This report describes the work of the Onscreen Documentation Subgroup in revising screens for GALIN, the University of Georgia (UGA) Libraries new online system. The responsibilities of the Subgroup were to revise screens from the previous online catalog and to create basic help screens, primarily for the command searching mode. Responsibilities for adapting the screens in UGA Libraries' Catalog database for the American Academic Encyclopedia and the Expanded Academic Index were added later. The subgroup researched the philosophy and practice in screen design and, from this research, developed a list of eight basic principles to guide screen design. This report includes examples of 121 screens designed for users of the databases described above. The screens are divided into five categories: introductory; command search help; guided search and help; related titles; and system response. A description of follow-on activities is also included. The Onscreen Subgroup's original charge and samples of the libraries' news screens are appended. (KRN)
Online Catalog Documentation Task Force:
Onscreen Documentation Subgroup

Final Report
March 31, 1992

Submitted to:
Systems Administration Group

Submitted by:
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Memorandum

To: Systems Administration Group
    William G. Potter, Chair

From: Online Catalog Documentation Task Force -
    Onscreen Documentation Subgroup
    John Campbell, Chair
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    Mary Ellen Brooks
    Neil Hughes
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Subject: Report of the Onscreen Documentation Subgroup

The Subgroup has completed development of the onscreen documentation as required by its original charge and expanded charge. The attached report includes an introductory section containing the Subgroup's background, philosophy of screen design, and recommendations for future development; copies of the screens that we designed for the four GALIN databases; and suggested changes to messages on existing screens. We request that this report receive the widest possible dissemination.

We appreciate having had the opportunity to participate in this very challenging project.
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I. BACKGROUND

CHARGE

The Online Catalog Documentation Task Force was formed to develop online and print documentation for users of the new online system, GALIN (Georgia Academic Library Information Network). The Task Force's two subgroups, Onscreen Documentation and Print Documentation, received their respective charges in March 1991 (see Appendix A) and met with Bill Potter in April to discuss them. The Onscreen Subgroup was given two major responsibilities:

* Revise the following screens from the previous online catalog: "welcome"; formatted (menu) search; formatted limit; no match; too many matches; and bridging.

* Create basic help screens, focusing primarily upon the command searching mode.

PREPARATION

The Onscreen Subgroup conducted preliminary research into the philosophy of and current practice in screen design. We discovered several useful books on the topic, among them Wilbert Galitz's *Handbook of Screen Format Design*. We also drew upon the expertise of Judy Kelly, who was taking a course on screen design. In addition, we dialed into other online catalogs to see the structure, content, and graphic design of their help systems. We found the catalogs of Brown University and Indiana University to be instructive.

PROCESS

Our view of the help system's structure and its content evolved. The definition of what constituted "basic" screens expanded greatly, resulting in many more screens than we had originally envisioned. We kept in close communication with the Systems Librarian, Bill Clayton, and with the Systems Development Group, whose suggestions were incorporated into screen changes. Feedback on an initial group of screens was also received from the Systems Administration Group and a university class on screen design.

In June, Paige Andrew resigned from the Subgroup in order to fulfill a prior commitment. Special mention should be made of the contributions of Judy Kelly, who did most of the word processing, and entered and revised many help screens in GALIN itself. Both of these tasks were very time-consuming.
EXPANDED CHARGE

In November 1991 our charge was expanded, to adapt the screens in the UGA Libraries' Catalog database for the Academic American Encyclopedia and the Expanded Academic Index. Since these two databases did not permit some types of searches, lacked particular record fields, or had zero matches on the search examples used in UGA, we had to identify invalid screens, reword instructions on the remaining screens, and provide new search examples.

II. PHILOSOPHY OF SCREEN DESIGN

We were guided by several basic principles as a result of our research on screen design and our examination of help systems in other online catalogs. These principles were incompatible with each other at times, and compromises had to be made.

A. Instructions should be concise. We knew that users want quick advice.

B. Instructions should be clear. Technical jargon was avoided as much as possible. We attempted to avoid ambiguity, but did not always succeed. In a few cases the need to be clear superseded the need to be technically accurate.

C. Instructions should tell users how to perform a certain operation rather than explain how it works (the "cookbook" approach).

D. The screens should present an uncluttered look. Large blocks of text were avoided when possible.

E. Information on the screen should be easy to find. We used many charts and parallel lists based on the formula "to find this, do this."

F. Modules should be no longer than four screens, and the most important information should be on the first screen. We reasoned that users would be less likely to read a long sequence of screens or the later screens in a sequence.

G. Each module should cover one particular topic or operation.

H. The help system's structure should be shallow. In order to create greater ease of access for users, our original plan of having an elaborate branching sequence of sub-menus from a main menu was discarded in favor of putting up fewer, but more extensive menus.
III. RECOMMENDATIONS

The following recommendations refer only to screens in the public part of GALIN. No attempt to address issues in screen design for the processing system has been made by our group. These recommendations are also understood to be governed by overall GALIN development priorities as determined by Systems Administration Group (SAG).

A: FUTURE COMMITTEE.

1. Functions of the committee:

We recommend that a standing committee be appointed immediately, to:

a) Create the remaining high-priority/essential screens as soon as possible (see B, below);

b) recommend and create new screens as necessary;

c) recommend and, where appropriate, implement changes and additions to screens (for example, examine the topicality and existence in the databases of any examples);

d) monitor feedback from patrons and Libraries' staff on screen design factors such as clarity, ease of use, content, etc.;

e) serve as the formal communications channel for the Libraries' staff to the Systems Librarian and Systems Development Group (SDG) concerning issues related to: i) clear, meaningful system messages, or, ii) screen elements other than those in help screens.

2. Composition of the committee:

a) We recommend that for historical and philosophical continuity, the committee include at least one member, who should serve for two years, from the authors of the present report. The other committee members should be appointed for two years and the terms should be staggered.

b) Each successive term of the committee should be provided specific, written charges, and deadlines for completion of specific tasks.

c) Since the work of the Onscreen Subgroup has benefited considerably from a mixture of staff with a variety of skills (for example: database searching, patron assistance, work with OCLC, familiarity with the MARC format, etc.), we recommend that the new membership reflect a similar diversity of expertise.
B: ADDITIONAL SCREENS AND CHANGES TO EXISTING SCREENS.

The following are listed in priority order:

1. Create help screens for "Advanced Command Searching."

   This concept will require several discrete modules/screens. "Advanced Command Searching" should therefore be both an option on the main Help Menu and a separate menu from which specific topics may be selected. For the library catalogs mounted in GALIN, the "Advanced Searching" menu should include, as a minimum, help screens for the following topics:

   a) Narrowing or broadening searches;
   b) Boolean logic, introducing the term "Boolean";
   c) Proximity operator searching--especially important for searching full-text databases;
   d) Effective use of non-traditional access points such as ot, pu, or mn;
   e) Further examples for specific kinds of complex searches or concepts, such as:
      i) finding journal titles;
      ii) corporate names, including conference names, branches of government, names involving acronyms, etc.;
      iii) effective use of LCSH;
      iv) title-keyword searching as a supplement to or substitute for controlled vocabulary searching;
      v) call number browsing as a type of subject searching;
      vi) truncation.

Other databases may not utilize all of the advanced searching techniques appropriate to library catalogs, or may require different techniques altogether. The new committee should design screens appropriate to each database and its capabilities.
2. **Re-tag the titles in Academic American Encyclopedia (AAE) as subjects.**

Supply fields currently tagged 2xx in AAE with some sort of 6xx MARC tag. Should this not prove feasible, we recommend the development of an appropriate help screen explaining how the concept "title" differs in AAE from its use in the library databases.

3. **Distinguish article titles from journal titles in all periodical indexes.**

Re-tag all title fields in EAI (and all such indexes considered for future mounting) by developing a distinctive tag and corresponding field designator for journal titles (for example: jn). Should this not prove feasible, we recommend the development of appropriate help screens explaining what problems may be experienced when searching EAI, especially in browse searches, and offering tips on "how to beat the system," e.g., using `exact ti <your terms>` as a strategy.

4. **Create individual help screens for each type of material listed on the "Scope of the UGA Libraries' Catalog" screen (see pp. 14-15).**

The new committee should recommend precise, standardized terminology to describe each sub-category of material. Each succeeding committee should consult appropriate Libraries' staff in order to determine the proportion of each type of material represented by OCLC MARC cataloging records in the online catalog.

5. **Make changes to existing messages.**

See section V, p. 182.

6. **Develop a "News" feature.**

A "News" component could provide the Libraries with a means to communicate directly with GALIN users about topics of current interest. It might include such things as:

- a) GALIN development news;
- b) Library hours;
- c) Announcements about library instruction;
- d) Exhibits and lectures.

For examples of possible screens, see Appendix B.
GALIN:
Georgia Academic Library Information Network

IV. A: SCREENS for UGA - University of Georgia Libraries' Catalog

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.
Table of Contents for UGA Screens

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Greater than 32,000 Records......................................77
Welcome to GALIN:  
Georgia Academic Library Information Network

To choose a database:

-----------------------------------------------

UGA Libraries' Catalog
Expanded Academic Index (journal article citations on all subjects)
Academic American Encyclopedia (full text)
Georgia College Library Catalog, Milledgeville

-----------------------------------------------

Type:

cho uga
cho eai
cho aae
cho gcl

You may choose another database from any screen by typing cho and a three-letter database code as indicated above.

Dial-in users should type DIAL, for further information.

-----------------------------------------------

NOTES:

The "beginning" screen of each database (see pp. 11, 80, 88, and 149) should have the command line on line 22, rather than line 23, to provide two lines for very long search statements. If this possibility is implemented in the future, some of these screens will need to be modified to reflect the change.

Some indication of assistance for dial-in users should appear as close as possible to the first screen they see, if not on the very first system screen.
To exit from GALIN and return to the IBM Systems menu, type Quit (or q).

For hardware/software information, contact the University Computing & Network Services help desk at: (706) 542-3106

GALIN is an IBM mainframe application that can be accessed through the following telephone numbers:

542-1021 542-7510

For GALIN questions, contact the reference departments:

Main Library Circulation: 542-3256 Science Library Circulation: 542-4535
Library hours information: 542-7501 Library FAX: 542-6522

--- OPTIONS --------- UGA - UGA Library Catalog ---
Back Quit
COMMAND:

--- OPTIONS --------- UGA - UGA Library Catalog ---
Back Quit
COMMAND:

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
THE UGA LIBRARIES' CATALOG

Select one of the options below. Type your response on the COMMAND line at the bottom of the screen, then press the ENTER key.

Options:

* READ me first
* Do a GUIDED (menu) search
* Do a COMMAND search
* Help
* SCOPE of this database
* CHOOSE other databases

Type: read  guiled  command  h  scope  cho

--- Names of commands and options can be abbreviated to only the letters shown in uppercase. (Type in lowercase.) ---

--------------------------------- UGA - UGA Library Catalog ---
COMMAND:

NOTES:

The KEYS command was dropped from this menu because it is adequately accessible as a selection that appears on the help menu. Removing it from the first menu makes room for the more important message relating to abbreviating commands.

Typing command on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 24-26).
Select your topic, type its number, then press the ENTER key.

1  Message to New Users  12  Connectors:  NOT
2  Scope of the Catalog  13  Connectors:  WITH
3  Dial-in Users  14  Connectors:  NEAR
4  Keyboard Operation  15  Command Author Searching
5  Commands and Options  16  Command Title Searching
6  Displays  17  Command Subject Searching
7  Basics of Command Searching  18  Combination Searching
8  Fields  19  Numeric Searching
9  Introduction to Connectors  20  Limiting Command Searches
10 Connectors:  AND  21  Index to Help Topics
11 Connectors:  OR

For further assistance, go to the Main or Science Library Reference Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Back GUIDED CHOose Quit
COMMAND:

NOTE:

As new topics are added, the list of topics will need to continue on a second screen.
Two methods of searching are available: COMMAND and GUIDED.

* COMMAND searching is flexible and powerful. Commands and search terms can be typed on any screen. You may use advanced techniques such as connectors (AND, OR, NOT), and limit searches (by language, date, etc.).

  Example 1: browse ti silent spring
  Example 2: find su reunification and pd 1991

For help with command searching, type h, then press the ENTER key.

* GUIDED searching is done on specific screens (author, title, subject, etc.) on which you type only your search terms. Since the commands are built-in, no knowledge of commands is necessary.

To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back GUIDED Quit

--- COMMAND:

---

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
The catalog contains records for many types of materials.

Types of material:  
Number of records in the catalog:

- Books: Most
- Serials (magazines, journals, newspapers): Most
- Manuscripts and rare materials: Few
- Music scores: Some
- Audio recordings: Some
- Video: Few
- Maps: Few

Records for many non-book items are not yet in the online catalog. For further information, consult a librarian.

--- OPTIONS  
UGA - UGA Library Catalog ---
Help  Back  GUIDED  CHOOSE  Quit
COMMAND:

NOTES:

Until individual scope screens for each type of material are written, this is how the screen should display. An example of the screen to be used after individual scope screens are created appears on p. 15.

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
The catalog contains records for many types of materials. For more information on any of the following, type its number, then press the ENTER key.

