



Salina LIBRARY

Prepare for LIFE

# Searching for Library Materials: using the PAC

## The PAC:

- PAC stands for Public Access Catalog.
- The PAC is an online library card catalog which contains information about all of the materials owned by libraries within the Onondaga County Public Library System.
- The PAC can be accessed through the Salina Library Web site ([www.salinalibrary.org](http://www.salinalibrary.org)) using the Quick Catalog Search box at the top.

## Searching:

- Three basic search types are available:
  - Title
  - Author
  - Keyword
- The title search allows the patron to browse the collection by title. The search produces an alphabetical list of titles, starting with the title entered in the search box.
- The author search allows the patron to browse the collection by author. The author's name must be entered into the search box directory style (i.e., last name, first name). The search produces an alphabetical list of authors, starting with the author entered in the search box.
- The keyword search allows the patron to search the collection using keywords.
  - Combining keywords in the title with the last name of the author is often very effective.
  - A keyword search directly produces a list of library items, rather than an alphabetical list to browse.

## Results Screen:

- On the results screen, in the grey bar above the first result are two important pieces of information:
  - the number of results
  - a navigation tool to move between pages of results
- Within each result are several pieces of information about the item.
  - On the main results page a picture of the cover, the title, the author (if applicable), and a graphic indicating the item's format are clearly visible.
  - Green buttons along the right-hand side allow the patron to accomplish the following actions:
    - View the Full Display. This display includes a summary of the item and more detailed information, such as the major actors in a movie or the illustrator of a children's book.
    - Locate the item within the library system using the Find It! button.
    - Place a hold on the item.

### **Results Screen: (continued)**

- The results can be sorted.
  - By default, results are sorted by relevance.
  - Other sorting options available in the drop-down menu include title, author, and publication date.
- The results can also be narrowed.
  - Use the Limit By drop-down menu to limit results by format (i.e., book, DVD, Music, etc.).
  - Click on “More Search Options” to limit results by library. After setting the search options in this way, click on “Reset” in the yellow box to remove this limit.

### **Getting the Item:**

- Click on the Find It! button to locate the item.
  - The pop-up box that appears contains the following information about each item:
    - owning library
    - status (in, being held, out, in processing, on-order, transit, transit hold)
    - call number
    - shelf location
  - Write down the call number, shelf location, title, and author (as applicable) before looking for the item on the shelf.
- Holds can be placed using the Place Hold button.
  - Log in using the library card barcode and PIN.
  - Choose a pickup library from the drop-down menu.
  - Choose an activation date if the item is not wanted immediately.
  - Submit the request.
    - If other patrons also have holds on the item, a warning will display.
    - If this happens, click on Continue to place the hold.
  - Log out when finished.

### **Tips:**

- Use keywords combining author and title.
- Try alternate spellings and synonyms.
- Limit by material type.
- Limit by library.
- Don't be afraid to ask for help!