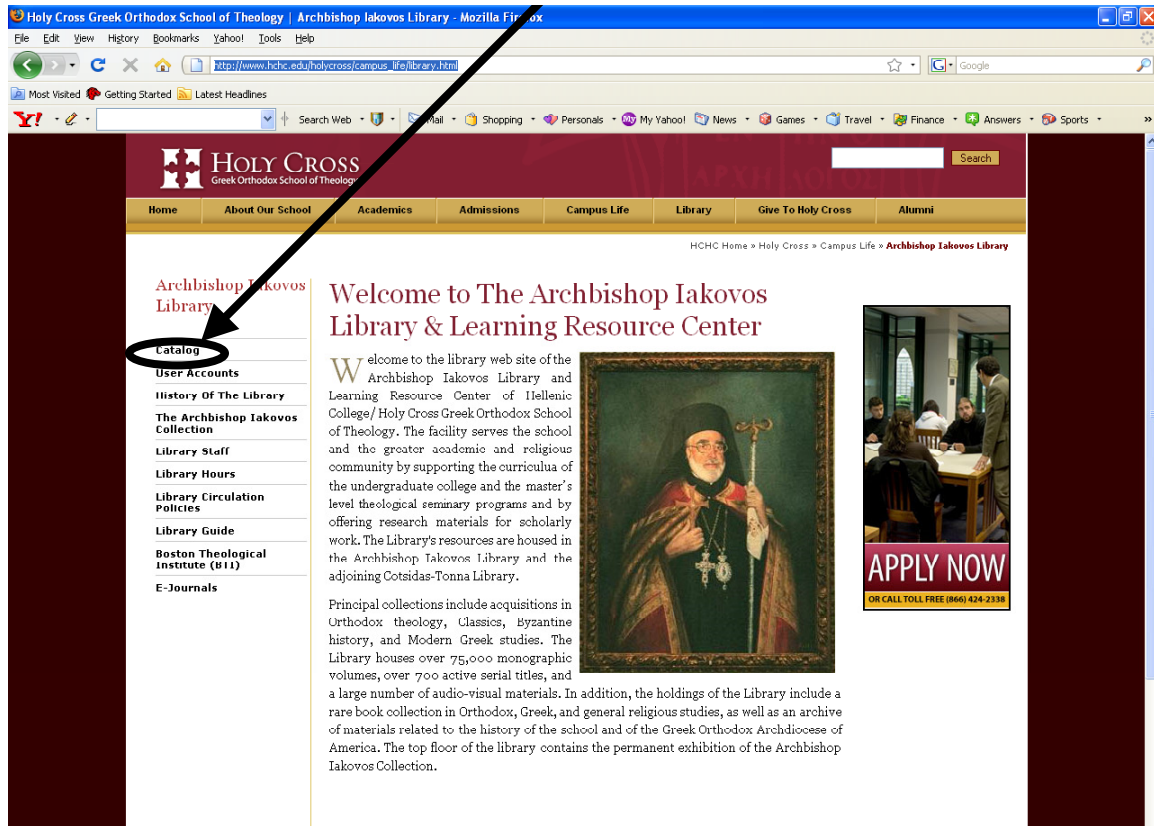


# OPAC (Online Public Access Catalog) Tutorial for The Archbishop Iakovos Library

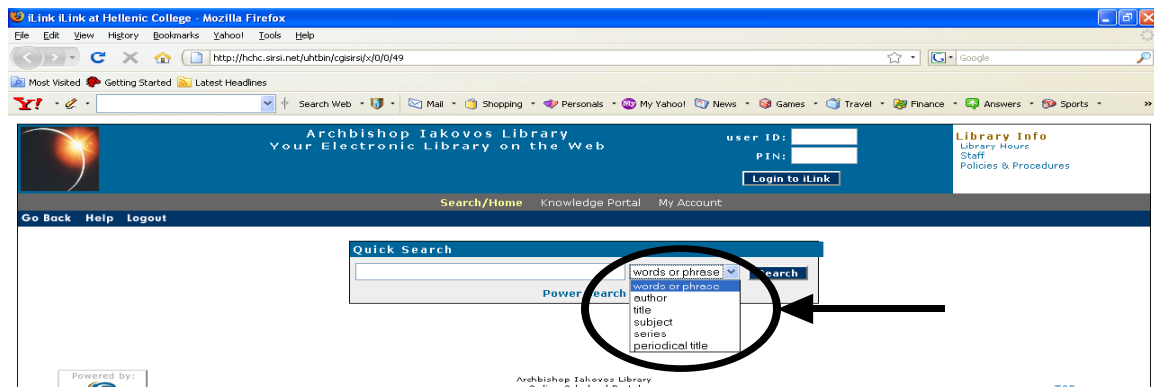
Entering the OPAC from the Library's Home Page:

[http://www.hchc.edu/holycross/campus\\_life/library.html](http://www.hchc.edu/holycross/campus_life/library.html)

Select the link "Catalog". This will bring you to the catalog's basic search page:



Basic Search Screen:



**Basic Searching:** By clicking the drop-down menu at the right of the search box, various basic search options are made available:

**Words or phrase:** offers broadest search results, essentially a **keyword** search

**Author:** last name, first name, capitalization not required

**Title:** full or **first** part of title

**Subject:** controlled vocabulary (subject terms are those of Library of Congress Subject Headings and often are not identical with common terms)

**Series:** search by series title brings together all publications under that series (i.e. Ancient Christian Writers)

**Periodical Title:** search results are only the **title** of the periodical not for any abstract or full-text article within the periodical (i.e., the title *Speculum* results in showing only the volumes held by the library and their location)

### Sample Author Search:

An author search for Jaroslav Pelikan is typed in the search box as “Pelikan, Jaroslav”. Select **Author** from the search menu box as seen above. A list of results appears as seen in the screen below. Above the first result is the total number of items found from the search and the number of screen pages of results. You can navigate pages sequentially or select specific pages. The **call number** (following the Library of Congress classification scheme) for each item appears at the top left side of each result and the number of copies that the library holds and the location of each copy is found under the name of the author. The large box at the right of the screen offers two options:

**Google:** this leads to the Google page with a list of results for the same author search.

**You Found Titles in Categories:** selecting any one of these links displays your search results by that particular subject category.

The screenshot shows a web browser window displaying the search results page for the Archbishop Iakovos Library. The search query is "author 'pelikan, jaroslav'" and it found 20 titles. The results are listed in a table with columns for item number, call number, title, author, and availability. The first result is BT990 .C64 2003, "Creeds & confessions of faith in the Christian tradition" by Pelikan, Jaroslav Jan, 1923-. The second result is BT45 .P4 1955, "The Shape of death: life, death, and immortality in the early fathers" by Pelikan, Jaroslav Jan, 1923-. The third result is BX1765.2 .P4, "The Riddle of Roman Catholicism" by Pelikan, Jaroslav Jan, 1923-. The fourth result is BT821.2 .P4, "The Shape of death: life, death, and immortality in the early fathers" by Pelikan, Jaroslav Jan, 1923-. The page also features a navigation bar with links like "Go Back", "Help", "Limit Search", "New Search", "Previous", "Next", "Kept", and "Logout". A sidebar on the right offers options to "Continue search in Google" and "You Found Titles in Categories" with a list of categories including Christianity, Doctrinal Theology, Italy, Philosophy (General), Religion, The Bible, and Theory and Practice of Education. The search results are circled in black.