Types of materials:  Number of records in the catalog:

1 Books  Most
2 Serials (magazines, journals, newspapers)  Most
3 Government documents (Georgia, U.S., U.N.)  Few
4 Manuscripts and rare materials  Few
5 Music scores  Some
6 Audio recordings  Some
7 Video  Few
8 Maps  Few

Records for many non-book items are not yet in the online catalog. For further information, consult a librarian.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help  Back  GUIDED  CHOOSE  Quit

COMMAND:

NOTES:

This version of the SCOPE screen should replace the existing one (see p.14) when individual scope screens are written for each type of material.

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.

The hyphenation of the word "information" is necessary to avoid running to another line.
YOUR SEARCH: [search statement] MATCHES: [number]

-------------------------------- KEYBOARD OPERATION --------------------------------

To:

Send your search to the computer
Stop clicking/beeping
Switch typing areas
Erase a few characters
Erase everything to the right of the cursor

Do:

Press ENTER key
Press RESET key
Avoid arrow keys
Press TAB key, not arrow keys
Backspace and retype
Press EOF key
(End Of Field key)

*** For users outside the Libraries, equipment may vary. For assistance, call UCNS User Services: (706) 542-3106.

--- OPTIONS --------------------------- UGA - UGA Library Catalog ---
Help Back GUIDED CHOose Quit
COMMAND:
Commands and options tell the computer what you want it to do. Listed below are four kinds: Navigation; Search; Display; and Help. You may abbreviate commands and options by using only the letters shown in uppercase type.

* Navigation:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to next screen</td>
<td>More</td>
</tr>
<tr>
<td>Go to preceding screen</td>
<td>Back</td>
</tr>
<tr>
<td>Go to next record</td>
<td>Next</td>
</tr>
<tr>
<td>Go to previous record</td>
<td>Previous</td>
</tr>
<tr>
<td>Go back to a list</td>
<td>List</td>
</tr>
<tr>
<td>Go to menu for this database</td>
<td>NEW</td>
</tr>
<tr>
<td>Go to a list of databases</td>
<td>CHOOSE</td>
</tr>
<tr>
<td>End your search session</td>
<td>Quit</td>
</tr>
</tbody>
</table>

For additional commands and options, type m, then press the ENTER key.
YOUR SEARCH:  [search statement]  COMMANDS & OPTIONS (2 of 4)  MATCHES:  [number]

* Search (COMMAND searching only):

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for a term</td>
<td>Find f su space stations</td>
</tr>
<tr>
<td>Search for a heading beginning with a word or phrase</td>
<td>Find EXACT f exact ti hawaii</td>
</tr>
<tr>
<td>Browse author, title, subject or call number indexes</td>
<td>BROWse bro au jackson, j</td>
</tr>
<tr>
<td>Narrow a previous search</td>
<td>LIMIT lim pd 1990-</td>
</tr>
<tr>
<td>Revise your search statement</td>
<td>REvise</td>
</tr>
</tbody>
</table>

* Search (GUIDED searching only):

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin a new guided search</td>
<td>GUIDED guided</td>
</tr>
<tr>
<td>Narrow a previous search</td>
<td>LIMIT lim</td>
</tr>
</tbody>
</table>

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help Back More GUIDED CHOose Quit

COMMAND:
YOUR SEARCH: [search statement] MATCHES: [number]

------------ COMMANDS & OPTIONS (3 of 4) -------------

* Search related titles:

| See related titles by author/name(s) | RAUthor | rau |
| See related titles on subject(s)     | RSUbject | rsu |
| See related titles in series         | RSEries  | rse |
| Browse related call numbers          | CALL number | ca |
| See volumes owned                    | Volumes   | v   |

* Display:

| Display items from a list | <type line number(s)> | 1,3-5 |
| Display more than 200 search results | Display | d |
| Display full record       | FULL      | fu  |
| Display brief record      | BRief     | br  |

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ---------------------------- UGA - UGA Library Catalog ---
Help Back More GUIDED CHOOSE Quit

COMMAND:
YOUR SEARCH:  [search statement] MATCHES:  [number]

* Display (continued):

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARc</td>
<td>ma</td>
</tr>
<tr>
<td>Sort</td>
<td>so pd asc</td>
</tr>
<tr>
<td>Sort</td>
<td>so ti desc</td>
</tr>
<tr>
<td>COMbine</td>
<td>com 2-7</td>
</tr>
</tbody>
</table>

* Help:

<table>
<thead>
<tr>
<th>KEYS</th>
<th>keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>read</td>
</tr>
<tr>
<td>SCOPE</td>
<td>scope</td>
</tr>
<tr>
<td>Help</td>
<td>h</td>
</tr>
<tr>
<td>Help</td>
<td>&lt;topic&gt; h fields</td>
</tr>
</tbody>
</table>

--- OPTIONS --- UGA - UGA Library Catalog ---
Help Back More GUIDED CHOOSE Quit

COMMAND:
There are three major types of displays: lists of headings or titles, brief record displays, and full record displays.

* Lists

These consist of one-line headings or titles. The information in these lists varies. For example:

- Lists of subject headings show the number of titles on each subject.
- Lists of authors show the number of titles by each author.
- Lists of individual titles show the author and publication date of each title.

For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help Back More GUIDED CHOOse Quit
COMMAND:

---

NOTE:

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMANDS & OPTIONS (p. 20).
Lists are usually arranged alphabetically. However, lists of titles on
a subject, and lists of titles resulting from a search of two or more
record fields are arranged by publication date, with the most recent first.

To navigate FORWARD within a multi-screen list:
- one screen at a time, type m.
- more than one screen at a time: type m, a space, and the number
  of headings or titles you want to skip. For example: m 100
  would skip forward 100 headings or titles in the list.

To navigate BACKWARD within a multi-screen list:
- one screen at a time, type b.
- more than one screen in a list: type b, a space, and the number
  of headings or titles you want to skip. For example: b 100
  would skip back 100 headings or titles in the list.

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement] MATCHES: [number]
DISPLAYS (3 of 3) -------------------------------------

* Brief record display

This is the default display for individual titles. It provides basic information including call number, location, and circulation status.

Note: More detailed information about the title is available in the full record. To display it, type FULL, or fu.

* Full record display

This provides detailed information about each title. Some of the record fields included in this level of display are: all subject headings, contents notes, names of persons or organizations associated with the title, publishing history for journals, and series.

To return to the brief display, type BRief, or br.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back More GUIDED CHOose Quit
COMMAND:
BROWSE and FIND are the two basic commands. Command searches require at least three elements that together form a search statement:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>FIELD LABEL</th>
<th>SEARCH TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWse</td>
<td>AU (for author)</td>
<td>Your terms</td>
</tr>
<tr>
<td>Find</td>
<td>TI (for title)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SU (for subject)</td>
<td></td>
</tr>
</tbody>
</table>

Examples: bro au odum, eugene
          f su environmental
          bro ti journal of linguistics

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------------------- UGA - UGA Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:
Here are examples of basic search statements, and what they mean:

* BROWSE search example: bro au asimov, isaac

This tells the computer: Begin BROwsing the AUthor index at the words "asimov, isaac" and display that list. Note: BROWSE searches can be done using author (au), title (ti), subject (su), or call number (cn) field labels.

* FIND search example: f au asimov and ti space and pd 1989

This tells the computer: Find any record with an author's name "asimov", a title that includes the word "space", and a publication date 1989. Display records meeting all three requirements.

For further instruction, type m, then press the ENTER key.
Searches can be narrowed or broadened by connecting search terms from any field in the record:

<table>
<thead>
<tr>
<th>COMMAND + FIELD LABEL + SEARCH TERM + CONNECTOR + FIELD LABEL + SEARCH TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>f au odum and ti ecology</td>
</tr>
<tr>
<td>f ti woman or ti female</td>
</tr>
<tr>
<td>f su iraq and pd 1990</td>
</tr>
<tr>
<td>f ti athens and fo maps</td>
</tr>
<tr>
<td>f au cervantes and lg english</td>
</tr>
</tbody>
</table>

Some fields are used primarily to narrow a search, for example: publication date (pd), format (fo), or language (lg). For further explanation, type Help FIELDS.

For further explanation of connectors, type Help CONNECTORS.

--- OPTIONS ----------------------------- UGA - UGA Library Catalog ---
Help Back More CHOOSE Quit

COMMAND:
Each record in the database is divided into labeled categories called fields. Knowledge of what those fields are and how to use them to construct search statements is required for command searching.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>LABEL</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>au</td>
<td>bro au darwin, c</td>
<td>f au golf society</td>
</tr>
<tr>
<td>Title</td>
<td>ti</td>
<td>bro ti time</td>
<td>f ti 21st century</td>
</tr>
<tr>
<td>Subject</td>
<td>su</td>
<td>bro su acid rain</td>
<td>f su nepal--history</td>
</tr>
<tr>
<td>Other text</td>
<td>ot</td>
<td>f ot carl sagan</td>
<td>f ot our town</td>
</tr>
<tr>
<td>All of the above</td>
<td>all</td>
<td>f all picasso</td>
<td>f all oil spills</td>
</tr>
</tbody>
</table>

For additional fields, type m, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help  Back  More  CHOOSE  Quit

COMMAND:
YOUR SEARCH: [search statement] MATCHES: [number]

FIELDS (2 of 3)

<table>
<thead>
<tr>
<th>FIELD</th>
<th>LABEL</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication date</td>
<td>pd</td>
<td>f au darwin and pd 1859</td>
<td>f ti dna and pd 1990-1991</td>
</tr>
<tr>
<td>Publisher</td>
<td>pu</td>
<td>f su food and pu wiley</td>
<td>f au clancy and pu putnam</td>
</tr>
<tr>
<td>Place published</td>
<td>pl</td>
<td>f su trade and pl tokyo</td>
<td>f ti opera and pl paris</td>
</tr>
<tr>
<td>Format</td>
<td>fo</td>
<td>f su athens and fo maps</td>
<td>f su bonds and fc serials</td>
</tr>
<tr>
<td>Language *</td>
<td>lg</td>
<td>f au cicero and lg latin</td>
<td>f su homer and lg english</td>
</tr>
<tr>
<td>Call Number</td>
<td>cn</td>
<td>bro cn vml15</td>
<td>f cn vml5.b6</td>
</tr>
</tbody>
</table>

For additional fields, type m, then press the ENTER key.

* Use the English name for the language.
For example: german, not deutsch; french, not francais

--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help Back More CHOose Quit

COMMAND:

NOTES:

The Committee recommends that the use of dashes with dates be construed as meaning equal to and less than, greater than, or between; for example: 1990- would retrieve both publication dates of 1990 and 1991, not just 1991; -1890 would retrieve all publications dates before and including 1890; 1950-1960 would retrieve any publication date between and including 1950 and 1960.

The line for "Call number ..." (line 14) belongs on this screen because putting it on screen 3 of 3 would make it less likely that users would see it.

The note saying "* Use the English name for the language.
For example: german, not deutsch; french, not francais" should display, even before the language tables are available to the public.
YOUR SEARCH: [search statement]  
MATCHES: [number]

--- FIELDS (3 of 3) ---

<table>
<thead>
<tr>
<th>FIELD</th>
<th>LABEL</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music number</td>
<td>mn</td>
<td>f mn cd561</td>
<td>f mn m.r. 1801</td>
</tr>
<tr>
<td>LC control number</td>
<td>lc</td>
<td>f lc 72-122324</td>
<td>f lc 87010388</td>
</tr>
<tr>
<td>ISSN</td>
<td>sn</td>
<td>f sn 0079-5399</td>
<td>f sn 08331235</td>
</tr>
<tr>
<td>ISBN</td>
<td>bn</td>
<td>f bn 9032324086</td>
<td>f bn 0-525-4490-4</td>
</tr>
<tr>
<td>Edition</td>
<td>ed</td>
<td>f au corley and ed 7th</td>
<td>f ti power and ed rev</td>
</tr>
<tr>
<td>Geographic focus</td>
<td>gg</td>
<td>f su tea and gg asia</td>
<td>f su gold and gg canada</td>
</tr>
</tbody>
</table>

Caution: Searching the edition and geographic focus fields involves many complex variables; use with care.

--- OPTIONS ---
Help  Back  More  CHOOSE  Quit

COMMAND:
Connectors are used to relate terms in a search statement by logic (AND, OR, NOT), or by position (NEAR, WITH).

