



# Library Guides #1

## The Library Catalogue

The new library catalogue, Liberty, is web-based. You can access it from home or in the library in exactly the same way. It has some powerful new features which will help you research better and use the library more effectively. This guide shows you how to search for resources and log in to renew or reserve books.

## Opening the catalogue

1. The library catalogue should open automatically on the public computers in the library. Otherwise, start by opening the web browser (Liberty works better in Internet Explorer, but Mozilla Firefox, Safari or Chrome should still work).
2. Go to [www.vose.wa.edu.au](http://www.vose.wa.edu.au) and under the 'Library' tab, choose 'Library information and catalogue'.
3. You will now see the library homepage. Look out for library updates in the 'Library News'. You might also want to check out the list of new books in the library—you just need to click on the link for 'New Resources in the Library'. This will replace the manual lists we use to publish each month.

**VOSE** Library Catalogue

Welcome User, OPAC, you are here: [Overview](#) > [Library Home](#) > [List](#)

**Liberty**

**Searching the Catalogue**

To search the catalogue, click on the **OPAC** link to the left or click [here](#).

You don't need to log in to use the catalogue; logging in just lets you do more things like reserve and renew books, create alerts and save searches. To log in, ask library staff for a password. Your username is the barcode on your library card.

**About the Library**

**Opening Hours**

Monday: 8:00am – 5:00pm  
Tuesday - Thursday: 8:00am – 7:00pm (during semester)  
Friday: 8:00am – 5:00pm

The Library is closed on weekends and public holidays.

**Library News**

Welcome to the new, improved library catalogue! In the coming weeks we'll be letting you know about the great new features. For the moment, please start exploring.

**Library Info**

Vose Library is an incredible theological and ministry resource for all Christians in Perth, not just for students and staff. We hold 38,000 books, 210 journal titles and 1,000 cassettes. We also have the ATLA periodicals database and BibleWorks, with many journal articles available in full text.

**Online Databases**

To login to the databases in the library or at home follow these steps:

1. Contact the library for your user ID and password
2. Click the link below
3. The Choose Databases window will open; select **ATLA Religion Database** and the **Religion and Philosophy Collection**.

[Click here for Electronic Database Access](#)

**New Book List**

Click the link below to see all new items added to the library in the last 31 days.

[New Resources in the Library](#)

**Feature Resource**

**Women and the Reformation**

by Kirsi Stjerna

*Women and the Reformation* gathers historical materials and personal accounts to provide a comprehensive and accessible look at the status and contributions of women as leaders in the 16th century Protestant world.

[Find this book in the Library](#)

# Searching the catalogue

1. **OPAC** - you don't have to log in to search the books. Just click on the 'OPAC' button. ('OPAC' is a quaint piece of



libraryese, an acronym standing for 'Online Public Access Catalogue' – that is, library catalogue.)

2. The **search screen** looks like this:

If you just want to do a keyword search across every field, type your search query in the 'Any words'.

You can also search multiple fields at once. If, for example, you want to know any books by Alister McGrath with theology in the title, you can enter 'theology' in the title field and 'McGrath' in the author field. You could also add a date range of 1990 to 1999 to make the search even more precise.

3. The **limiters** on the right side of the screen are very helpful. You can search a particular collection – say the DVD collection or if you want easier-to-read books, the Popular Collection. If you're in a hurry, you can limit to 'Available books only'; this excludes books on loan, in process or missing.

4. '**Show full resources**' means your results will show all the subject headings, details of publication and contents. Unticking this box will mean you get just the basic information. (This extra information is helpful in trying to work out if the particular book is the right one for you—who published it and when? What's the book about?)

4. **Results** - once you've entered a search, you need to work with your results. In the example below, an 'Any words' search for 'King David' returned 47 results. You can now choose how to sort them. 'Relevance' is a good one to choose as, like Google, it will try to work out which result is most relevant to your query, looking for how often and where the phrase is mentioned. You can also sort by date published, title, or classification (call number).

The screenshot shows a library OPAC search results page. At the top, there is a search bar with 'Relevance' selected and a 'Sort' button. Below the search bar are buttons for 'Print/Save', 'Shortcut', 'Export', and 'Save Search'. The results are displayed in a list format. The first result is 'The biblical saga of King David' by John Van Seters (2009). The second result is 'David in love and war: the pursuit of power in 2 Samuel 10-12' by Randall C. Bailey (c1990). Red circles highlight the 'Relevance' dropdown menu, the 'Status' field (showing 'In Process'), and the 'Collection' field (showing 'Main Collection') for the second result.

5. The **holdings** tell you where to find the book – check which 'Collection' it's in. Most books are in the Main Collection but many books are in smaller collections— Closed Reserve, Popular, Leadership, Reference. If you get the wrong collection, you won't find the book.

6. Make sure you also check the '**status**' of the book:

- 'Available for loan' means that it should be on the shelf.
- 'In process' means we haven't finished cataloguing and covering the book. Ask one of the library staff if you can view it.
- 'On loan' books can be reserved. If you log in (see next section) you can do it yourself; otherwise ask the library staff.

