

## Online Catalog Instructions

### Simple Catalog Search

- 1) Use any St. Luke's networked computer and go to the *Inside St. Luke's* intranet page.
- 2) Click on the **Clinical Resources** link located on the left hand side of the page, then choose the **Maurice M. Burkholder Health Sciences Library** link.
- 3) Go to the **Catalog** link located on the left hand side of the Library page and click on it.
- 4) You will now be able to search for textbooks, videos and journal materials in the St. Luke's collection using the *Search Tips* located at the bottom of the page.
- 5) Once you have entered your search and selected items using the check boxes at the left of the page(s), scroll down to the bottom of the page and you will be given the option of selecting *Request* (check out), *Reserve* (hold your request until a checked out item is returned), *E-mail* (send the list to your e-mail box), or *Print* (print a bibliography of those items you have selected). In a Simple Search, you can print or e-mail without logging in to the system. In order to Request or Reserve items, please see the instructions for Login below.

### Advanced Functions (these features are available to staff physicians and employees only)

- 1) **Login** (required to request, reserve or access My Stuff sections of the catalog)  
To log in to the Library Catalog for the first time, click the login link located in the tool bar at the top middle of the screen. Your Login Name is your employee ID number with leading zeros to equal seven digits (example: 0010754) or your physician ID without any leading zeros (example: 2650).
  - The first time you log in, there is no password set, so simply enter your Login Name and leave the Password box blank.
  - Click the Login button.
  - At the next screen you will need to set your Password. Leave the Original Password box blank, enter and confirm your new Password in the next two boxes.
  - **Note:** If you would like to use the e-mail notification features of the catalog, Library Staff will need to enter your e-mail address into the system. Please send a message to [library@slrmc.org](mailto:library@slrmc.org) or call 381-2275 to have your address added to your profile. This can be a St. Luke's Groupwise address or your personal e-mail address, whatever you prefer.
- 2) **Request** (an e-mail to Library Staff requesting check out of an item to be picked up in the library or sent via courier or interdepartmental mail. You must be logged in for all information to transfer to your request)
  - Place a check mark in the box to the left of the item you wish to borrow.

- Scroll to the bottom of the page and click the Request button.
  - Confirm the e-mail message and add any special instructions for handling (i.e. will pick up in library, place in box in physician's lounge, etc.)
  - Click the Send button and your request will be sent to the Library for processing.
- Reserve** (add to waiting list for an item already checked out by another patron)
- Place a check mark in the box to the left of the item you wish to reserve.
  - Scroll to the bottom of the page and click the Reserve button .
  - Click the Reserve button a second time and the item will be reserved in your name.
  - Click the Back to List button if you wish to return to your search.
- 3) **Journal List** (how to find the list of journals held in the Library and elsewhere)
- Click “Quick Clicks” at the top right of the blue navigation bar.
  - Click “Serials Lists” on the left.
  - Click a letter of the alphabet to find specific journal titles.
- The Catalog includes a number of different types of journal subscriptions. Some are available in print only, some have limited online content, and about 30% have full text online access. Some of the titles listed actually belong to specific departments or waiting rooms, and their print copies are unavailable to library users. How can you tell the difference? It is easy!
- **Print holdings located in the library:** There will be a section of each catalog record labeled ”MainHoldings”. The number of years of a journal on the Library shelves is noted in this section (example: “Library holds most recent 10 years”). Many of these records will also include a picture of the journal cover located to the right of the catalog record to make it easier to find on the shelves.
  - **Online content:** Any title that includes partial or complete online access will have a red link called “Online Content” in its record. Click that red link to discover what you can access. Often it might be just a table of contents, but sometimes you will be able to get the full text of the articles right on your computer. Online content is a work in progress. If you have questions or concerns, please contact Amy Claybaugh in the Health Sciences Library by e-mail ([claybaau@slrmc.org](mailto:claybaau@slrmc.org) ) or by phone (381-2275).
  - **Department/Waiting Room Subscriptions:** The section of the catalog record labeled “Classification” will read as either “Unavailable” or “Waiting Room”. Access to print copies of these titles are unavailable to Library users, but sometimes there is an “Online Content” link which can lead you to more information.
- 4) **My Stuff** (personal profile for managing your preferences)
- **Renew** (requesting an extension of the loan period)
    - a) Click the My Stuff link in the center/top tool bar on the screen.
    - b) Click the Current Loans link on the left hand side of the screen.
    - c) Place a check mark in the box to the right of the item(s) you wish to renew.
    - d) Click the Renew Selected Items button.
    - e) Be sure to check for your new due date on the right hand side of the screen. You are limited to one renewal before materials must be returned.

- **My Serials** (to request a faxed copy of the Table of Contents (TOC's) for any journal held in print format by the Library or to request e-mail notification that a new journal issue has been received in the Library)

**Faxed TOC's**

- a) Login to the Catalog .
- b) Search for the title of the journal for which you would like to receive TOC's.
- c) In the catalog record for that journal, click on the red "Add to my
- d) Journals" link in the Options section.
- e) On the next screen, check the "Contents list" box.
- f) E-mail the fax number where you would like the TOC's faxed to [library@slrmc.org](mailto:library@slrmc.org) or phone the Library Staff at 381-2275.

**E-mailed Journal Alerts**

- a) Follow instructions a)-c) in the above Faxed TOC's section.
- b) On the next screen check the "E-mail Arrival notification" box.
- c) If you haven't done so already, please send your e-mail address to Library Staff at [library@slrmc.org](mailto:library@slrmc.org) or phone 381-2275.

Note: If you prefer to receive an e-mail containing the actual TOC of a journal, please consult the separate "My EJS" Help Sheet

**Managing Your Serial Alerts** (deleting or switching between fax and e-mail)

- a) Login to the Catalog.
- b) Click the "My Stuff" link on the top navigation bar.
- c) Click the "My Serials" link on the left navigation bar.
- d) Make your changes by checking or un-checking the appropriate boxes and then click on the "Save Changes" button on the bottom right of the screen.

- **My Alerts** ( this type of alert will send you an e-mail anytime a new item is added to the Library collection based on your area of interest)

- a) Login to the Catalog.
- b) Click the "My Stuff" link on the top navigation bar.
- c) Click the "My Alerts" link on the top navigation bar.
- d) Click the "Add New Alert" link at the bottom left corner. Using the "Wizard" is not recommended.
- e) On the next page:
  - 1) Verify the e-mail address you want the alert sent to.
  - 2) Add a Subject—this will be the Subject line of the e-mail sent to your inbox.
  - 3) Insert your Search (subject) terms. For additional instructions, please consult the "Help" section.
  - 4) Set the date you would like to begin the alerts.
  - 5) Click the "Add" button.

For any questions regarding the Online Catalog, please contact the Library Staff at [library@slrmc.org](mailto:library@slrmc.org) or 381-2275.