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>Finds any record containing:</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Both terms</td>
<td>f au asimov and ti space</td>
</tr>
<tr>
<td>OR</td>
<td>Either term</td>
<td>f su gold or su silver</td>
</tr>
<tr>
<td>NOT</td>
<td>One term without the other</td>
<td>f su africa and not south</td>
</tr>
<tr>
<td>NEAR</td>
<td>Both terms in any order in same record field</td>
<td>f ti child n2 abuse</td>
</tr>
<tr>
<td>WITH</td>
<td>Both terms in specified order 'n same record field</td>
<td>f ti free w3 press</td>
</tr>
</tbody>
</table>

For further explanation, type Help and the connector. For example: Help OR

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help  Back  CHOose  Quit
COMMAND:

---

NOTE:

The Subgroup strongly and unanimously recommends that the word "Boolean" not be used in the text of this screen. We feel it would be confusing and perhaps intimidating to a not insignificant number of new and less experienced users. If patrons already know about Boolean algebra or Boolean logic, the omission of that word should not interfere with their understanding of the explanation on this screen. The Subgroup's philosophy is to avoid the use of jargon and unfamiliar terms whenever possible. A fuller explanation of connectors, including the word "Boolean," is more appropriately reserved for future "Advanced Searching" screens.
AND narrows a search. For example:

f au asimov and ti space

--- OPTIONS """"""--- UGA - UGA Library Catalog """"---
Help Back CHOose Quit
COMMAND:
OR broadens a search. For example:

\[ f \text{ ti lemons or ti oranges} \]

\[
// lemons // --- > \text{records containing EITHER term or BOTH terms}
\]

The search would find records such as:

- Bitter lemons.
- Wild oranges.
- Oranges & lemons.
NOT eliminates terms from a search. For example:

\textit{f ti stocks and ti not bonds}

\begin{verbatim}
// stocks ///
//
\\
// bonds //
\end{verbatim}

\begin{itemize}
\item records WITHOUT the second term
\item The search would find records such as:
\item When to sell stocks.
\item but NOT:
\item How to buy foreign stocks and bonds.
\item ... therefore, use NOT with caution!
\end{itemize}
WITH relates terms appearing in a specified order in the same record field. Because terms may be separated by any number of words, you must indicate in your search statement the maximum number of intervening words.

The search statement:    f ti environmental w3 assessment

Finds titles:  Advances in environmental hazard and risk assessment
                  ---------------
               Environmental impact assessment: a practical guide
                  ---------------
               Adaptive environmental assessment and management
                  ---------------

In none of these titles is "assessment" more than 3 words to the right of "environmental", and the two terms are always in the same order.
YOUR SEARCH: [search statement] MATCHES: [number]
CONNECTORS: NEAR

NEAR relates terms appearing in any order in the same record field. Because terms may be separated by any number of words, you must indicate in your search statement the maximum number (including 0) of intervening words.

The search statement: fi ti dictionaries n2 american

Finds titles: American dictionaries of the English language
Dictionaries, British and American
Latin American historical dictionaries

In none of these titles is "american" more than 2 words to either the right or left of "dictionaries".

--- OPTIONS --- UGA - UGA Library Catalog ---
Help Back CHOOSE Quit
COMMAND:
Authors may include editors, compilers, composers, performers, or illustrators. Groups such as businesses, associations, government agencies, or conferences are also authors. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical author list at the term you have typed.

<table>
<thead>
<tr>
<th>BROWSE works best when you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of person's last name</td>
<td>bro au solzhen</td>
</tr>
<tr>
<td>Only a person's last name</td>
<td>bro au solzhenitsyn</td>
</tr>
<tr>
<td>Person's last name &amp; first initial</td>
<td>bro au eliot, t</td>
</tr>
<tr>
<td>Beginning of a group's name</td>
<td>bro au london philharm</td>
</tr>
<tr>
<td>Persons without surnames</td>
<td>bro au henry viii</td>
</tr>
<tr>
<td></td>
<td>bro au marie de france</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back More CHOOSE Quit

COMMAND:
* FIND tells the computer to find the term you have typed anywhere it occurs in the author's name.

Find works best when you know:

- Person's last name & first name
- Part of a group's name
- Words in a name, but not their order

Examples:

- f au walker, alice
- f au red cross
- f au census and bureau
- f au marquez and garcia

Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in quotation marks. For example:

- f au johnson "and" johnson
- f au "all" souls college
YOUR SEARCH: [search statement] MATCHES: [number]
------------------------------------------------ COMMAND TITLE HELP (1 of 3) -----------------------------------

Titles may include subtitles, journal titles, series titles, or translated titles. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical title list at the word or phrase you have typed.

--------------------------------------  --------------------------------------
 BROWse works best when you know:     Examples:
--------------------------------------  --------------------------------------
 A single-word title                    bro ti time
 Beginning of a title                   bro ti decline and fall

Note: If the first word of a title is A, AN, or THE (or its foreign equivalents), omit it.

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:
YOUR SEARCH: [search statement] \nMATCHES: [number]
--------------------------------- COMMAND TITLE HELP (2 of 3) ---------------------------------

* FIND tells the computer to find any title that includes the word or phrase you have typed anywhere it occurs in the title.

Use Find if you know:

A word or phrase in a title  f ti wounded knee
A title that includes a number f ti 1992
A word, but not its spelling f ti blitzkr?
Word variations (woman/women; theater/theatre) f ti wom?n f ti theat?

* Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in quotation marks. If you do not, the computer will interpret it as ...

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back More CHOose Quit
COMMAND:
* (Caution continued)

a connector or field label and produce incorrect results.

<table>
<thead>
<tr>
<th>To find the title:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Decline and Fall ...</td>
<td>f ti decline &quot;and&quot; fall</td>
</tr>
<tr>
<td>Either/Or</td>
<td>f ti either &quot;or&quot;</td>
</tr>
<tr>
<td>Ripley's Believe It or Not ...</td>
<td>f ti believe it &quot;or not&quot;</td>
</tr>
<tr>
<td>Una Noche en su Casa</td>
<td>f ti noche en &quot;su&quot; casa</td>
</tr>
<tr>
<td>Au Revoir les Enfants</td>
<td>f ti &quot;au&quot; revoir</td>
</tr>
<tr>
<td>Laughing All the Way</td>
<td>f ti laughing &quot;all&quot;</td>
</tr>
<tr>
<td>Daleko ot Moskvy</td>
<td>f ti daleko &quot;ot&quot; moskvy</td>
</tr>
</tbody>
</table>

--- OPTIONS --- UGA - UGA Library Catalog ---
Help  Back  More  CHOose  Quit
COMMAND:
Effective subject searches require using the standardized subject headings assigned by the Library of Congress. These headings may differ from popular terms. For example:

<table>
<thead>
<tr>
<th>Instead of</th>
<th>The Library of Congress uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>frisbees</td>
<td>flying discs (game)</td>
</tr>
<tr>
<td>multinational corporations</td>
<td>international business enterprises</td>
</tr>
<tr>
<td>vcr</td>
<td>video tape recorders and recording</td>
</tr>
</tbody>
</table>

To determine the correct standardized term, consult the Library of Congress Subject Headings, available in the Main and Science Library reference departments.

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement] MATCHES: [number]

COMMAND SUBJECT HELP (2 of 4)

Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical subject list at the word or phrase you have typed.

<table>
<thead>
<tr>
<th>Browse works best when you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The beginning of the subject heading</td>
<td>bro su mozart</td>
</tr>
<tr>
<td></td>
<td>bro su environmental</td>
</tr>
<tr>
<td></td>
<td>bro su luxemb</td>
</tr>
<tr>
<td></td>
<td>bro su american federation</td>
</tr>
<tr>
<td></td>
<td>bro su ships--history</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- UGA - UGA Library Catalog ---
Help Back More CHooose Quit

COMMAND:
YOUR SEARCH: [search statement] MATCHES: [number]

* FIND tells the computer to find the word or phrase you have typed anywhere it occurs in the subject heading.

<table>
<thead>
<tr>
<th>Use Find if you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A word or phrase in a subject heading</td>
<td>f su drinking</td>
</tr>
<tr>
<td></td>
<td>f su day care</td>
</tr>
<tr>
<td></td>
<td>f su atlanta</td>
</tr>
<tr>
<td></td>
<td>f su north dakota</td>
</tr>
<tr>
<td></td>
<td>f su olympic</td>
</tr>
<tr>
<td></td>
<td>f su du pont</td>
</tr>
<tr>
<td></td>
<td>f su iliad</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back More CHOose Quit
COMMAND:
Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in quotation marks. If you do not, the computer will interpret it as a connector or field label and produce incorrect results.

f su violin "and" piano
f su william "and" mary
f su voyage "au" centre de la terre
f su "all" terrain vehicles
f su "all" the king's men
You can tell the computer to search more than one record field at a time.

Some possible combinations:

- Co-authors' last names
- Author's last name and -Title word
- Language
- Subject heading word
- Title words
- Subject heading words
- Subject heading word and -Format
- -Publication Date

Examples:

- f au masters and au johnson
- f au hawking and ti time
- f au moliere and lg english
- f au gibbon and su rome
- f ti pollution and ti air
- f su germany and su economic
- f su athens and fo maps
- f su saddam and pd 1990

For instruction on using AND and other connectors, type Help CONNECTORS. For a list of record fields, type Help FIELDS.

--- OPTIONS --- UGA - UGA Library Catalog ---
Help Back CHOose Quit
COMMAND:
Use either the FIND or the BROWSE command:

* FIND tells the computer to look for a specific standard number.

<table>
<thead>
<tr>
<th>Standard number:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Number</td>
<td>f cn f294.a7r4</td>
</tr>
<tr>
<td>Music publisher Number</td>
<td>f mn cd561</td>
</tr>
<tr>
<td>International Standard Book Number (ISBN)</td>
<td>f bn 0816118507</td>
</tr>
<tr>
<td>International Standard Serial Number (ISSN)</td>
<td>f sn 0079-5399</td>
</tr>
<tr>
<td>Library of Congress Control Number (LCCN)</td>
<td>f lc 72-122324</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS ----------------------------- UGA - UGA Library Catalog ---
Help  Back  More  CHOose  Quit
COMMAND:

NOTE:

The Subgroup recommends that cn be used for the call number search most likely to be used by the majority of patrons, rather than cf. The use of cf forces the user to use the shift to obtain the special character. This is something that should be avoided if at all possible. For this reason and the fact that it is also the simplest mnemonic, cn for Call Number should be the one used most often.
* BROWSE tells the computer to begin browsing one of the standard number lists at the standard number you have typed. The Call Number list is the most useful standard number list to browse.

Examples:

bro cn m
bro cn m1503
bro cn m1503.v484
YOUR SEARCH: [search statement]                      MATCHES: [number]
-------------------------------- LIMITING COMMAND SEARCHES --------------------------------

The limit command is used to decrease the number of your search results. This is accomplished by adding further field labels and search terms to your original search. Retyping the search is unnecessary. For example:

   fsu japan                        > results in over 2900 matches

The above search can be limited by various field labels and search terms.

Typing:  lim au reischau ... Would result in: --> 15 matches
         lim ti samurai                 --> 25 matches
         lim su commerce                --> 154 matches
         lim pd 1991                    --> 37 matches
         lim lg japanese                --> 171 matches
         lim fo maps                     --> 6 matches

Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back CHOOSE Quit
COMMAND:

-----------------------------------

NOTE:

This screen will need to be updated periodically to be more topical and reflect a more accurate number of matches.
YOUR SEARCH: [search statement] MATCHES: [number]
----------------------------------------------- GUIDED SEARCH -----------------------------------------------

Select a guided searching option from the list below. Type the option's two-letter code on the COMMAND line below, then press the ENTER key.

To search by: Type:
* Author AU
* Title TI
* Author and title AT
* Subject SU
* Call number CN

You can select any of these options from any screen by typing its two-letter code.

--- OPTIONS --------------------------- UGA - UGA Library Catalog ---
Help Back AU TI AT SU CN CHOose Quit
COMMAND:

-----------------------------------------------

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
GUIDED AUTHOR SEARCH

* BROWSE author list. Type the author's name in the box below, then press the ENTER key. Example 1: hemingway, ernest
   Example 2: american geological society

Press the TAB key to switch typing areas. Fill in one box only.

* KEYWORD author search. Type any word or phrase from the author's name in the box below, then press the ENTER key. Example: geological

--- OPTIONS ------------------------ UGA - UGA Library Catalog ---
Help Back AU TI AT SU CN CHOOSE Quit
COMMAND:

______________________________

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR HELP (p. 51).

______________________________

[screen ID LPAM03]
Authors may include editors, compilers, composers, performers, or illustrators. Groups such as businesses, associations, government agencies, or conferences are also authors. You may do either a BROWSE or a KEYWORD search:

* BROWSE author list tells the computer to begin browsing the alphabetical author list at the term you have typed.

BROWSE works best when you know:

<table>
<thead>
<tr>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of person's last name</td>
</tr>
<tr>
<td>Only a person's last name</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement]                  MATCHES: [number]
------------------------------  GUIDED AUTHOR HELP (2 of 2) -----------------------------

<table>
<thead>
<tr>
<th>BROWSE works best when you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of a group's name</td>
<td>london philharm</td>
</tr>
<tr>
<td>Person's last name &amp; first initial</td>
<td>eliot, t</td>
</tr>
<tr>
<td>Persons without surnames</td>
<td>henry viii</td>
</tr>
<tr>
<td></td>
<td>marie de france</td>
</tr>
</tbody>
</table>

* KEYWORD tells the computer to find the term you have typed anywhere it occurs in the author's name.

<table>
<thead>
<tr>
<th>KEYWORD works best when you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A word or phrase in a name</td>
<td>red cross</td>
</tr>
<tr>
<td></td>
<td>marquez</td>
</tr>
</tbody>
</table>

--- OPTIONS ------------------------------  UGA - UGA Library Catalog ---
Help  Back  More  CHOose  Quit
COMMAND:
GUIDED TITLE SEARCH

* BROWSE title list. Type the beginning word(s) of the title in the box below, then press the ENTER key. If the first word is A, AN, or THE (or its foreign equivalents), omit it. Example 1: tale of two cities
Example 2: sun also rises

Press the TAB key to switch typing areas. Fill in one box only.