6. The **blue hyperlinked terms** will take you to other results – for example, you can view all three books by 'VAN SETERS, John' in the first result above, or, more, helpfully, you can view all sixteen books with the subject heading 'David, (King of Israel)'.

7. **Endnote** – you can export records to Endnote by ticking the box at the side of the record and then choosing 'Export' at the top. It will save a file which you can import into Endnote. In using this, you should be aware that cataloguing rules are different to referencing rules – for example, titles are not capitalised.

8. '**Save search**' - if this is a search that you've carefully set up and want to repeat later on, you can click 'save search' and it will appear in your OPAC menu under 'saved searches'.

# Logging in—'My Stuff'

Logging in to the catalogue allows you to do lots of extra things. Here's a brief guide to some of them.

1. Your username is the barcode on your library card. You need to ask library staff to create a password; we'll set the default at 'password' which you can then change.



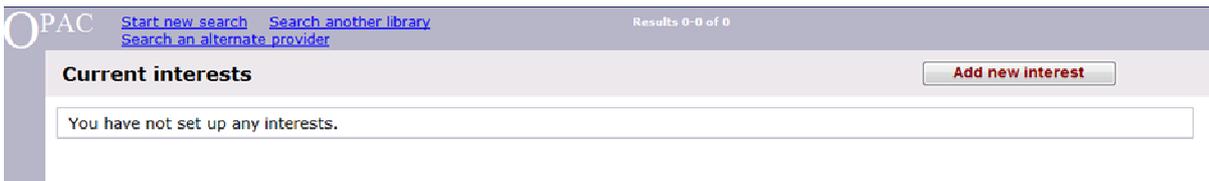
A screenshot of a login form with a dark blue background. It contains the following elements: a 'Login' header, a 'Username:' label with an input field, a 'Password:' label with an input field, a right-pointing arrow icon, and a 'Forgotten your password?' link.

2. When you click on OPAC, you will get some new options—'My Stuff':



A screenshot of a vertical menu titled 'OPAC' with a magnifying glass icon. The menu items are: Search, New Items, Browse by Lists, About Me, My Current Loans, My Overdues, My Reserves, My Bookings, My Loan History, My Serials, My Interests, My Home Page, and Change Password.

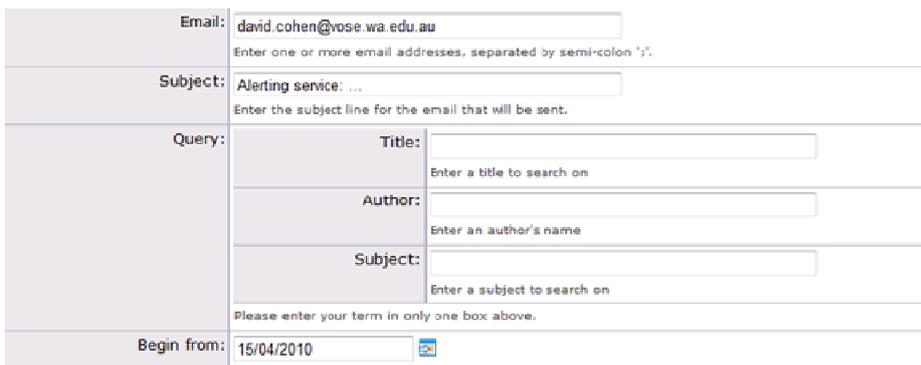
- **'My Current Loans'** shows you what you currently have out. This page allows you to renew your books.
- **'My Reserves'** allows you to view and cancel any reserves you've made.
- **'My Interests'** allows you to set up alerts for topics you're interested in. That way, if the library buys any new books on that topic, the system will send you an email. To add one, click on 'Add new interest'. You can then create an alert on certain titles, authors or subjects.



A screenshot of the 'Current interests' section of the OPAC interface. It features a header with 'OPAC' and navigation links: 'Start new search', 'Search another library', and 'Search an alternate provider'. On the right, it says 'Results 0-0 of 0'. Below the header is a red 'Add new interest' button. A text box below the button contains the message: 'You have not set up any interests.'

*Above: Initial screen; below: options once you click 'Add new interest'*

Your interests are run each day.  
You will be notified of any new resources that match.



A screenshot of the 'Add new interest' form. It includes the following fields: 'Email:' with the value 'david.cohen@yose.wa.edu.au' and a note 'Enter one or more email addresses, separated by semi-colon ';', 'Subject:' with the value 'Alerting service: ...' and a note 'Enter the subject line for the email that will be sent.', 'Query:' which is a sub-form with 'Title:', 'Author:', and 'Subject:' fields, each with a note 'Enter a title to search on', 'Enter an author's name', and 'Enter a subject to search on' respectively, and a note 'Please enter your term in only one box above.', and 'Begin from:' with the value '15/04/2010' and a calendar icon.