Anatolia College -
American College of Thessaloniki

Library Catalog -
Help Guide
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Basic Searching

You can access and search within the new library catalog from any computer with internet access at the website http://opac.act.edu. Remote Access to the college’s server is NOT required.

To do a Simple Search, you enter a word or multiple words in the search box. The Simple Search is a keyword search; the system will retrieve results that include the search term(s) at any field in the record.

When you search with more than one word, all the terms will appear in each of the results. Suppose you want to find material about world politics. Your search will be as follows:

NOTE: 1. The order of the wording affects the order of the results. Consequently, the search world politics will retrieve the same number of results but in a different ranking.
2. The library catalog system does not accept the Phrase Search quotation marks (" ").
Basic Searching Enhanced

Apart from the option to search using regular keyword, the Basic Search also offers options for searching by Title, Author, Subject, etc. On selecting and searching in a field the system will search the term only in the selected field.

Selecting one of the fields helps you narrow down the search results.

Branch Selection

The Anatolia Libraries Catalog is a union one. If no branch is selected, results will appear for the items located in both of the libraries. In the Basic Search there is also the option to select either of the two branches, the Eleftheriades (school library) or the Bissell (academic library). Selecting either of the branches also narrows down the results of your search.
Advanced Searching

For a more complicated search you may select the Advanced Search Option.

The Advanced Search page offers many ways to limit the results of your search. You can limit them by using the drop down menus and a combination of the Boolean operators AND, OR, and NOT.

For example, if you are searching for the effects of genetically modified foods on the human body, the search could be formulated as in the picture below:

By this strategy, you have searched for the topic Genetically Modified Foods in the Subject Field only and for the topic Health, which may appear anywhere in the record. The search could have been performed in a more complicated way, as shown below:

NOTE: The more complicated the search, the higher the chances of returning zero results.
Additional Fields/Limits

The Advanced Search page also shows the multiple kinds of limits that can be applied to your search results.

For date ranges, you will type the year, a range, or a 'greater than (>)' or 'less than (<)' year. For example: 2000-2013. You could also use -2000 for everything published before 2000 or 2008- for everything published after 2008.

You may also limit your search to the Item Type. Below are shown all the different formats that the libraries possess.

Next to the Item Type section you may find the Collection and the Shelving Location tabs. Selecting from the given options will further narrow down your search results.

NOTE: Some Item Types, Collections, or Shelving Locations appear in only one of the two branches, (e.g. Vertical Files, Basement, and Παιδική Λογοτεχνία), can be found only in the Eleftheriades Library.
Other useful limiters that can be found on the Advanced Search page are the Language, the Location, and the Sorting features.

For the location you may select the results to display the holdings of either or both of the libraries. The default Sort by Relevance is very useful for general keyword and Subject searches. However, if you are searching by Title and you prefer the results in alphabetical order, you may select as shown below:

Search Results

Results Overview

The number of results found for your search will appear above the results.
Sorting Results

If not previously selected, the results will be sorted by default by **Relevance**. You can choose to sort by Author, by Title, by Call Number, by Dates, or by Popularity.

Item availability

You will see the availability of the items attached to the record and also the library that holds the copy/copies.

If the item is checked out it will also be indicated on the search results page.

**NOTE:** Even if you filter by location, all locations that contain the title will appear on the search results.
Filters

You may filter your results by selecting from the links that appear at the Refine Your Search menu on the left of your screen. The options include Authors, Topics (Subjects), Series, Libraries, etc.
Bibliographic Record

When you click on a title from the search results, you will see the bibliographic detail of the record.

Title Information

The title appears at the top of the record, in bold.

Author Information

The author information is presented below the title.
**Item Description**
The description of the record provides all the necessary data with regard to the publication date and place, the ISBN (International Standard Book Number), the physical details.

**Subject Heading Information**
The Subject Headings are important part of the record because they present the main topics covered in the item. The Subject(s) are links. When clicking on one, the results show all the records that include that subject within the library catalog.