* KEYWORD title search. Type a word or phrase from anywhere in the title in the box below, then press the ENTER key. Example: two cities

---- OPTIONS ------------------------ UGA - UGA Library Catalog ----
Help Back AU TI AT SU CN CHOose Quit
COMMAND:

NOTE:

Selecting the Help option on this screen takes users to GUIDED TITLE HELP (p. 54).

[screen ID LPAM06]
GUIDED TITLE HELP (1 of 2)  

Titles may include subtitles, journal titles, series titles, or translated titles. You may do either a BROWSE or a KEYWORD search:

* BROWSE tells the computer to begin browsing the alphabetical title list at the term you have typed.

BROWSE works best when you know:

Examples:

- The beginning of a title: decline and fall
- A single-word title: time

Note: If the first word of a title is A, AN, or THE (or its foreign equivalents), omit it.

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------- UGA - UGA Library Catalog ---
Help Back More CHOOSE Quit

COMMAND:

---

NOTE:

The hyphenation of the word at the end of the first line is intentional to achieve a pleasing graphic display.
* KEYWORD tells the computer to find the word or phrase you have typed anywhere it occurs in the title.

--- OPTIONS -- UGA - UGA Library Catalog ---
Help Back More CHOose Quit
COMMAND:
GUIDED AUTHOR-TITLE SEARCH

Use both boxes to do a combined author and title search.

* AUTHOR keyword. Type any word or phrase from the author's name in the box below. Example: angelou

Press the TAB key.

* TITLE keyword. Type a word or phrase from anywhere in the title in the box below, then press the ENTER key. Example: caged bird

---- OPTIONS ------------------ UGA - UGA Library Catalog ----
Help Back AU TI AT SU CN CHOOSE Quit
COMMAND:

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR-TITLE HELP (p. 57).

[screen ID LPAM07]
An author-title search is a combined search. It tells the computer to find BOTH:

the AUTHOR keyword or phrase you have typed, anywhere it occurs in an author's name

AND ...

the TITLE keyword or phrase you have typed, anywhere it occurs in a title.

The computer will then display any records meeting both requirements.

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement] 
---------------------- GUIDED AUTHOR-TITLE HELP (2 of 2) ----------------------

<table>
<thead>
<tr>
<th>If you know:</th>
<th>Use both:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person's last name</td>
<td>upper box</td>
<td>einstein</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>A word or phrase from the title</td>
<td>lower box</td>
<td>relativity</td>
</tr>
<tr>
<td>A word or phrase from a group's name</td>
<td>upper box</td>
<td>red cross</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>A word or phrase from the title</td>
<td>lower box</td>
<td>water safety</td>
</tr>
</tbody>
</table>

--- OPTIONS ---------------------- UGA - UGA Library Catalog ---
Help  Back  More  CHOose  Quit

COMMAND:
GUIDED SUBJECT SEARCH

For best results, use Library of Congress subject headings. Lists of these headings are available in each Reference Department.

* BROWSE subject list. Type the beginning word(s) of a subject heading in the box below, then press the ENTER key. Example 1: ships--history
Example 2: green movement

Press TAB key to switch typing areas. Fill in one box only.

* KEYWORD subject search. Type a word or phrase in the box below, then press the ENTER key. Example: green

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back AU TI AT SU CN CHOOSE Quit

COMMAND:

__________

NOTE:

Selecting the Help option on this screen takes users to GUIDED SUBJECT HELP (p. 60).

__________

[screen ID LPAM05]
Effective subject searches require using the standardized subject headings assigned by the Library of Congress. These headings may differ from popular terms. For example:

<table>
<thead>
<tr>
<th>Instead of:</th>
<th>The Library of Congress uses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>frisbees</td>
<td>flying discs (game)</td>
</tr>
<tr>
<td>multinational corporations</td>
<td>international business enterprises</td>
</tr>
<tr>
<td>vcr</td>
<td>video tape recorders and recording</td>
</tr>
</tbody>
</table>

To determine the correct standardized term, consult the Library of Congress Subject Headings, available in the Main and Science Library reference departments.

For further instruction, type m, then press the ENTER key.
GUIDED SUBJECT HELP (2 of 3) 

You may do either a BROWSE or a KEYWORD search:

* BROWSE subject list tells the computer to begin browsing the alphabetical subject list at the term you have typed.

BROWSE works best when you know:

<table>
<thead>
<tr>
<th>BROWSE works best when you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The beginning of the subject heading</td>
<td>mozart</td>
</tr>
<tr>
<td></td>
<td>environmental</td>
</tr>
<tr>
<td></td>
<td>luxemb</td>
</tr>
<tr>
<td></td>
<td>american federation</td>
</tr>
<tr>
<td></td>
<td>ships--history</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------------ UGA - UGA Library Catalog ---
Help  Back  More  CHOOSE  Quit

COMMAND:
* KEYWORD tells the computer to find the term you have typed anywhere it occurs in the subject heading.

Use keyword if you know:

A word or phrase in a subject heading

Examples:
drinking
day care
atlanta
north dakota
olympic
du pont
iliad

--- OPTIONS --------------- UGA - UGA Library Catalog ---
Help Back More CHOose Quit

COMMAND:
GUIDED CALL NUMBER SEARCH

* BROWSE call number list. Type the call number in the box below, then press the ENTER key. You may enter as much of the call number as you wish. Omit library symbols for special locations or size, such as Folio, Main Ref, Georgia Room. Example: vm15

Press TAB key to switch typing areas. Fill in one box only.

* SPECIFIC call number search. Type the complete call number in the box below, then press the ENTER key. Example: hc79.e5m353 1990

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
Help Back AU TI AT SU CN CHOose Quit

COMMAND:

NOTE:

Selecting the Help option on this screen takes users to GUIDED CALL NUMBER HELP (p. 64).

[screen ID LPAM04]
You may do either a BROWSE or a SPECIFIC call number search:

* BROWSE call number tells the computer to begin browsing the call number list at the call number you have typed.

Use BROWSE if you know:

The beginning of a call number

Examples:

f294
qp86

For further instruction, type m, then press the ENTER key.
* SPECIFIC call number search tells the computer to find the exact call number you have typed.

Use SPECIFIC call number if you know:

<table>
<thead>
<tr>
<th>The exact call number</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>f294.a7r4</td>
<td>qp86.a3515 1991</td>
</tr>
</tbody>
</table>

Note: To search other specific standard numbers such as the International Standard Book Number (ISBN) or the Library of Congress Control Number (LCCN), you must use commands. For instruction, type Help NUMERIC, then press the ENTER key.
To decrease results, type additional search terms on one or more of the following lines, then press the ENTER key. Use the TAB key to move between lines.

**AUTHOR keyword:**
**TITLE keyword:**
**SUBJECT keyword:**
**DATE of publication:**
**LANGUAGE:**
**FORMAT:**
**PUBLISHER keyword:**

**Examples:**

<table>
<thead>
<tr>
<th>for DATE:</th>
<th>for LANGUAGE:</th>
<th>for FORMAT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990-</td>
<td>spanish</td>
<td>journal</td>
</tr>
<tr>
<td>1980-1990</td>
<td>german</td>
<td>map</td>
</tr>
<tr>
<td>-1865</td>
<td>french</td>
<td>printed music</td>
</tr>
</tbody>
</table>

--- OPTIONS ---

UGA - UGA Library Catalog ---

Help  Back  AU  TI  AT  SU  CN  Quit

**COMMAND:**

---

**NOTES:**

Concerning the words used for **FORMAT:** A variety of commonly used words, likely to be understood by the majority of the users of the online catalog, should all be "mapped" to invoke the associated library jargon. For example, if a patron uses any of the following words: video, videotape, videocassette, videodisc, etc., they would get what the MARC record calls media.

Concerning the entry of **DATES** using hyphens: The use of hyphens to indicate prior to, after, and between is the most intuitive for the majority of users.
YOUR SEARCH: [search statement]  MATCHES: [number]

--------------------------------- RELATED AUTHOR/NAME(S) ---------------------------------

Listed below are the author/name headings associated with the title just displayed, and the number of titles linked to each one.

To display a list of these titles, select one or more of the author/name headings below. Type the number shown to the left of each heading on the COMMAND line, then press the ENTER key. Example 1: 1,3 Example 2: 3-7

Author/name headings:       Number of titles:
1 [heading] [number]
2 [heading] [number]
3 [heading] [number]

--- OPTIONS -------------------- UGA - UGA Library Catalog ---
Help    Back    Quit
COMMAND:

NOTE:
The following should display at the bottom of every bibliographic record:

--- OPTIONS -------------------- UGA - UGA Library Catalog ---
Help    Back    More    Next    Previous    List    BRIef    GUIDED    CHOOSE    Quit
For related titles, type either RAuthor, RSsubject, RSeries, or CALL#
Listed below are the subject headings associated with the title just displayed, and the number of titles linked to each one.

To display a list of these titles, select one or more of the subject headings below. Type the number shown to the left of each heading on the COMMAND line, then press the ENTER key. Example 1: 1,3  Example 2: 3-7

Subject headings:  Number of titles:
1 [heading]   [number]
2 [heading]   [number]
3 [heading]   [number]
Listed below are the series associated with the title just displayed, and the number of titles linked to each one.

To display a list of these titles, select one or more of the series below. Type the number shown to the left of each heading on the COMMAND line, then press the ENTER key. Example 1: 1,3  Example 2: 3-7

<table>
<thead>
<tr>
<th>Series:</th>
<th>Number of titles:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 [heading]</td>
<td>[number]</td>
</tr>
<tr>
<td>2 [heading]</td>
<td>[number]</td>
</tr>
<tr>
<td>3 [heading]</td>
<td>[number]</td>
</tr>
</tbody>
</table>

--- OPTIONS ---------------------- UGA - UGA Library Catalog ---
Help  Back  Quit
COMMAND:

--- OPTIONS ---------------------- UGA - UGA Library Catalog ---
Help  Back  More  Next  Previous  List  Brief  GUIDED  CHOOSE  Quit
For related titles, type either RAUTHor, RSUBject, RSERies, or CALL#
COMMAND:
YOUR SEARCH: [search statement]  MATCHES: [number]

NOTHING has been found matching your search:

[search statement ... ]

Do the following:

* Check spelling, and spacing between words.

* Redo the search, using instructions appropriate to your search method:

  GUIDED search: Type either AU, TI, AT, SU, or CN below, then press the ENTER key.
  COMMAND search: Type your command and search terms below, then press the ENTER key.

* Type Help, then press the ENTER key.

--- OPTIONS ------------------- UGA - UGA Library Catalog ---
Help Back  AU  TI  AT  SU  CN  CHOOSE  Quit
COMMAND:

NOTES:

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

The "NOTHING has been found..." line should be centered if possible. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Check, Redo, and Type).

Selecting the Help option on this screen takes users to NO MATCHES HELP (p. 71).
When your search results in no matches, you may need instruction in one of the topics listed below. Choose either a GUIDED or a COMMAND topic, type its number on the COMMAND line below, then press the ENTER key.

For GUIDED searches:

1. Author searches
2. Title searches
3. Subject searches
4. Author/title searches
5. Call number searches

For COMMAND searches:

6. Author searches
7. Title searches
8. Subject searches
9. Combination searches
10. Numeric searches

For additional topics, type Help, then press the ENTER key.
For further assistance, consult a librarian.

--- OPTIONS -------------- UGA - UGA Library Catalog ---
Help Back AU TI AT SU CN CHOOSE Quit
COMMAND:

---

NOTE:

Selecting the Help option on this screen takes users to the main Help Menu (p. 12).
[LESS THAN 2,000 HEADINGS]

YOUR SEARCH: [search statement] MATCHES: [number]
---------------------------------------------------------------------
[number] HEADINGS have been found matching your search:
[search statement ... ]

Select one of the following:

* Display search results. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.

  COMMAND limit: Type LIM and your limit specifications.
  Example 2: lim su biography

  For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
LIMIT Display Help Back AU TI AT SU CN Quit
COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[LESS THAN 2,000 RECORDS]

YOUR SEARCH: [search statement] MATCHES: [number]
---------------------------------------------------------------------
[number] RECORDS have been found matching your search:
[search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LTM, then pressing the ENTER key.

  COMMAND limit: Type LIM and your limit specifications.
  Example 2: lim su biography
  For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
LIMIT Display Help Back AU TI AT SU CN Quit
COMMAND:

_____________________________

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[2,000 - 32,000 HEADINGS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] HEADINGS have been found matching your search:
[search statement: ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
COMMAND limit: Type LIM and your limit specifications.
   Example 2: lim su biography
   For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be arranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
LIMit Display Help Back AU TI AT SU CN Quit
COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
YOUR SEARCH: [search statement] MATCHES: [number]

[number] RECORDS have been found matching your search:
[search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 2: lim su biography
  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be arranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS -------------------------- UGA - UGA Library Catalog ---
LIMit  Display  Help  Back  AU  TI  AT  SU  CN  Quit
COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[GREATER THAN 32,000 HEADINGS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] HEADINGS have been found matching your search:
[search statement ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
COMMAND limit: Type LIM and your limit specifications.
   Example 2: lim su biography
For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ---------------------------- UGA - UGA Library Catalog ---
 LIMIT Display Help Back AU TI AT SU CN Quit

COMMAND:

______________________________

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[GREATER THAN 32,000 RECORDS]

YOUR SEARCH: [search statement] 
MATCHES: [number]

[number] RECORDS have been found matching your search:
[search statement ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 2: lim su biography
  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS -------------------------- -- UGA - UGA Library Catalog ---
LIMIT Display Help Back AU TI AT SU CN Quit
COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
IV. B: SCREENS for GCL - Georgia College Library Catalog

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.
Table of Contents for GCL Screens

Note: Only screens unique to the GCL database are included here. For all other screens, see section IV. A: UGA - University of Georgia Libraries' Catalog. They would vary only with the database name shown in the lower right corner of each screen. Search examples are based on the UGA database. To be appropriate for the GCL database, they will need to be revised.