#	Call Number	Title	Author	Availability
#1	BT990 .C64 2003	Creeds & confessions of faith in the Christian tradition	Pelikan, Jaroslav Jan, 1923-	10 copies available
#2	BT45 .P4 1955	The Shape of death: life, death, and immortality in the early fathers	Pelikan, Jaroslav Jan, 1923-	1 copy available in THEOL_COLL
#3	BX1765.2 .P4	The Riddle of Roman Catholicism	Pelikan, Jaroslav Jan, 1923-	1 copy available in THEOL_COLL
#4	BT821.2 .P4	The Shape of death: life, death, and immortality in the early fathers	Pelikan, Jaroslav Jan, 1923-	1 copy available in THEOL_COLL

From among the 25 results for Jaroslav Pelikan as an author, you may wish to limit your results by scrolling to the bottom of the screen and selecting one or more of the available options as seen below and then resubmit your search:

The screenshot shows a search results page with two items listed:

- #19 BR65 .C45 H63 1967  
**The preaching of Chrysostom : homilies on the Sermon on the mount**  
 John Chrysostom, Saint, d. 407  
 1 copy available in THEOL\_COLL
- #20 BR115 .H5 P4 1966 1966  
**The finality of Jesus Christ in an age of universal history : a dilemma of the third century**  
 Pelikan, Jaroslav Jan, 1923-  
 2 copies available

Navigation: Pages << 1 2 >>

**Search Again**

author PELIKAN JAROSLAV JAN 1923 And

author And

title And

subject And

series And

periodical title

Search Reset

languages ANY

format ANY

type ANY

location ANY

item category 1 ANY

item category 2 ANY

match on Keywords

pubyear

sort by None

After selecting the result you want, click the **Detail** box on the left of the item to open the record:

Archbishop Iakovos Library  
Your Electronic Library on the Web

user ID: [ ]  
PIN: [ ]  
Login to iLink

Library Info  
Library Hours  
Staff  
Policies & Procedures

Search/Home Knowledge Portal My Account

Go Back Help New Search Previous Next Change Display Kept Logout

record 1 of 25 for search author "PELIKAN JAROSLAV JAN 1923"

**Keep**

Find more by this author  
Find more on these topics  
Nearby items on shelf

Continue search in  
Google

You Found Titles in Categories  
Christian Denominations  
Christianity  
Doctrinal Theology  
Italy  
Philosophy (General)  
Religion  
The Bible  
Theory and Practice of Education

**Item Information** **Catalog Record**

**Orthodoxy & Western culture : a collection of essays honoring Jaroslav Pelikan on his eightieth birthday**  
Pelikan, Jaroslav Jan, 1923-

Publisher: St. Vladimir's Seminary Press.  
Pub date: c2005.  
Pages: 231 p. :  
ISBN: 0881412716

Copy info: 1 copy available in THEOL\_COLL.  
1 copy total in all locations.

A Look Inside: URL

Holdings  
Call number Copies Material Location  
BX324.5 .P45 2005 1 Book Theological Collection

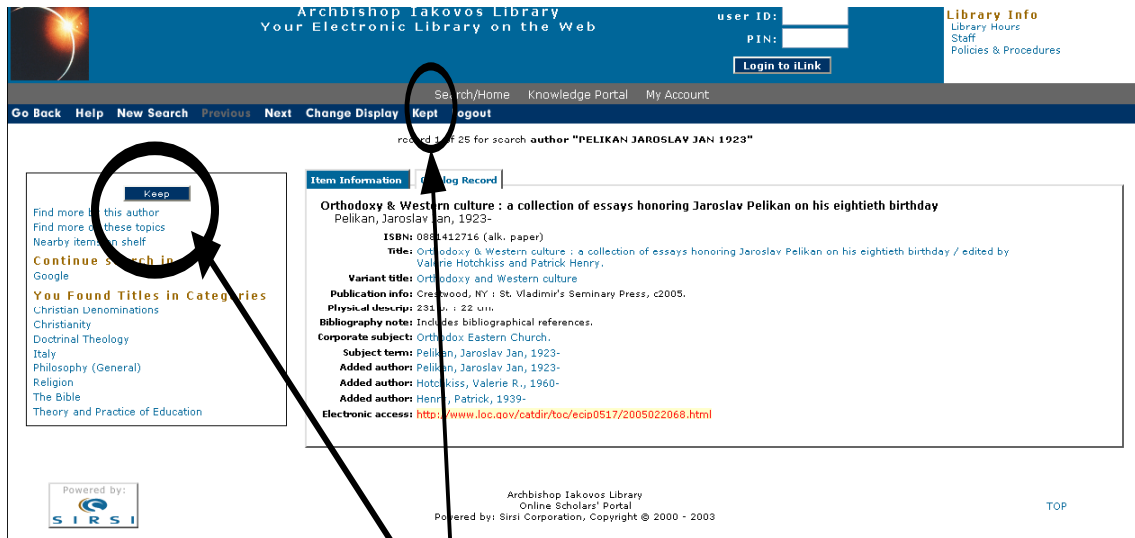
Powered by: [ ]

