

- Collection. The collection in which the items are included.
- Location. Item's classification number, which shows its position in the library.
- Item status. Whether it can be checked out and for how long.
- Due Date. The date the item is due to be returned in case it is currently checked out.

**When something goes wrong**

When a search does not find any matching documents, a message appears at the navigation menu. In this case:

- Check your spelling.
- Make sure you have entered search terms in the appropriate fields.
- Make sure you are using the appropriate database.

However, if you do not get any results, this would mean that the library does not hold the material you are looking for.

You can get on-line help at any time by clicking "Help" at the navigation menu.

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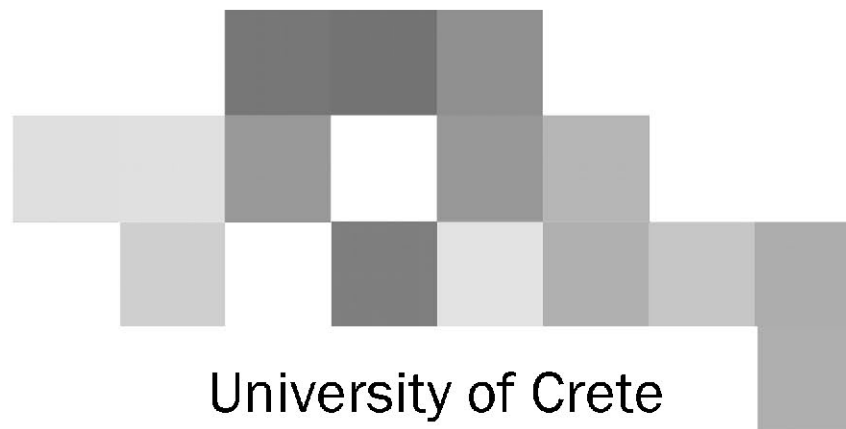
- University of Crete Library home page ([www.lib.uoc.gr](http://www.lib.uoc.gr))
- Its web address: <http://minos.lib.uoc.gr/F/>

**Central Library Rethymnon**  
**Reference and Information Services**  
 Tel.: 2831 077844, 77817  
 e-mail : libr@lib.uoc.gr



# On-line Library Catalog

## WebPAC



# University of Crete

## Library and Information Center



## Introduction to WebPAC

Through WebPAC you can obtain the following information:

- Which documents (books, periodicals, audiovisual material etc.) are included in the library collections and the library holdings (number of items).
- The library branch that holds each item.
- The collection in which the items are included (main, reference, limited-access, course reserves, circulation desk).
- The items' location within the library, which is indicated by their call number.
- The items' availability:
- If they can be loaned and for how long
- If they are currently within the library
- If, for some reason, they are not currently available.

## Navigation

You can navigate the WebPAC by using the buttons on your Web browser as well as the navigation buttons on the WebPAC screen.

A screen is made up of two frames. The top frame shows the menu bar. This frame appears on every screen and offers the key functions and user options for the system. The large lower frame displays various search options along with screens that display results.

## Search

There are four ways to perform a search: browse, basic search, advanced search and multi-base search.

Regardless of the way you choose to search, certain rules apply:

- You can use either uppercase or lowercase.
- You do not need to use punctuation marks.
- You can use the search hints at the bottom of each search screen to narrow the results.
- You may truncate search terms by using wildcard characters. For example the characters \* and ? can be placed at the left, right or middle of a portion of a word to supplement it

Before beginning a search make sure you have selected:

- The appropriate keyboard characters (Greek-English)
- The appropriate database (main catalog is set as default, but you may want to select another database by clicking "Databases" from the navigation menu).
- The search mode you prefer.
- The appropriate index (when browsing).

**Browse:** Browsing allows you to search the catalog in alphabetical or numerical order, like a dictionary. Your search, if successful, will result in an alphabetical/numerical list. You can then browse forward or backwards through that particular list or index. Select an entry from the list to view relevant bibliographic records.

Bear in mind:

- You cannot use wildcards when browsing.
- When browsing by author, enter last name first.

- When browsing by title, do not enter articles at the beginning of each title.
- Subjects are based on *Library of Congress Subject Headings*. Thus, if you do not know the authorised terms, use Basic Search instead.

**Basic Search:** In this screen, you can choose one or more fields to be searched such as Author, Subject, Publication Year etc. The more fields you choose to search, the fewer results you will get. If you search "All Fields", you will get results that include the search words in any field.

You can use the Boolean operators AND, OR, and NOT in the search string. AND is used by default to combine search terms. NOT can be used to exclude terms. By using OR you will get results that include any of the terms you have entered. To retrieve search terms that are next to each other, choose "Yes" for "Words adjacent" or enter a phrase in quotation marks (" ").

**Advanced Search:** Advanced Search lets you search the database for keywords.

You can use pull-down menus to specify fields and define search mode.

The WebPAC offers various fields such as Author, Subject and Title. The relationship between these three fields is handled by the Boolean operator, AND. Operators OR and NOT can be used within a field. You may also use wildcards.

**Multi-base Search:** You can use the Multi-base Search to search more than one database at a time. This lets you retrieve a set of records in your selected databases, which match your specified criteria.

## Working with results lists

When you enter a successful search query, or click on an underlined entry from the browse list, a Results List is displayed. The Results List shows how many records satisfy your query specifications. Each record is sequentially numbered.

You can navigate through results using "Previous page" and "Next page" arrows.

The option "Jump to #" enables you to jump to designated records in the set.

If you wish to view specific records, select them and click "create subset". You may also add selected records to My e-shelf

To view a list of the searches you have made during your current session, click on "Previous Searches" from the menu bar. By clicking "View Selected" the results of the selected search are displayed.

## Locating library material

If you click on a title from the results list, you will view the document's full bibliographic description. Click "all items" to check holdings' availability.

At this point you will be provided with the following information:

- Barcode. Each item's entry number (it may be useful in case you wish to make a reservation).
- Description. In case of a multivolume work, volume number appears here.
- Sublibrary. The Library branch, in which the item is located.