INTRODUCTORY SCREEN

The Georgia College Library Catalog.........................80

COMMAND SEARCH HELP SCREENS

Scope of the GCL Catalog.....................................81
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Select one of the options below. Type your response on the COMMAND line at the bottom of the screen, then press the ENTER key.

Options:                        Type:
* READ me first                  read
* Do a GUIDED (menu) search       guided
* Do a COMMAND search            command
* Help                            h
* SCOPE of this database          scope
* CHOOSE other databases          cho

--- Names of commands and options can be abbreviated to only the letters shown in uppercase. (Type in lowercase.) ---
----------------------------------------------- GCL - Georgia College Library Catalog ---
COMMAND:

NOTE:

Typing command on this screen takes users to BASICS OF COMMAND SEARCHING.
Georgia College is located in Milledgeville, Georgia. The Library has a collection of approximately 90,000 volumes.

Special collections included in the holdings of the library are: the Flannery O'Connor Collection of manuscripts and O'Connor's personal library; the James C. Bonner Collection of primary source materials on nineteenth century Georgia; and the U. Erwin Sibley Collection focusing on middle Georgia during the period of 1900 through 1978.

The Georgia College Library's telephone number is: (912) 453-5573
**YOUR SEARCH:** [search statement]  
**MATCHES:** [number]

---  
**FIELDS (2 of 3)**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>LABEL</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication date</td>
<td>pd</td>
<td>f au darwin and pd 1859</td>
<td>f ti dna and pd 1990-</td>
</tr>
<tr>
<td>Publisher</td>
<td>pu</td>
<td>f su food and pu wiley</td>
<td>f au clancy and pu putnam</td>
</tr>
<tr>
<td>Place published</td>
<td>pl</td>
<td>f su trade and pl tokyo</td>
<td>f ti opera and pl paris</td>
</tr>
<tr>
<td>Format</td>
<td>fo</td>
<td>f su athens and fo maps</td>
<td>f su bonds and fo serials</td>
</tr>
<tr>
<td>Language *</td>
<td>lg</td>
<td>f au cicero and lg latin</td>
<td>f su homer and lg english</td>
</tr>
<tr>
<td>Call number</td>
<td>c#</td>
<td>bro c# vml5</td>
<td>f c# vml5.b6</td>
</tr>
</tbody>
</table>

For additional fields, type m, then press the ENTER key.

* Use the English name for the language.  
  For example: german, not deutsch; french, not francais

--- OPTIONS  
GCL - Georgia College Library Catalog  
---

Help  Back  More  CHOOSE  Quit

COMMAND:

---

**NOTE:**

Since there are no piece records in GCL, the cn field label does not exist, and c# must be used to search call numbers.
Use either the FIND or the BROWSE command:

* FIND tells the computer to look for a specific standard number.

<table>
<thead>
<tr>
<th>Standard number:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call number</td>
<td>f c# $294.a7r4</td>
</tr>
<tr>
<td>Music publisher Number</td>
<td>f mn cd561</td>
</tr>
<tr>
<td>International Standard Book Number (ISBN)</td>
<td>f bn 0816118507</td>
</tr>
<tr>
<td>International Standard Serial Number (ISSN)</td>
<td>f sn 0079-5399</td>
</tr>
<tr>
<td>Library of Congress Control Number (LCCN)</td>
<td>f lc 72-122324</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------- GCL - Georgia College Library Catalog ---
Help Back More CHOose Quit
COMMAND:

---

NOTE:

Since there are no piece records in GCL, the cn field label does not exist, and c# must be used to search call numbers.
* BROWSE tells the computer to begin browsing one of the standard number lists at the standard number you have typed. The Call number list is the most useful standard number list to browse.

Examples:

bro c# m
bro c# m1503
bro c# m1503.v484

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

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Help Back More CHOOSE Quit
COMMAND:

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Help Back More CHOOSE Quit
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Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:

--- OPTIONS --------------------- GCL - Georgia College Library Catalog ---
Help Back More CHOOSE Quit
COMMAND:
NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.
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Greater than 32,000 Records..........................................145
EXPANDED ACADEMIC INDEX

Select one of the options below. Type your response on the COMMAND line at the bottom of the screen, then press the ENTER key.

Options: Type:

* READ me first read
* Do a GUIDED (menu) search guided
* Do a COMMAND search command
* Help h
* SCOPE of this database scope
* CHOose other databases cho

--- Names of options and commands can be abbreviated to only the letters shown in uppercase. (Type in lowercase.) ---

-------------------------------------- EAI - Expanded Academic Index ---

COMMAND:

NOTE:

Typing command on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 99-101).
HELP MENU for EXPANDED ACADEMIC INDEX

Select your topic, type its number, then press the ENTER key.

1 Message to New Users
2 Scope of this database
3 Dial-in Access
4 Keyboard Operation
5 Commands and Options
6 Displays
7 Basics of Command Searching
8 Fields
9 Introduction to Connectors
10 Connectors: AND
11 Connectors: OR
12 Connectors: NOT
13 Connectors: WITH
14 Connectors: NEAR
15 Command Author Searching
16 Command Title Searching
17 Command Subject Searching
18 Combination Searching
19 Limiting Command Searches
20 Index to Help Topics
21 Journal Call Numbers

For further assistance, go to the Main or Science Library Reference Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Back GUIDED CHOOSE Quit
COMMAND:
Two methods of searching are available: COMMAND and GUIDED.

* COMMAND searching is flexible and powerful. Commands and search terms can be typed on any screen. You may use advanced techniques such as connectors (AND, OR, NOT), and limit searches (by language, date, etc.).

  Example 1: browse ti port
  Example 2: find ti port and su wine

  For help with command searching, type h, then press the ENTER key.

* GUIDED searching is done on specific screens (author, title, subject, etc.) on which you type only your search terms. Since the commands are built-in, no knowledge of commands is necessary.

  To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS --------------------- EAI - Expanded Academic Index ---
Help Back GUIDED Quit
COMMAND:

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
EAI is a broad, interdisciplinary database covering the major humanities, social sciences, and non-technical general science subjects. Updated monthly, it includes references to the articles in approximately 1,500 scholarly and general-interest journals. Coverage begins in the late 1980s.

Searching EAI is done using either the guided search screens or the same commands that are used in the UGA Catalog.

Data included in a typical EAI record are: name of the author of an article, title of the article, name of the journal where the article was published, volume and page numbers, date of publication. Many EAI records include abstracts and notes.

(The Expanded Academic Index is a product of the Information Access Co.)

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
Help Back GUIDED CHOose Quit
COMMAND:

NOTE:

This screen should also indicate the period of coverage, including the date of the latest update (for example: 1988 - 3/1992).
Commands and options tell the computer what you want it to do. Listed below are four kinds: Navigation; Search; Display; and Help. You may abbreviate commands and options by using only the letters shown in uppercase type.

* Navigation:  

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to next screen</td>
<td>More m</td>
</tr>
<tr>
<td>Go to preceding screen</td>
<td>Back b</td>
</tr>
<tr>
<td>Go to next record</td>
<td>Next n</td>
</tr>
<tr>
<td>Go to previous record</td>
<td>Previous pr</td>
</tr>
<tr>
<td>Go back to a list</td>
<td>List 1</td>
</tr>
<tr>
<td>Go to menu for this database</td>
<td>NEW new</td>
</tr>
<tr>
<td>Go to a list of databases</td>
<td>CHOOSE cho</td>
</tr>
<tr>
<td>End your search session</td>
<td>Quit q</td>
</tr>
</tbody>
</table>

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS --- EAI - Expanded Academic Index ---
Help Back More GUIDED CHOOSE Quit

92
YOUR SEARCH: [search statement] MATCHES: [number]

-------------------------------------- COMMANDS & OPTIONS (2 of 4) --------------------------------------

* Search (COMMAND searching only):

   COMMAND	EXAMPLE
   Find	f su space stations
   Find EXACT	f exact ti hawaii
   BROWse	bro au jackson, jes
   LIMIT	lim pd 1991
   REvise	re

* Search (GUIDED searching only):

   COMMAND	EXAMPLE
   GUIDED
guided
   LIMIT	lim

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
Help Back More GUIDED CHOose Quit
COMMAND:
YOUR SEARCH: [search statement] MATCHES: [number]

------------ COMMANDS & OPTIONS (3 of 4) ------------

* Search related titles:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAAuthor</td>
<td>rau</td>
</tr>
<tr>
<td>RSSubject</td>
<td>rsu</td>
</tr>
</tbody>
</table>

* Display:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display items from a list</td>
<td>&lt;type line number(s)&gt; 1,3-5</td>
</tr>
<tr>
<td>Display more than 200 search results</td>
<td>Display d</td>
</tr>
</tbody>
</table>

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
Help Back More GUIDED CHOose Quit

COMMAND: 94
YOUR SEARCH: [search statement] MATCHES: [number]

* Display (continued):

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARc</td>
<td>ma</td>
</tr>
<tr>
<td>SOrt</td>
<td>so pd asc</td>
</tr>
<tr>
<td>SOrt</td>
<td>so ti desc</td>
</tr>
<tr>
<td>COMbine</td>
<td>com 2-7</td>
</tr>
</tbody>
</table>

* Help:

- Keyboard operation
- Message to new users (Read me first)
- Contents of this database
- Go to a help screen
- Go to a specific help topic

--- OPTIONS --- Expanding Academic Index ---
Help Back More GUIDED CHOOSE Quit

COMMAND:
There are two major types of displays: lists of headings or titles, and article citations.

* Lists

These consist of one-line headings or titles. The information in these lists varies. For example:

- Lists of subject headings show the number of titles on each subject.
- Lists of authors show the number of titles by each author.
- Lists of individual titles show the author and publication date of each title.

For further instruction, type m, then press the ENTER key.

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
Help Back More GUIDED CHOOSE Quit
COMMAND:

NOTE:

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMANDS & OPTIONS (p. 95).
Lists are usually arranged alphabetically. However, lists of titles on a subject, and lists of titles resulting from a search of two or more record fields are arranged by publication date, with the most recent first.

To navigate FORWARD within a multi-screen list:
- one screen at a time, type m.
- more than one screen at a time: type m, a space, and the number of headings or titles you want to skip. For example: m 100 would skip forward 100 headings or titles in the list.

To navigate BACKWARD within a multi-screen list:
- one screen at a time, type b.
- more than one screen in a list: type b, a space, and the number of headings or titles you want to skip. For example: b 100 would skip back 100 headings or titles in the list.

For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------ EAI - Expanded Academic Index ---
Help Back More GUIDED CHOOSE Quit
COMMAND:
BROWSE and FIND are the two basic commands. Command searches require at least three elements that together form a search statement:

**COMMAND** + **FIELD LABEL** + **SEARCH TERM**

- **COMMAND** tells the computer what to do:
  - BROWSE
  - FIND

- **FIELD LABEL** tells the computer where to look:
  - AU (for author)
  - TI (for title)
  - SU (for subject)

- **SEARCH TERM** tells the computer what to look for:

**Examples:**

- bro au mcfeely, william
- f su whales

For further instruction, type m, then press the ENTER key.
Here are examples of basic search statements, and what they mean:

* BROWSE search example: 
  bro au asimov, isaac

This tells the computer: Begin BROWSing the AUthor index at the words "asimov, isaac" and display that list. Note: BROWSE searches can be done using author (au), title (ti), or subject (su) field labels.

* FIND search example: 
  f au asimov and ti space and pd 1991

This tells the computer: Find any record with an author's name "asimov", a title that includes the word "space", and a publication date 1991. Display records meeting all three requirements.

For further instruction, type m, then press the ENTER key.
Searches can be narrowed or broadened by connecting search terms from any field in the record:

```
COMMAND + FIELD LABEL + SEARCH TERM + CONNECTOR + FIELD LABEL + SEARCH TERM
```

- `f au chomsky and ti revolution`
- `f ti color or ti colour`
- `f su hostages and pd 1991`
- `f su drug abuse and ot table`

The publication date field is used primarily to narrow a search. For further explanation, type Help FIELDS.