**NOTE:** A Subject heading might reflect a particular aspect of a subject, e.g. **Abortion – Case Studies**. This subject heading comprises of two parts/links. By clicking the **Abortion** section a broad search will be performed. If you are only interested in resources that deal with **Case Studies** of ** Abortions**, you should click on the **Case Studies** link.
Holdings Information

The Holdings data comprises the **Item Type** (e.g. book, cd-rom, dvd-rom, etc.); the **Location** (i.e. the library where the book can be found, as well as the specific area within the library); the **Collection** (e.g. New Books, Fiction, Non Fiction, etc.); the **Call Number** (where exactly the book is shelved); its **Status** (Checked In or Out); and the **Due Date** (when the book should be returned).

Title Notes

Various Notes, such as the **Table of Contents**, are presented at the **Title Notes** tab, next to the **Holdings**.
User Actions

To the right of the bibliographic record you can find links to Place a Hold, Print the record, or Add it to your Cart¹.

Holds are helpful when an item is Checked out and you would like to be the first one to borrow it when it has been returned.

You may also search for the title in other resources, including WorldCat, the World Catalog, Google Books, and Bookfinder.

Navigation

When you are within a record, you are also able to navigate to the Previous or the Next records, or go Back to the Results page, by clicking one of the options on the right side of the screen.

¹ For information on how to use the Lists and Cart features, please check the next section on the following page.
Lists & Cart

The library catalog system provides two ways to keep track of your searches and wish list for resources: carts and lists.

Cart

A cart is a temporary holding place for records you are interested in during a search session. In order to add items to your cart, you can do it either from the results list or the page for an individual record, as shown in the previous section. At the results, you can either click at the Add to your cart option (1) from the bottom of each item, or select the item by clicking on the check box (2), and then click at the Add to: Cart at the top of the results (3).

You may see the total number of items added to your cart from the button next to the search bar.

By clicking that button a pop-up window opens with all the details of the selected items. Available options are: Send via email, Download the list, Print, Empty the cart and close the window.

NOTE: Once you log out or close the browser, you lose the items in your cart.
Lists

If you want a more permanent location for saving items, use the List feature. You need to be logged in to your personal account. For creating or adding to a list you follow the steps for adding items to the Cart, and you click the Add to a list after having selected the desired items.

At the new window, you can either select from an existing list or type the title of a new list. You can specify if you want the list to be public or private.

You can view all public and your own private lists from the button at the search bar section.

NOTE: Your personal lists are visible only when you are logged in.
Course Reserves can be found at the Public Lists with the code number CR followed by the course. Only current library-held materials will be displayed, not instructor’s copies.
You can manage your own private lists by visiting the My lists section of your account (see also p. 20).
**My Account**

You can log in and access your personal information from any computer, on or off campus.

**My Summary**

Once logged in, you can see your account summary; how many items are borrowed; when they are due (overdue items are highlighted in pink). If you want to see only the overdue items, you may click at the **Overdue** tab next to the **Checked Out** tab.

![My Summary Image]

**My Fines**

**Current Fines**

If a **Fines** tab appears next to the **Checked out** tab in **My Summary**, the amount presented is the current fine, which you owe to the library.

![My Fines Image]

**NOTE:** If the Overdue tab appears as well, it means that you have overdue item(s) on loan and the fine will continue to increase until you return the item(s) back to the library.

Please check each library’s **Borrowing Policy**, because fine ratings differ according to the patron category.
Fines History

You can check the history of your Fines at My Fines tab.

My Personal Details

You can view your account’s data from My Personal Details tab.

NOTE: To make changes to your records please contact the library.
My Search History

You can access your search history via the My Search History tab. Clicking on any of the search phrases will re-run the same search. You may delete your search history at any time by clicking on the Delete your search history link.

My Reading History

The My Reading History tab reveals your entire check out history. It could be useful especially when looking for details of item(s) you may wish to borrow again.
My purchase suggestions

If you would like to suggest a title for adding to the library collection, click the My Purchase Suggestions tab. Fill out the details and click Submit. The library staff will review the title and decide upon its purchase.

NOTE: Please add at the Notes section any additional information to be taken into account.

My Lists

From this tab you can manage your lists. You may create both private and public lists. Editing includes renaming, as well as addition or deletion of items. You may also delete the entire list.

NOTE: Please also check p. 14 for the creation procedure.