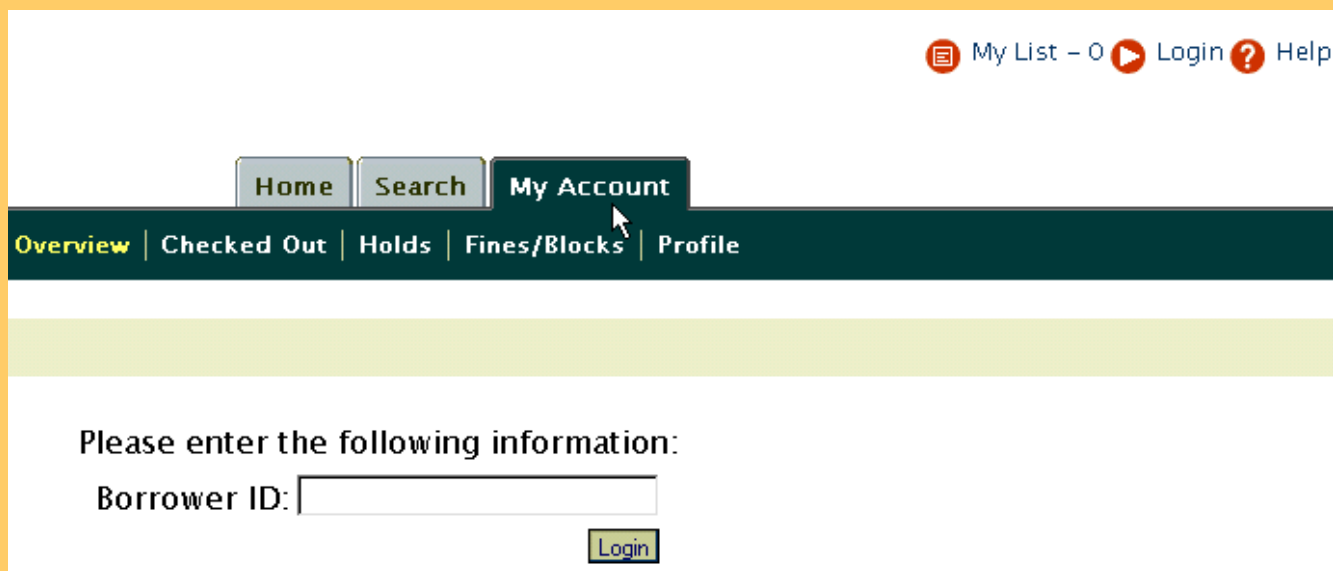
<b>Quick Search</b> General Keyword search of all collections	<a href="#">Quick Search</a> ☞
<b>Basic Search</b> Expanded Keyword search of all collections	<a href="#">Basic Search</a>
<b>Advanced Search</b> Expanded Keyword and Browse search of all collections	<a href="#">Advanced Search</a>
<b>Power Search</b> Expanded Keyword search of all collections with Boolean search options	<a href="#">Power Search</a>

**You are no longer restricted to just your site's location. "My Account" log-ins must be conducted from the district-wide search. From this page, click on Quick Search.**