For further explanation of connectors, type Help CONNECTORS.
Each record in the EAI database is divided into labeled categories called fields. Knowledge of what those fields are and how to use them to construct search statements is required for command searching.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>LABEL</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Author</td>
<td>au</td>
<td>bro au sontag, s</td>
<td>f au sonnenberg, nina</td>
</tr>
<tr>
<td>Title (of article &amp; journal)</td>
<td>ti</td>
<td>bro ti deep ecology</td>
<td>f ti 21st century</td>
</tr>
<tr>
<td>Subject</td>
<td>su</td>
<td>bro su acid rain</td>
<td>f ti people weekly</td>
</tr>
<tr>
<td>Other text</td>
<td>ot</td>
<td>f ot chronology</td>
<td>f su tibet--history</td>
</tr>
<tr>
<td>All of the above</td>
<td>all</td>
<td>f all bly</td>
<td>f all brodsky</td>
</tr>
<tr>
<td>Publication date</td>
<td>pd</td>
<td>f au cox and pd 1991</td>
<td>f ti georgia review and pd 1991</td>
</tr>
</tbody>
</table>

--- OPTIONS ---
- Help
- Back
- CHOOSE
- Quit

COMMAND:
Connectors are used to relate terms in a search statement by logic (AND, OR, NOT), or by position (NEAR, WITH).

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>Finds any record containing:</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Both terms</td>
<td>f au asimov and ti space</td>
</tr>
<tr>
<td>OR</td>
<td>Either term</td>
<td>f su gold or su silver</td>
</tr>
<tr>
<td>NOT</td>
<td>One term without the other</td>
<td>f su africa and not south</td>
</tr>
<tr>
<td>NEAR</td>
<td>Both terms in any order in same record field</td>
<td>f ti child n2 abuse</td>
</tr>
<tr>
<td>WITH</td>
<td>Both terms in specified order in same record field</td>
<td>f ti free w3 press</td>
</tr>
</tbody>
</table>

For further explanation, type Help and the connector. For example: Help OR

--- OPTIONS --------------------------- EAI - Expanded Academic Index ---
Help Back CHOOSE Quit

COMMAND:

NOTE:

The Subgroup strongly and unanimously recommends that the word "Boolean" not be used in the text of this screen. We feel it would be confusing and perhaps intimidating to a not insignificant number of new and less experienced users. If patrons already know about Boolean algebra or Boolean logic, the omission of that word should not interfere with their understanding of the explanation on this screen. The Subgroup's philosophy is to avoid the use of jargon and unfamiliar terms whenever possible. A fuller explanation of connectors, including the word "Boolean," is more appropriately reserved for future "Advanced Searching" screens.
AND narrows a search. For example:

\[ f \text{ au asimov and ti space} \]

\[ \begin{array}{c}
\text{asimov} \\
\text{space}
\end{array} \]

\[ \rightarrow \] records containing BOTH terms

The search would find records such as:

Asimov, Isaac. Lost in space...
Asimov, Isaac. ...space exploration?
OR broadens a search. For example:

\[ \text{f ti lemons or ti oranges} \]

\[ \begin{align*}
\text{lemons} & \text{ or } \text{ oranges} \\
\text{lemons} & \text{ and } \text{ oranges} \\
\text{oranges} & \text{ or } \text{ lemons}
\end{align*} \]

The search would find records such as:

- Still life with lemons
- Love of Three Oranges
- Oranges and lemons
YOUR SEARCH: [search statement] MATCHES: [number]

CONNECTORS: NOT

NOT eliminates terms from a search. For example:

f ti stocks and not bonds

/----------- records WITHOUT the second term
/ stocks ///
/ stocks /// bonds

The search would find records such as:

Bargain stocks in Japan
but NOT:
My stocks beat your bonds

... therefore, use NOT with caution!
YOUR SEARCH: [search statement] MATCHES: [number]
----------------------------------------------- CONNECTORS: WITH -----------------------------------------------

WITH relates terms appearing in a specified order in the same record field. Because terms may be separated by any number of words, you must indicate in your search statement the maximum number of intervening words.

The search statement: f ti environmental w2 assessment

Finds titles:
Canadian environmental assessment act...
Assessment of environmental...
Assessment of perceived environmental...

In none of these titles is "assessment" more than 3 words to the right of "environmental", and the two terms are always in the same order.
YOUR SEARCH: [search statement] MATCHES: [number]
---------------------------------------------------------------------------------- CONNECTORS: NEAR ----------------------------------------------------------------------------------

NEAR relates terms appearing in any order in the same record field. Because terms may be separated by any number of words, you must indicate in your search statement the maximum number (including 0) of intervening words.

The search statement: f ti environmental n2 assessment

Finds titles: Canadian environmental assessment act...
------------- --------------
Assessment of environmental...
------------- --------------
Assessment of perceived environmental...
-------------

In none of these titles is "environmental" more than 2 words to either the right or left of "assessment".

--- OPTIONS ----------------------------- EAI - Expanded Academic Index ---
Help Back CHOOSE Quit
COMMAND:
Authors include authors of the articles and reviewers of books, performances, recordings, etc. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical author list at the term you have typed.

Browse works best when you know:

- Beginning of person's last name
- Only a person's last name
- Person's last name & first initial
- Persons without surnames

Examples:

- bro au gorb
- bro au gorbachev
- bro au buckley, w
- bro au diana, princess

For further instruction, type m, then press the ENTER key.
* FIND tells the computer to find the term you have typed anywhere it occurs in the author's name.

Find works best when you know:

- Person's last name & first name
- Words in a name, but not their order

Examples:

- f au will, george
- f au marquez and garcia

Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in quotation marks. For example:

- f au gal "or," esther
- f au "au," kathryn
Titles include both titles of the articles and titles of the periodicals containing the articles. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical title list at the term you have typed.

```
BROWse works best when you know:
-----------------------------
A single-word title           Examples:
Beginning of a title          bro ti dissent
                               bro ti journal of applied
```

Note: If the first word of a title is A, AN, or THE (or its foreign equivalents), omit it.

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement] MATCHES: [number]

* FIND tells the computer to find any title that includes the term you have typed anywhere it occurs in the title.

<table>
<thead>
<tr>
<th>Use Find if you know:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A word or phrase in a title</td>
<td>f ti cultural diversity</td>
</tr>
<tr>
<td>A word, but not its spelling</td>
<td>f ti perestr?</td>
</tr>
<tr>
<td>Word variations (woman/women; theater/theatre)</td>
<td>f ti wom?n</td>
</tr>
<tr>
<td></td>
<td>f ti the?</td>
</tr>
</tbody>
</table>

* Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (such as AU, TI, SU, or ALL), enclose it in quotation marks. If you do not, the computer will interpret it as ...

For further instruction, type m, then press the ENTER key.

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
Help Back More CHOOSE Quit

COMMAND:
* (Caution continued)

connectors or field labels and produce incorrect results.

<table>
<thead>
<tr>
<th>To find the title:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Decline and Fall ...</td>
<td>f ti decline &quot;and&quot; fall</td>
</tr>
<tr>
<td>To be or not to be ...</td>
<td>f ti to be &quot;or not&quot; to be</td>
</tr>
<tr>
<td>El general en su laberinto ...</td>
<td>f ti en &quot;su&quot; liberinto</td>
</tr>
<tr>
<td>Au revoir les enfants</td>
<td>f ti &quot;au&quot; revoir les enfants</td>
</tr>
<tr>
<td>Abandon all science ...</td>
<td>f ti &quot;all&quot; science</td>
</tr>
<tr>
<td>Shok ot pakta ...</td>
<td>f ti shok &quot;ot&quot; pakta</td>
</tr>
</tbody>
</table>

--- OPTIONS ---
| Help          | Back          | More   | CHOOSE   | Quit      |

COMMAND:
Effective subject searches require using the standardized subject headings based on those used by the Library of Congress. These headings may differ from popular terms. For example:

<table>
<thead>
<tr>
<th>Instead of</th>
<th>Expanded Academic Index uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>frisbees</td>
<td>flying discs (game)</td>
</tr>
<tr>
<td>date rape</td>
<td>acquaintance rape</td>
</tr>
<tr>
<td>doctors</td>
<td>physicians</td>
</tr>
</tbody>
</table>

For guidance on selecting a standardized term, consult the Library of Congress Subject Headings (available in the Main and Science Library reference departments).

For further instruction, type m, then press the ENTER key.
Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical subject list at the term you have typed.

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
Help  Back  More  CHOose  Quit

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement] MATCHES: [number]

COMMAND SUBJECT HELP (3 of 4)

* FIND tells the computer to find the term you have typed anywhere it occurs in the subject heading.

<table>
<thead>
<tr>
<th>Use Find if you know only:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A word or phrase in a subject</td>
<td>f su spills</td>
</tr>
<tr>
<td></td>
<td>f su day care</td>
</tr>
<tr>
<td></td>
<td>f su atlanta</td>
</tr>
<tr>
<td></td>
<td>f su louisiana</td>
</tr>
<tr>
<td></td>
<td>f su olympic committee</td>
</tr>
<tr>
<td></td>
<td>f su du pont</td>
</tr>
<tr>
<td></td>
<td>f su tom sawyer</td>
</tr>
</tbody>
</table>

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------------- EAI - Expanded Academic Index ---
Help Back More CHoose Quit
COMMAND:
Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (AU, TI, SU, or ALL), enclose it in quotation marks. If you do not, the computer will interpret it as a connector or field label and produce incorrect results.

  f su right "and" wrong
  f su william "and" mary
  f su voyage "au" centre de la terre
  f su "all" terrain vehicles
  f su "all" the king's men
YOUR SEARCH:  [search statement]  MATCHES:  [number]

------------------------------ COMBINATION SEARCH HELP ------------------------------

You can tell the computer to search more than one record field at a time.

To search:  Examples:

Co-authors' last names  f au evans and au novak
Author's last name and -Title word  f au forehand and ti adolescent
-Subject heading word  f au fallows and su japan

Title words  f ti pollution and ti air
Subject heading words  f su germany and su economic
Subject heading word and -Publication Date  f su saddam and pd 1990

For instruction on using AND and other connectors, type Help CONNECTORS.
For a list of record fields, type Help FIELDS.

--- OPTIONS --- EAI - Expanded Academic Index ---
Help  Back  CHOose  Quit

COMMAND:
LIMITING COMMAND SEARCHES

The limit command is used to decrease the number of your search results. This is accomplished by adding further field labels and search terms to your original search. Retyping the search is unnecessary. For example:

    f su japan --------------------> results in over 1400 matches

   The above search can be limited by various field labels and search terms.

Typing:  lim au fallows ------ Would result in: --->   22 matches
         lim ti samurai ------------------------>   14 matches
         lim su family ------------------------>   14 matches
         lim pd 1991 ---------------------------> 1134 matches

Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS ------------------------- EAI - Expanded Academic Index ---
Help  Back  CHOose  Quit
COMMAND:

NOTE:
This screen will need to be updated periodically to be more topical and reflect a more accurate number of matches.
YOUR SEARCH: [search statement] MATCHES: [number]

Call number and numeric searches are not valid in EAI.

To find the call number for a publication, CHOOSE the UGA database by typing CHO uga, then:

* For GUIDED searches:
  - type TI, then press the ENTER key.
  - fill-in the top box with the title of the publication you wish to find, then press the ENTER key. For example: journal of linguistics

* For COMMAND searches:
  - Do a BROWse TItle search for the publication you wish to find. For example: bro ti journal of applied ecology

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
Help Back TI CHOOSE Quit
COMMAND:
GUIDED SEARCH

Select a guided searching option from the list below. Type the option's two-letter code on the COMMAND line below, then press the ENTER key.

To search by: Type:
* Author AU
* Title TI
* Author and title AT
* Subject SU

You can select any of these options from any screen by typing its two-letter code.

--- OPTIONS -------------------- EAI - Expanded Academic Index ---
Help Back AU TI AT SU CHoose Quit
COMMAND:

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
GUIDED AUTHOR SEARCH

* BROWSE author list. Type the author’s name in the box below, then press the ENTER key. Example: updike, john

Press the TAB key to switch typing areas. Fill in one box only.

* KEYWORD author search. Type any word or phrase from the author’s name in the box below, then press the ENTER key. Example: marquez

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
Help Back AU TI AT SU CHOose Quit

COMMAND:

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR HELP (p. 123).
Authors include authors of the articles and reviewers of books, performances, recordings, etc. You may do either a BROWSE or a FIND search:

* BROWSE author list tells the computer to begin browsing the alphabetical author list at the word or phrase you have typed.

BROWSE works best when you know:

- Beginning of person's last name
- Only a person's last name

Examples:
- gorb
- gorbachev

For further instruction, type m, then press the ENTER key.
GUIDED AUTHOR HELP (2 of 2)

BROWSE works best when you know:  Examples:
Person's last name & first initial  will, g
Persons without surnames  diana

* KEYWORD tells the computer to find the term you have typed anywhere it occurs in the author's name.

KEYWORD works best when you know:  Examples:
A word in a name  marquez

--- OPTIONS ------------------------- EAI - Expanded Academic Index ---
Help Back More CHOOSE Quit
COMMAND:
GUIDED TITLE SEARCH

* BROWSE title list. Type the beginning word(s) of the title in the box below, then press the ENTER key. If the first word is A, AN, or THE (or its foreign equivalents), omit it. Example: scarlett

--- Options ---------------------- EAI - Expanded Academic Index ---
Help Back AU TI AT SU CHOOSE Quit

COMMAND:

NOTE:

Selecting the Help option on this screen takes users to GUIDED TITLE HELP (p. 126).
GUIDED TITLE HELP (1 of 2)

Titles include both titles of the articles and titles of the periodicals containing the articles. You may do either a BROWSE or a KEYWORD search:

* BROWSE tells the computer to begin browsing the alphabetical title list at the word or phrase you have typed.