Archbishop Iakovos Library  
Online Scholar's Portal  
Powered by: Sibel Corporation. Copyright © 2005 - 2003

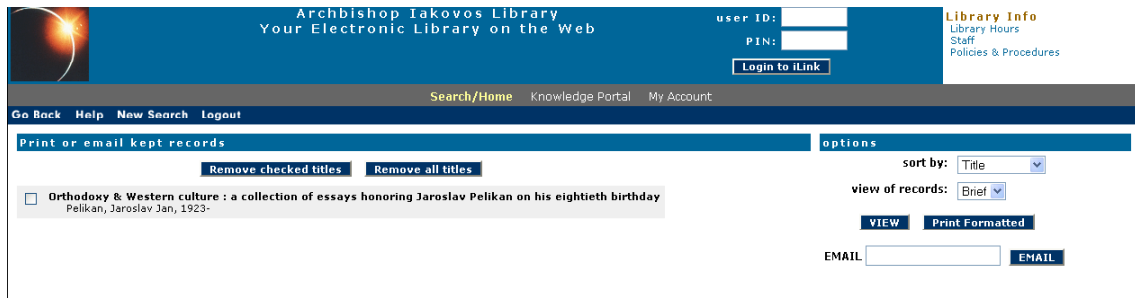
TOP

Two views for the item are available. The first or **Item Information** tab provides basic information for the item such as title, author, publication information, number of pages, etc., and how many copies are available in the library and their location (Theological &

Periodical Collections –2<sup>nd</sup> Floor; Reference Collection & Rare Books-1<sup>st</sup> Floor; General Collection-Ground Floor). In addition the call number is given at the lower left.



The **Catalog Record** tab exhibits the fuller bibliographic record for the item where the blue data in the fields are links to other items associated with those terms elsewhere in the catalog. The linked terms in the box to the left are for browsing related items found in this particular record by various topics or terms. Note the **Keep** button. By selecting this, you can add this record (along with others) into a **Kept** file where records may be gathered, sorted, viewed, printed or emailed as seen below:



The above procedures can be similarly employed in the basic search mode for title, series and periodical title. Keep in mind that when searching a *periodical* title, type in the periodical title only, not the title of any abstract or article within the periodical. The periodical search results in a list of the volumes held by the library appearing to the left of the screen while at the right is the number of copies of each volume, their item type and location within the library. Below is an example for the periodical entitled *Traditio*.

Archbishop Iakovos Library  
Your Electronic Library on the Web

user ID:   
PIN:   
[Login to iLink](#)

Library Info  
Library Hours  
Staff  
Policies & Procedures

Search/Home Knowledge Portal My Account

Go Back Help New Search Previous Next Change Display Kept Logout

record 1 of 1 for search periodical title "traditio"

[Keep](#)

Find more on these topics  
Nearby items on shelf  
[Continue search in Google](#)

**Item Information** **Catalog Record**

**Traditio**  
Quasten, Johannes, 1900-1987

**Publisher:** Fordham University Press [etc.]  
**Pages:** v. ;  
**Copy info:** 40 copies available,  
40 copies total in all locations.

