

Library Internet Site Manual

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Main Screen- Search in library Catalog

The main menu allows the user to enter parameters for **searching** the library catalog.

The screenshot shows a search form with the following elements and callouts:

- 1** Type Text: Input field containing "jerusalem".
- 2** Search in Title: Radio button selected for "Partial Text".
- 3** Partial Text: Radio button selected.
- 4** Full Text: Radio button unselected.
- 5** Src in Description: Checkbox unselected.
- 6** Related Names: Checkbox unselected.
- 7** Item type: Dropdown menu showing "Study Books".
- 8** Language: Dropdown menu showing "English".
- 9** Author: Input field containing "Narkiss, Uzi".
- 10** Publisher: Input field containing "Masada".
- 11** KeyWords: Input field containing "Jerusalem".
- 12** Sorting No: Empty input field.
- 13** Search: Button.
- 14** Reset: Button.

- 1** **Type Text**, and choose the correct option for searching.
- 2** **Search title**: find the item using 4 options:
- 3** **Partial text**: searching for items with some of the words in the title
- 4** **Full text**: searching for the exact string that was typed.
- 5** **Search in Description**: searching for the typed text in item description.
- 6** **Related names**: searching in related names field.

- 7** **Item type**: choose from a table the Item Type, to refine search.
- 8** **Language**: choose from a table the Item Language, to refine search.
- 9** **Author**: Enter the Author's name: type Last name, comma, and first name to get the most accurate results. You can also type just part of the name, last name or first name, and get a wider range of results.
- 10** **Publisher**: Enter the name of a publisher.
- 11** **Keywords**: Enter keywords related to the item required.
- 12** **Sorting No.:** Enter the Sorting number of the item, if known, to get only the item required.
- 13** **Search**: After entering the search terms press the **Search** button to see the list of items matching your search query.
- 14** **Reset**: Press the Reset button to start a new search.

After entering your search terms, press the Search button, to see results in the following table:

Records found

This screen enables viewing the results of the search query performed in the previous screen:

Items Found: 7

[View All](#) [New Search](#)

Details	Title	Author	Years	Shelf No.	Marc	Request
2021	Between Washington and Jerusalem : a reporter's notebook		1985	327.73 BLI	2021	
5311	From Beirut to Jerusalem		1989	956 FRI	5311	
5407	U.S. policy on Jerusalem		1987	946.94 FEI	5407	
5447	Jerusalem : rebirth of a city		1985	956.944 GIL	5447	
16756	To Jerusalem and back : a personal account		1976	915.694 BEL	16756	
18150	To rule Jerusalem		2000	956.94 FRI	18150	
18449	Jerusalem : a city and its future		2002	956.94 JER	18449	

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The list is presented in alphabetical order of the titles.

You can perform the following actions on this screen:

1. **Sorting:** you can sort the data by clicking the desired heading: clicking the heading: "Sys. No." will rearrange the list from the lower sorting number to the higher one. Clicking the heading "Author" will sort the list by author alphabetically, etc...
2. **Sys. No.:** clicking the item's system number will give the details of the required item. For details see: "Item's Details."
3. **Author:** Clicking the author's name will open a new screen displaying all titles written by the chosen author. For details see "List of Items per Author."
4. **Dewey:** clicking the Dewey number of an item will display all the items with the same Dewey number.
5. **Marc:** to view an item in Marc format, click the sys. No. under the marc title. For details, see: "Marc Format."
6. **Request:** to add an item to your list, click the  , and the item will be added. After completing the list of items, click on the "send" button to add these items to your "Ordered books" list. For details see: "ordered books."

Record Details

To view details for a specific item, click on the system number of an item from the search results list (under the title: "details"):

The following screen will open:

Title: THE CITADEL

Sys NO. 415
Publisher
Author CRONIN, A. J. :
Description This book describes the Citadel, or as better known Jerusalem, the city with one of the famous towers in the world, the Citadel of David. Includes varying periods of the citadel, maps- ancient and new.
Year 1965
Series
Pages 368
Item type Book
Shelf No. CRO
Key Words [Jerusalem](#) [City of David](#) [Israel](#)
Sorting No
Links [ynet article](#) [The Jerusalem Website](#)
Copies available 0

Copy No.	Location	Days	Place
1	English- Adults	30	
2	English- Adults	30	

This displays some of the details of an item, as well as copies available in the library [at this particular time](#), and location in the library.

Reserving books

Users can reserve books and have them waiting for them at the counter for a period of time. To reserve books complete your search query, and press the  in the "request" column:

Details	Title	Author	Years	Shelf No.	Marc	Request
2021	Between Washington and Jerusalem : a reporter's notebook		1985	327.73 BLI	2021	
5311	From Beirut to Jerusalem		1989	956 FRI	5311	
5407	U.S. policy on Jerusalem		1987	946.94 FEI	5407	

The following application will open:

Reader No.