BROWSE works best when you know:

Examples:

- The beginning of a title: iron john
- A single-word title: scarlett

Note: If the first word of a title is A, AN, or THE (or its foreign equivalents), omit it.

For further instruction, type m, then press the ENTER key.

--- OPTIONS ---
Help Back More CHOOSE Quit

COMMAND:
* KEYWORD tells the computer to find the word or phrase you have typed anywhere it occurs in the title.

--- OPTIONS --- EAI - Expanded Academic Index ---
Help Back More CHOose Quit
COMMAND:
GUIDED AUTHOR-TITLE SEARCH

Use both boxes to do a combined author and title search.

* AUTHOR keyword. Type any word or phrase from the author's name in the box below. Example: updike

Press the TAB key.

* TITLE keyword. Type a word or phrase from anywhere in the title in the box below, then press the ENTER key. Example: new yorker

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
Help  Back  AU  TI  AT  SU  CHoose  Quit
COMMAND:

---

NOTE:

Selecting the Help option on this screen takes users to GUIDED AUTHOR-TITLE HELP (p. 129).

---

[screen ID LPAM07]
An author-title search is a combined search. It tells the computer to find BOTH:

- the AUTHOR keyword or phrase you have typed, anywhere it occurs in an author's name

AND...

- the TITLE keyword or phrase you have typed, anywhere it occurs in a title.

The computer will then display any records meeting both requirements.

For further instruction, type m, then press the ENTER key.
If you know: | Use both: | Examples:
--- | --- | ---
A person's last name AND A word or phrase from the title (of the periodical) | upper box AND lower box | novak forbes
A person's last name AND A word or phrase from the title (of the article) | upper box AND lower box | gould dinosaur
GUIDED SUBJECT SEARCH

For best results, use Library of Congress subject headings. Lists of these headings are available in each Reference Department.

* BROWSE subject list. Type the beginning word(s) of a subject heading in the box below, then press the ENTER key.
  Example 1: euthanasia--cases  Example 2: surrogate mothers

Press TAB key to switch typing areas. Fill in one box only.

* KEYWORD subject search. Type a word or phrase in the box below, then press the ENTER key. Example: extinction

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
Help Back AU TI AT SU CHOose Quit
COMMAND:

NOTE:

Selecting the Help option from this screen takes users to GUIDED SUBJECT HELP (p. 132).
Effective subject searches require using the standardized subject headings based on those used by the Library of Congress. These headings may differ from popular terms. For example:

<table>
<thead>
<tr>
<th>Instead of</th>
<th>Expanded Academic Index uses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>frisbees</td>
<td>flying discs (game)</td>
</tr>
<tr>
<td>date rape</td>
<td>acquaintance rape</td>
</tr>
<tr>
<td>doctors</td>
<td>physicians</td>
</tr>
</tbody>
</table>

For guidance on selecting a standardized term, consult the Library of Congress Subject Headings (available in the Main and Science Library reference departments).

For further instruction, type m, then press the ENTER key.
You may do either a BROWSE or a KEYWORD search:

* BROWSE subject list tells the computer to begin browsing the alphabetical subject list at the word or phrase you have typed.

--- OPTIONS --- EAI - Expanded Academic Index ---
Help  Back  More  CHoOse  Quit
COMMAND:
* KEYWORD tells the computer to find the word or phrase you have typed anywhere it occurs in the subject heading.

Use keyword if you know only:

A word or phrase in a subject heading

Examples:

spills
day care
atlanta
louisiana
olympic committee
du pont
tom sawyer
To decrease results, type additional search terms on one or more of the following lines, then press the ENTER key. Use the TAB key to move between lines.

AUTHOR keyword:
TITLE keyword:
SUBJECT keyword:
DATE of publication:

Examples: for DATE, year only:
1991
Listed below are the author/name headings associated with the title just displayed, and the number of titles linked to each one.

To display a list of these titles, select one or more of the author/name headings below. Type the number shown to the left of each heading on the COMMAND line, then press the ENTER key. Example 1: 1,3 Example 2: 3-7

Author/name headings: Number of titles:
1 [heading] [number]
2 [heading] [number]
3 [heading] [number]
Listed below are the subject headings associated with the title just displayed, and the number of titles linked to each one.

To display a list of these titles, select one or more of the subject headings below. Type the number shown to the left of each heading on the COMMAND line, then press the ENTER key. Example 1: 1,3  Example 2: 3-7

Subject headings: Number of titles:
1 [heading] [number]
2 [heading] [number]
3 [heading] [number]

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help Back Choose Quit
COMMAND:

--- OPTIONS ------------------------------ EAI - Expanded Academic Index ---
Help Back More Next Previous List GUIDED Choose Quit
For related titles, type either RAUthor or RSUbjeet.
COMMAND:
YOUR SEARCH: [search statement] MATCHES: [number]

NOTHING has been found matching your search:

[search statement ... ]

Do the following:

* Check spelling, and spacing between words.

* Redo the search, using instructions appropriate to your search method:

  GUIDED search: Type either AU, TI, AT, or SU below, then press the ENTER key.
  COMMAND search: Type your command and search terms below, then press the ENTER key.

* Type Help, then press the ENTER key.

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
Help  Back  AU  TI  AT  SU  CHOOSE  Quit
COMMAND:

NOTES:

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

The "NOTHING has been found..." line should be centered if possible. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Check, Redo, and Type).

Selecting the Help option on this screen takes users to NO MATCHES HELP (p. 139).
When your search results in no matches, you may need instruction in one of the topics listed below. Choose either a GUIDED or a COMMAND topic, type its number on the COMMAND line below, then press the ENTER key.

For GUIDED searches:

1. Author searches
2. Title searches
3. Subject searches
4. Author/title searches

For COMMAND searches:

5. Author searches
6. Title searches
7. Subject searches
8. Combination searches

For additional topics, type Help, then press the ENTER key.
For further assistance, consult a librarian.

--- OPTIONS --------------------- EAI - Expanded Academic Index ---
Help Back AU TI AT SU CHOose Quit
COMMAND:

NOTE:

Selecting the Help option on this screen takes users to the main Help Menu (p. 89).
[LESS THAN 2,000 HEADINGS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] HEADINGS have been found matching your search:
[search statement ...]

Select one of the following:

* Display search results. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.

  COMMAND limit: Type LIM and your limit specifications.
  Example 1: lim pd 1989-1990
  Example 2: lim ti biography
  For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ------------------------------- EAI - Expanded Academic Index ---
LIMIT Display Help Back AU TI AT SU Quit
COMMAND:

---------------------------------------------------------

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[LESS THAN 2,000 RECORDS]

YOUR SEARCH: [search statement] MATCHES: [number]
-----------------------------------------------------------------------
[number] RECORDS have been found matching your search: [search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.

COMMAND limit: Type LIM and your limit specifications.
Example 1: lim pd 1989-1990
Example 2: lim ti biography
For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ---------------------- EAI - Expanded Academic Index ---
LIMIT Display Help Back AU TI AT SU Quit
COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[2,000 - 32,000 HEADINGS]

YOUR SEARCH: [search statement] Matches: [number]

[number] HEADINGS have been found matching your search: [search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 1: lim pd 1989-1990
    Example 2: lim ti biography
  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be arranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
  LIMIT Display Help Back AU TI AT SU Quit

COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[2,000 - 32,000 RECORDS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] RECORDS have been found matching your search:

[search statement ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 1: lim pd 1989-1990
    Example 2: lim ti biography
  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be arranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS -------------------------- EAI - Expanded Academic Index ---
LIMIT Display Help Back AU TI AT SU Quit
COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.
[GREATER THAN 32,000 HEADINGS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] HEADINGS have been found matching your search:
[search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 1: lim pd 1989-1990
    Example 2: lim ti biography
  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
LIMit Display Help Back AU TI AT SU Quit
COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

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[GREATER THAN 32,000 RECORDS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] RECORDS have been found matching your search:
[search statement ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow
  instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then
  pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 1: lim pd 1989-1990
    Example 2: lim ti biography
  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be
  displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------ EAI - Expanded Academic Index ---
LIMIT Display Help Back AU TI AT SU Quit
COMMAND:

---

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if
possible, leaving the maximum number of spaces possible for the number of
matches. The user's search statement (for guided searchers, only the terms
they entered) should be indented to line up with the words following the
asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of
dashes without a centered title.
GALIN:
Georgia Academic Library Information Network

IV. D: SCREENS for AAE - Academic American Encyclopedia

NOTE: The sample screen on each page ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.
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Greater than 32,000 Records......................... 187
Select one of the options below. Type your response on the COMMAND line at the bottom of the screen, then press the ENTER key.

--------- Options: --------- ---- Type: ----
* READ me first               read
* Do a GUIDED (menu) search   guided
* Do a COMMAND search         command
* Help                         h
* SCOPE of this database      scope
* CHOOSE other databases      cho

--- Names of options and commands can be abbreviated to only the letters shown in uppercase. (Type in lowercase.) ---

----------------------- AAE - Academic American Encyclopedia -----------------------
COMMAND:

NOTE:

Typing command on this screen takes users to BASICS OF COMMAND SEARCHING (pp. 158-160).
YOUR SEARCH: [search statement] MATCHES: [number]
----------------HELP MENU for ACADEMIC AMERICAN ENCYCLOPEDIA-----------------

Select your topic, type its number, then press the ENTER key.

1 Message to New Users 10 Connectors: AND
2 Scope of this database 11 Connectors: OR
3 Dial-in Access 12 Connectors: NOT
4 Keyboard Operation 13 Connectors: WITH
5 Commands and Options 14 Connectors: NEAR
6 Displays 15 Command Title Searching
7 Basics of Command Searching 16 Combination Searching
8 Fields 17 Limiting Command Searches
9 Introduction to Connectors 18 Index to Help Topics

For further assistance, go to the Main or Science Library Reference Desk, or call Main - (706) 542-3251 or Science - (706) 542-0698.
Two methods of searching are available: COMMAND and GUIDED.

* COMMAND searching is flexible and powerful. Commands and search terms can be typed on any screen. You may use advanced techniques such as connectors (AND, OR, NOT), and limit searches with additional search terms.

  Example 1: browse ti georgia
  Example 2: find all reunification

For help with command searching, type h, then press the ENTER key.

* GUIDED searching is done on specific screens on which you type only your search terms. Since the commands are built-in, no knowledge of commands is necessary.

To begin a guided search, type GUIDED, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help Back GUIDED Quit
COMMAND:

---

NOTE:

The "YOUR SEARCH: [search statement]" and "MATCHES: [number]" should only display if the user comes to this screen from a previous search, otherwise the first line would be blank.
The Academic American Encyclopedia, is a full-text database of approximately 33,000 articles. The encyclopedia is updated quarterly.

It is a general interest encyclopedia that provides current information on such subjects as science and technology, geography, the arts, sports, social science and more. Key features include outlines, bibliographies, cross-references, factboxes, and tables.

(The Academic American Encyclopedia is a product of Grolier Publishing Co.)

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help Back GUIDED CHOose Quit
COMMAND:

NOTE:

This screen should also indicate the date of the latest update or edition.
Commands and options tell the computer what you want it to do. Listed below are four kinds: Navigation; Search; Display; and Help. You may abbreviate commands and options by using only the letters shown in uppercase type.

* Navigation:

<table>
<thead>
<tr>
<th>Command</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to next screen</td>
<td>More m</td>
</tr>
<tr>
<td>Go to preceding screen</td>
<td>Back b</td>
</tr>
<tr>
<td>Go to next record</td>
<td>Next n</td>
</tr>
<tr>
<td>Go to previous record</td>
<td>PRevious pr</td>
</tr>
<tr>
<td>Go back to a list</td>
<td>List l</td>
</tr>
<tr>
<td>Go to menu for this database</td>
<td>NEW new</td>
</tr>
<tr>
<td>Go to a list of databases</td>
<td>CHOose cho</td>
</tr>
<tr>
<td>End your search session</td>
<td>Quit q</td>
</tr>
</tbody>
</table>

For additional commands and options, type m, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help Back More GUIDED CHOose Quit
COMMAND:
YOUR SEARCH: [search statement] MATCHES: [number]

* Search (COMMAND searching only): COMMAND EXAMPLE
  Search for a term in an article title Find f ti space station
  Search for any occurrence of a term Find f all space station
  Browse title index BROWse bro ti jackson, j
  Revise your search statement REvise re

* Search (GUIDED searching only):
  Begin a new guided search GUIDED guided
  Narrow a previous search LIMIT lim

For additional commands and options, type m, then press the ENTER key.
YOUR SEARCH: [search statement] MATCHES: [number]
-------------------------------- COMMANDS & OPTIONS (3 of 3) --------------------------------

* Display:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display items from a list</td>
<td>&lt;type line number(s)&gt; 1,3-5</td>
</tr>
<tr>
<td>Display more than 200 search results</td>
<td>Display d</td>
</tr>
<tr>
<td>Display full record (entire article)</td>
<td>FULL fu</td>
</tr>
<tr>
<td>Display brief record (article outline)</td>
<td>BRIef br</td>
</tr>
<tr>
<td>MARC record</td>
<td>MARC ma</td>
</tr>
</tbody>
</table>

* Help:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard operation</td>
<td>KEYS keys</td>
</tr>
<tr>
<td>Message to new users (Read me first)</td>
<td>READ read</td>
</tr>
<tr>
<td>Contents of this database</td>
<td>SCOPE scope</td>
</tr>
<tr>
<td>Go to a help screen</td>
<td>Help h</td>
</tr>
<tr>
<td>Go to a specific help topic</td>
<td>Help &lt;topic&gt; h fields</td>
</tr>
</tbody>
</table>

--- OPTIONS --------------------------- AAE - Academic American Encyclopedia ---
Help Back More GUIDED CHOose Quit

COMMAND:
There are three major types of displays: lists of the encyclopedia article titles, outlines of the articles (Brief display), and the full text of the articles themselves (Full display).