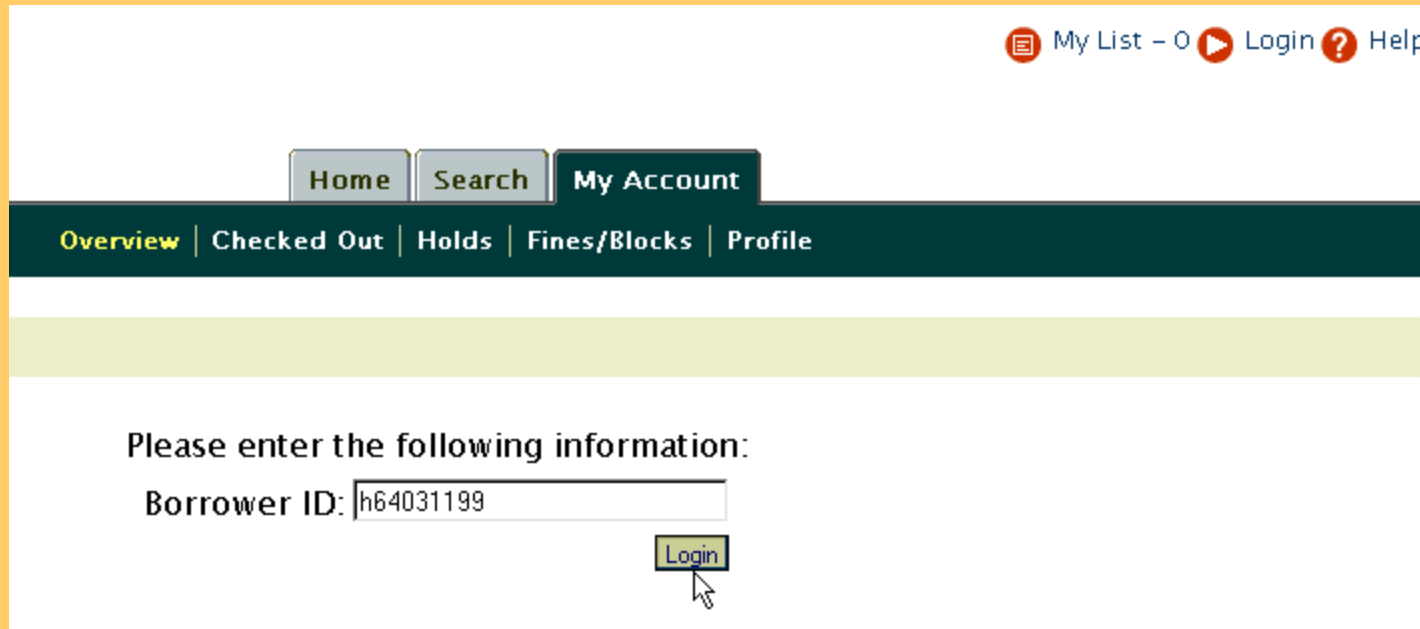
# Login



Now, click on Login, then on the My Account tab.



# Login, continued



The screenshot shows a library website interface. At the top right, there are links for 'My List - 0', 'Login', and 'Help'. Below this is a navigation bar with 'Home', 'Search', and 'My Account' buttons. Underneath the navigation bar is a dark green bar with links for 'Overview', 'Checked Out', 'Holds', 'Fines/Blocks', and 'Profile'. The main content area has a light green header and a white body. The text 'Please enter the following information:' is followed by a text input field labeled 'Borrower ID:' containing the value 'h64031199'. A 'Login' button is positioned below the input field, and a mouse cursor is clicking on it.