Id No.

Delete No.	Title
415	THE CITADEL

Enter you reader's name and ID, and press "send." The items on the list will be added to your ordered items list, and a notification will be sent to you as soon as the book is available.

Reader's Details

1 אדם זאבי-פדרמן ID: 123456789

2 Debts 0 3 [Details](#)

[Past loans](#) 5 [Books on loan](#) 4 6

Sys. NO.	Copy	Title	Loaned on	Returned on	Details	Renew
17693	2	רחוקי משפחה	2/2/2004 12:00:00 AM	4/2/2004 12:00:00 AM	±	±

7 [Books Ordered](#) 8

Sys. NO.	Title	Ordered on	Details	Delete
6	[שני בנים למוות, מאת] יעל דיין. [תורגם מאנגלית בידי א.ד. שפיר]	6/29/2004 5:02:00 PM	±	-
415	THE CITADEL	6/30/2004 11:18:00 AM	±	-

- 1 Displays of user's name and ID
- 2 Displays current debts
- 3 Displays current debts and reader's payments
- 4 List of currently loaned books
- 5 Past loans
- 6 Renewal- to extend loaning to a certain item, press the + button under the renew column. Item will automatically postpone the due date.
- 7 List of reserved books by reader
- 8 Remove item from Order list

Debts and Payments

To view a reader's debts and payments press the button: [Details](#) from the reader's card. The following screen will open:

Debts					
367	Original Debts				
367	Paid				
0	Total				

Subs's Debts					
From	Up to	Discount	Items	Toatl	Accumulated
10/15/2003 12:00:00 AM	10/14/2004 12:00:00 AM		1	31	62
1 2					

Fines					
Charging	Book	Copy	Lateness	Total	Accumulated
7/14/2004 12:00:00 AM	נשף חברים	1	306	305	305
1					

The Payments					
Charging	Payment in	Details	Receipt	Total	Accumulated
7/14/2004 12:00:00 AM	המחאה		1	305	367
1 2 3					

Here are displayed the following details:

Debts

- ❖ Original debts
- ❖ How much was paid by the reader
- ❖ Total left to be paid

Subscription details

From- Up to- period of subscription: starting date and ending date.

Discount- discounts given to the reader.

Items- items per subscription.

Total- display of price of 1 subscription.

Accumulated- display of total price for all subscriptions (in the example above, the reader has two subscriptions for which he paid as accumulated sum of: 62 NIS).

Fines

A reader that has returned an item overdue and paid a fine, the details of will be displayed here:

Date of charging- presents when the fine was issued.

Book- the item that was returned overdue.

Lateness- display of days late in returning.

Total- sum of current fine

Accumulated- accumulated sum of multiple fines.

Payments

Here are displayed the details of payments:

Charging- when the payment was done.

Payment in: check, cash or credit card.

Receipt number issued by the library.

Total- displays the total of the current payment in view. In the example above, the reader has paid three different payments.

Accumulated: display of the accumulated payments of the reader.

Previous loans

Pressing the button Past loans from the main reader's screen will display a list of the previous loans:

History of loans					
Sys No.	Copy	Book	Loaned on	Returned on	Details
1	1	חמורו של משיח	11/28/1999 12:00:00 AM	12/28/1999 12:00:00 AM	±
57	1	חבורת כח-המח (5) וטבעת המזל	11/9/2003 12:00:00 AM	12/9/2003 12:00:00 AM	±
176	1	בגרות בגיאוגרפיה	4/25/1999 12:00:00 AM	4/26/1999 12:00:00 AM	±
277	2	רוח הרפאים הנבחנית - צמרמורת 19	5/10/1999 12:00:00 AM	6/9/1999 12:00:00 AM	±
420	1	נשף חברים	7/14/2003 12:00:00 AM	9/12/2003 12:00:00 AM	±
817	2	עין ערך: 'אהבה' : רומאן	7/2/2001 12:00:00 AM	8/1/2001 12:00:00 AM	±
1 2 3 4 5 6 7 8 9 10 ...					

Library Details

In the toolbar, pressing the library → Details tab will open a screen displaying the following details:

Opening Hours		
Sunday - Thursday: 10 a.m.- 4 p.m.	Name	American Center
Friday: 9 a.m.-12 noon	Address	19 Keren Hayesod Street
Contact Us	City	Jerusalem
Location: 19 Keren Hayesod Street Jerusalem	Zipcode	91008
	Tel	02-6255755 ext. 330
Mail: P.O.Box 920 Jerusalem, 91008	Tel2	
Phone: 02-625-5755 ext 330 or 331 Fax: 02-624-2560	Fax	02-6242560
	Librarians	
E-mail: ACJerusalem@state.gov	EMAIL	ACJerusalem@state.gov

Links

Under the links tabs can be found diverse internet addresses.

Links
Information Resource Center
U.S. Embassy ISREAL