**Holdings**

Call number	Copies	Material	Location
PERIODICAL VOL. 62 2007	1	Current, scholarly periodical	Current Periodicals
PERIODICAL VOL. 61 2006	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 60 2005	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 59 2004	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 58 2003	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 57 2002	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 56 2001	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 55 2000	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 54 1999	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 53 1998	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 52 1997	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 51 1996	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 50 1995	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 49 1994	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 26 1970	1	Current, scholarly periodical	Bound periodicals
PERIODICAL VOL. 25 1969	1	Current, scholarly periodical	Bound periodicals

**Subject searching** employs specific words or phrases, that is, it is a controlled vocabulary. You need to use the correct vocabulary for a subject search. If you use a word that is not part of the accepted vocabulary, you will often get a list of results of related terms that are hyperlinked. You can select one of these relevant terms that lead to a list of search results for titles in your subject. For example, typing the word “iconology” in the basic subject search results in a list of related accepted terms from which to choose to further your search:

Archbishop Iakovos Library  
Your Electronic Library on the Web

user ID:   
PIN:   
[Login to iLink](#)

Library Info  
Library Hours  
Staff  
Policies & Procedures

Search/Home Knowledge Portal My Account

Go Back Help New Search Previous Next Logout

Catalog Browse Results: subject "iconology"

[Continue search in Google](#)

Item not found--perhaps the following list will help

ICONOGRAPHY CHURCHES ILLINOIS	1
ICONOSTASES	2
ICONOSTASES BULGARIA ARBANASI	1
ICONOSTASES CONGRESSES	2
ICONOSTASES GREECE ATHOS	1
ICONOSTASES GREECE DODEKANESOS	1
ICONOSTASES GREECE PATMOS ISLAND	1
ICONOSTASES ORTHODOX EASTERN CHURCH	2
ICONOSTASES RUSSIA CONGRESSES	1
ICONS	38
ICONS BULGARIAN	2
ICONS BULGARIAN BULGARIA ARBANASI	1

see related headings for:  
ICONOSTASIS

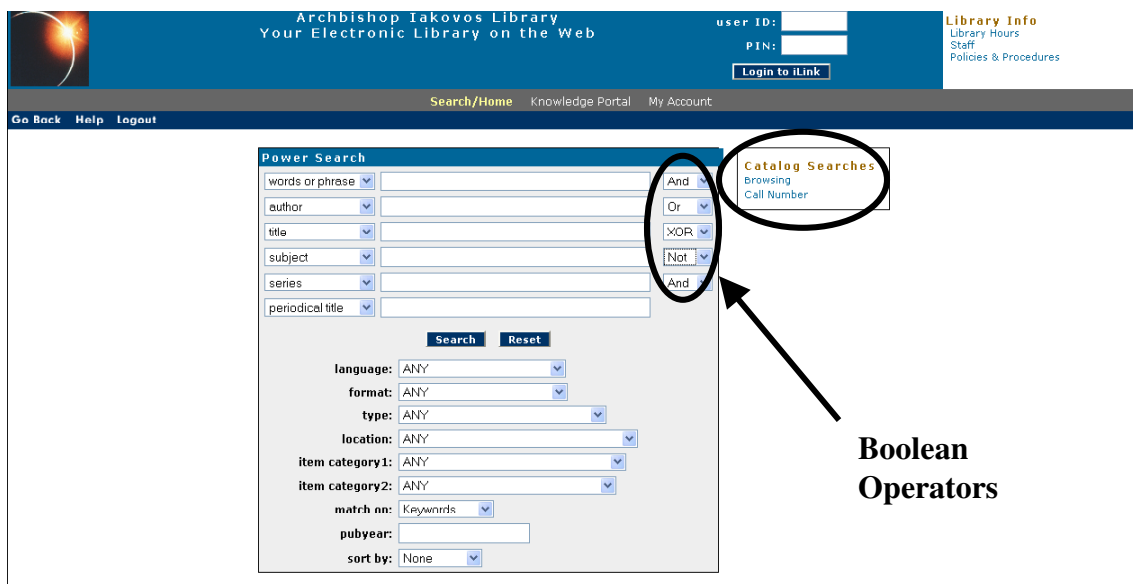
Powered by: Archbishop Iakovos Library  
Online Scholar's Portal  
Powered by: Sirsi Corporation, Copyright © 2000 - 2005