**Enter the patron's ID number (student or faculty ID number), then click the Login button.**



# Account Overview

**CyberCat**  
LIBRARY RESOURCES LINK

My List - 0 Logout Help  
Welcome Robert W Thompson

Home Search **My Account**

**Overview** | Checked Out | Holds | Fines/Blocks | Profile

## Account Overview

**Items Out**– See and renew currently checked out items  
Checked Out: 4  
Overdue: 2  
Lost: 0

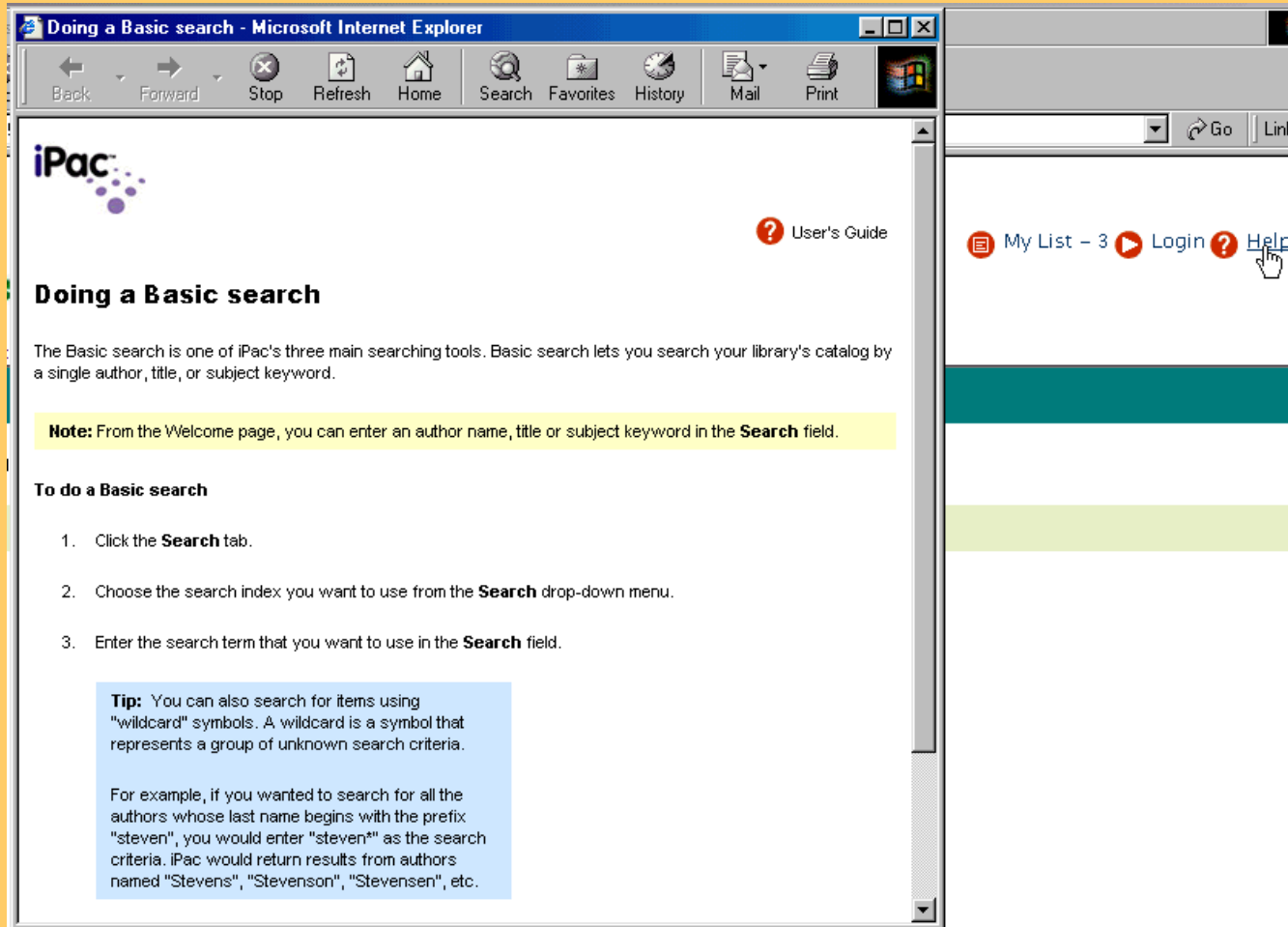
**Hold Requests**– Items ready to be picked up and waiting to become available  
Requested items ready for pick up: 0  
Requested items not yet available: 0

**Blocks**– Fines, blocks and account messages  
Number of Blocks: 3  
Current Balance: \$0.00

**Profile**– See and change address, phone number, email address, PIN and preferences

The patron's name will appear at the top right, and an account overview can be seen. You can navigate through the overview to see items out, holds, and blocks. You may wish to dedicate one computer in your Media Center for use with the "My Account" feature.

# Getting Help



**Help is available on all CyberCat features by clicking the Help link in the upper-right corner of any screen.**