TOP

By clicking the **Power Search** link below the basic search box, this enables you to create a power or advance search:



## Power (Advance Search):



Use the **Boolean** operators **And**, **Or**, **XOR** (i.e. either or), and **NOT** when searching more than one different field (i.e. Author and Subject) or more than one identical field (word or phrase and word or phrase) to limit, expand or refine your searches. A **power search enables you to create a more complex and refined search by searching simultaneously in different fields of records** (i.e., searching simultaneously for “Cormack, Robin” in the author field **AND** “Byzantine” in the subject field will result in all records that include both Robin Cormack as an author and any subject described as Byzantine). The Boolean operators are explained as follows:

**AND:** to narrow results to only those records that contain both terms (i.e. Byzantine and Church)

**OR:** to expand search using similar terms (i.e. Byzantium or Constantinople or Istanbul)

**XOR:** to search for mutually exclusive terms (i.e. either Constantinople or Istanbul)

**NOT:** to limit a broader search (i.e. Constantinople but not Istanbul)

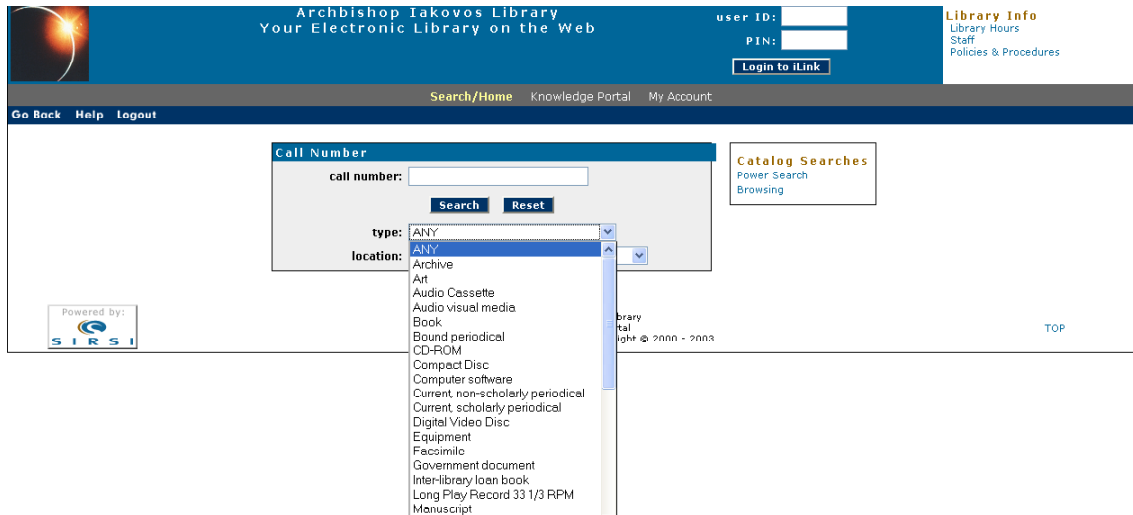
**It is important to realize that you can use the Boolean operators in the basic search mode as well.**

In the Power Search mode, be aware of additional options for browsing the catalog or search or browse by a *known* call number of an item:



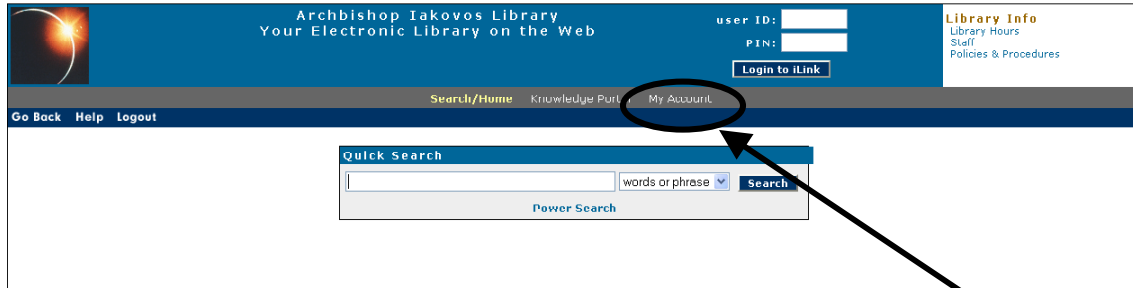
After selecting the **Browse** option, you can type in any term or phrase and browse by that term alphabetically through the collection's holdings by either author, title, subject series or periodical title.

When using **Call Number** browsing, type in an item's call number (with an option for selecting the type of item or format and location within the library) to learn what other items are near this item and share similar subject matter:

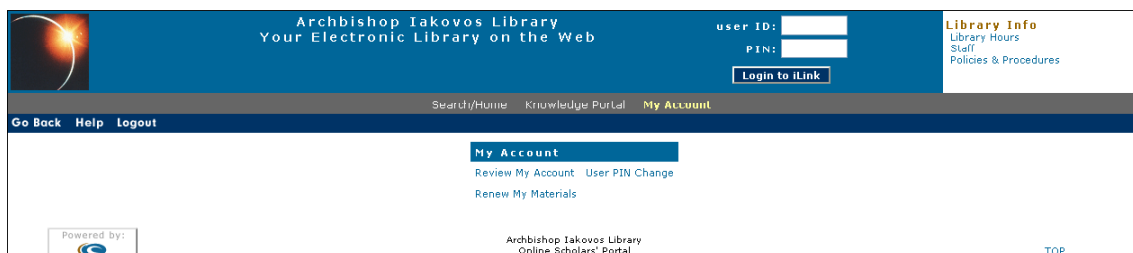


### **Your Library Account:**

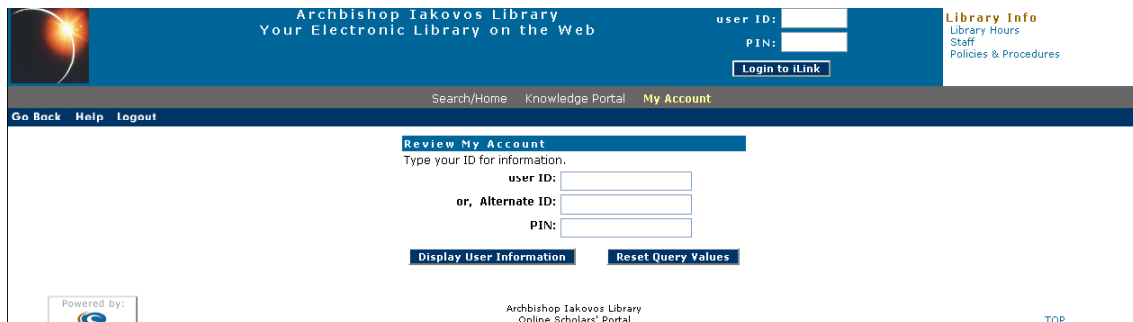
You can view and update information concerning your personal library account. Select the **My Account** link found in the menu bar on the search pages:



This will open the page where online you can either review your account (the materials you have checked out); renew your checked out materials online without having to come to the library; change your PIN; or change your mailing address:



To carry out these activities you will first be prompted to supply your ID and PIN as shown in the screen below:



For more information on loan periods and renewal limits, see the Circulation Policies listed on the Library's home page:

[http://www.hchc.edu/holycross/campus\\_life/library/circulation\\_policies.html](http://www.hchc.edu/holycross/campus_life/library/circulation_policies.html)

For further information or assistance, contact one of the Library staff members. Names and contact information are found on the Library's staff page:

[http://www.hchc.edu/holycross/campus\\_life/library/staff.html](http://www.hchc.edu/holycross/campus_life/library/staff.html)