* Lists - consisting of alphabetically arranged, one-line titles.

To navigate FORWARD within a multi-screen list:

- one screen at a time, type m.

- more than one screen at a time: type m, a space, and the number of headings or titles you want to skip. For example: m 100 would skip forward 100 headings or titles in the list.

For further instruction, type m, then press the ENTER key.

Since this is a help screen for the general public, the MARC record display is not mentioned. The capability of searching the MARC record is documented on COMMAND & OPTIONS (p. 155).
To navigate BACKWARD within a multi-screen list:

- one screen at a time, type b.

- more than one screen in a list: type b, a space, and the number of headings or titles you want to skip. For example: b 100 would skip back 100 headings or titles in the list.

* Brief display - For long articles, the brief display is an outline of the article. Shorter articles do not have outlines.

* Full display - This display is the full text of the encyclopedia article. Many articles include tables and bibliographical references for further reading. The full display is the default display in AAE.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help Back More GUIDED CHOose Quit
COMMAND:
BROWSE and FIND are the two basic commands. Command searches require at least three elements that together form a search statement:

COMMAND + FIELD LABEL + SEARCH TERM

tells the computer
what to do:
tells the computer
where to look:
tells the computer
what to look for:

BROWse
Find
ti (article title)
all (title & text)

Examples: bro ti georgia
f all impeachment

For further instruction, type m, then press the ENTER key.
Here are examples of basic search statements, and what they mean:

* BROWSE search example: bro ti georgia

This tells the computer: Begin BROWSing the TItle index at the word "georgia" and display that list. Note: BROWSE searches can be done using only the title (ti) field label.

* FIND search example: f all impeachment and president

This tells the computer: Find any article containing the word "impeachment", and the word "president". Display records meeting both requirements.

For further instruction, type m, then press the ENTER key.
YOUR SEARCH: [search statement]          MATCHES: [number]
--------------------------------------------------- BASICS OF COMMAND SEARCHING (3 of 3) ---------------------------------------------------

Searches can be narrowed or broadened by connecting search terms from any field in the record:

COMMAND + FIELD LABEL + SEARCH TERM + CONNECTOR + FIELD LABEL + SEARCH TERM

| f | ti | freud | or | ti | jung |
| f | all | congo | or | all | zaire |
| f | ti  | education | and | all | women |

For further explanation of connectors, type HELP CONNECTORS.

--- OPTIONS -------------------------- AAE - Academic American Encyclopedia ---
Help Back More CHOOSE Quit
COMMAND:
Each record in the database is divided into labeled categories called fields. Knowledge of what those fields are and how to use them to construct search statements is required for command searching.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>LABEL</th>
<th>EXAMPLE 1</th>
<th>EXAMPLE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of article</td>
<td>ti</td>
<td>bro ti poetry</td>
<td>f ti government</td>
</tr>
<tr>
<td>Other text</td>
<td>ot</td>
<td>f ot carl sagan</td>
<td>f ot our town</td>
</tr>
<tr>
<td>All of the above</td>
<td>all</td>
<td>f all picasso</td>
<td>f all o'l spills</td>
</tr>
</tbody>
</table>
Connectors are used to relate terms in a search statement by logic (AND, OR, NOT), or by position (NEAR, WITH).

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>Finds any record containing:</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Both terms</td>
<td>f all congo and all zaire</td>
</tr>
<tr>
<td>OR</td>
<td>Either term</td>
<td>f ti soccer or ti football</td>
</tr>
<tr>
<td>NOT</td>
<td>One term without the other</td>
<td>f ti africa and ti not south</td>
</tr>
<tr>
<td>NEAR</td>
<td>Both terms in any order</td>
<td>f all child n2 abuse</td>
</tr>
<tr>
<td></td>
<td>in same record field</td>
<td></td>
</tr>
<tr>
<td>WITH</td>
<td>Both terms in specified order</td>
<td>f all free w3 press</td>
</tr>
<tr>
<td></td>
<td>in same record field</td>
<td></td>
</tr>
</tbody>
</table>

For further explanation, type HELP and the connector. For example: Help OR

--- OPTIONS ------------------------ AAE - Academic American Encyclopedia ---
Help  Back  CHOose  Quit
COMMAND:

NOTE:

The Subgroup strongly and unanimously recommends that the word "Boolean" not be used in the text of this screen. We feel it would be confusing and perhaps intimidating to a not insignificant number of new and less experienced users. If patrons already know about Boolean algebra or Boolean logic, the omission of that word should not interfere with their understanding of the explanation on this screen. The Subgroup's philosophy is to avoid the use of jargon and unfamiliar terms whenever possible. A fuller explanation of connectors, including the word "Boolean," is more appropriately reserved for future "Advanced Searching" screens.
AND narrows a search. For example:

f all mythology and greece

--- OPTIONS ------------------------ AAE - Academic American Encyclopedia ---
Help Back CHOOSE Quit
COMMAND:
OR broadens a search. For example:

```
f ti freud or ti jung
```

The search would find the article titles:

- Freud, Anna
- Freud, Sigmund
- Jung, Carl
YOUR SEARCH: [search statement] MATCHES: [number]

----------------------------------- CONNECTORS: NOT -----------------------------------

NOT eliminates terms from a search. For example:

f ti africa and ti not south

|///////////| /--------> articles WITHOUT the second term
| // africa // |
|///////////|

The search would find articles such as:

West Africa
but NOT:
South West Africa

... therefore, use NOT with caution!
WITH relates terms appearing in a specified order in the same record field. Because terms may be separated by any number of words, you must indicate in your search statement the maximum number of intervening words.

The search statement: f ot [search term A] w3 [search term B]

Finds
[example 1]
[example 2]
[example 3]

In none of these examples is search term B more than 3 words to the right of search term A, and the two terms are always in the same order.

--- OPTIONS ------------------------ AAE - Academic American Encyclopedia ---
Help Back CHOose Quit
COMMAND:

_____________________________________________________________

NOTE:

No examples are provided because WITH was not operational in AAE when this screen was designed.
NEAR relates terms appearing in any order in the same record field. Because terms may be separated by any number of words, you must indicate in your search statement the maximum number (including 0) of intervening words.

The search statement: f ot [search term A] n2 [search term B]

Finds

[example 1]

[example 2]

[example 3]

In none of these titles is search term A more than 2 words to either the right or left of search term B.

--- OPTIONS ------------------ AAE - Academic American Encyclopedia ---
Help  Back  CHOose  Quit
COMMAND:

NOTE:

No examples are provided because NEAR was not operational in AAE when this screen was designed.
Title refers to the titles of the encyclopedia articles. Use either the BROWSE or the FIND command:

* BROWSE tells the computer to begin browsing the alphabetical title list at the word or phrase you have typed.

Examples:
- bro ti education
- bro ti eliot, george

For further instructions, type m, then press the ENTER key.
* FIND tells the computer to find any article title that includes the term you have typed anywhere it occurs in the title.

<table>
<thead>
<tr>
<th>Use Find for:</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A word or phrase in a title</td>
<td>f ti georgia</td>
</tr>
<tr>
<td>A word, but not its spelling</td>
<td>f ti blitzkr?</td>
</tr>
<tr>
<td>Word variations (woman/women;</td>
<td>f ti wom?n</td>
</tr>
<tr>
<td>theater/theatre)</td>
<td>f ti theat?</td>
</tr>
</tbody>
</table>

* Caution: If your search terms include a word that is a connector (AND, OR, NOT) or field label (such as TI or ALL), enclose it in quotation marks. If you do not, the computer will interpret it as a ...

For further instruction, type m, then press the ENTER key.

--- OPTIONS ---------------------- AAE - Academic American Encyclopedia ---
Help Back More CHOOSE Quit

COMMAND:
* (Caution continued)

connector or field label and produce incorrect results.

To find the article title:

<table>
<thead>
<tr>
<th>Han Wu Ti</th>
<th>f ti han wu &quot;ti&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints' Day</td>
<td>f ti &quot;all&quot; saints day</td>
</tr>
</tbody>
</table>

--- OPTIONS  AAE - Academic American Encyclopedia ---
Help  Back  More  CHOOSE  Quit

COMMAND:
You can tell the computer to search more than one record field at a time.

To search:

Example:

Title word and word in the texts f ti georgia and ot population of the articles

For instruction on using AND and other connectors, type Help CONNECTORS.

For a list of record fields, type Help FIELDS.
The limit command is used to decrease the number of your search results. This is accomplished by adding further field labels and search terms to your original search. Retrying the search is unnecessary. For example:

`f all dogs` --> would result in 180 articles

The above search can be limited by searching another field.

Typing: `lim ot breeds` --> would result in 30 articles

Note: For a list of all field labels, type Help FIELDS.

--- OPTIONS -------------- AAE - Academic American Encyclopedia ---
Help Back CHOose Quit
COMMAND:

---

NOTE:

This screen will need to be updated periodically to be more topical and reflect a more accurate number of matches.
Select a guided searching option from the list below. Type the option's letter code on the COMMAND line below, then press the ENTER key.

Options:      Type:
* Title       TI
* Title and text ALL

To select either of these options from any screen, type ti or all, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help Back TI ALL CHOose Quit
COMMAND:

NOTE:

If ALL is used to access the "title and text" screen, that command needs to be an option at the bottom of all appropriate screens in AAE.
GUIDED TITLE SEARCH

* BROWSE title list. Type the beginning word(s) of the title in the box below, then press the ENTER key. If the first word is A, AN, or THE (or its foreign equivalents), omit it. Example: georgia

Press the TAB key to switch typing areas. Fill in one box only.

* KEYWORD title search. Type a word or phrase from anywhere in the title in the box below, then press the ENTER key. Example 1: edison, thomas Example 2: education

--- OPTIONS ------------------------ AAE - Academic American Encyclopedia ---
He!‘ Back TI ALL CHOOSE Quit
COMMAND:

NOTE:

Selecting the Help option on this screen takes users to GUIDED TITLE HELP (p. 175).

[screen ID LPAM06]
GUIDED TITLE HELP (1 of 2)

Titles in this database serve two functions: they are the titles of the encyclopedia articles as well as the topics of the articles. You may do either a BROWSE or a KEYWORD search:

* BROWSE tells the computer to begin browsing the alphabetical title list at the word or phrase you have typed.

Examples:

ocean
gilbert

For further instruction, type m, then press the ENTER key.

--- OPTIONS --------------- AAE - Academic American Encyclopedia ---
Help Back More TI ALL CHOOSE Quit
COMMAND:

175

176
* KEYWORD tells the computer to find the word or phrase you have typed anywhere it occurs in the title.

Examples:
- mythology
- senate
- urban league

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help Back More TI ALL CHOose Quit
COMMAND:

176
To search a word or phrase in the titles of the encyclopedia articles and in the texts of the articles, type your search term(s) in the box below, then press the ENTER key. Example: cold war

--- OPTIONS ---------------- AAE - Academic American Encyclopedia ---
Help Back TI ALL CHOOSE Quit
COMMAND:

NOTE:

The search executed from this screen would be of ALL fields. The same as a "f all xxxx" command search.

Selecting the Help option on this screen takes users to GUIDED TITLE & TEXT HELP (p. 178).
The guided title and text search looks for your word or phrase in both the titles of the encyclopedia articles and in the texts of the articles.

Example: cold war

The above search would find the words "cold war" in articles such as:

Arms control
Balance of power
Cold war
Espionage
Foreign policy
Truman, Harry S.
United Nations
To decrease results, type an additional word or phrase in the box below, then press the ENTER key.

--- OPTIONS ---------------- AAE - Academic American Encyclopedia ---
Help Back TI ALL CHoose Quit
COMMAND:

NOTE:

The search executed from this screen would be of ALL fields. The same as a "f all xxxxx" command search.
YOUR SEARCH: [search statement] MATCHES: [number]
--------------------------------- NO MATCHES ---------------------------------

NOTHING has been found matching your search:

[search statement ... ]

Do the following:

* Check spelling, and spacing between words.

* Redo the search, using instructions appropriate to your search method:

  GUIDED search: Type TI or ALL below, then press the ENTER key.

  COMMAND search: Type your command and search terms below, then press the ENTER key.

* Type HELP, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
Help Back TI ALL CHOOSE Quit
COMMAND:

-------------------------------
NOTES:

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

The "NOTHING has been found..." line should be centered if possible. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Check, Redo, and Type).

Selecting the Help option on this screen takes users to NO MATCHES HELP (p. 181)
When your search results in no matches, you may need instruction in one of the topics listed below. Choose either a GUIDED or a Command topic, type its number on the COMMAND line below, then press the ENTER key.

For GUIDED searches:

1 Title searches
2 Title and text searches

For COMMAND searches:

3 Title searches
4 Combination searches

For additional topics, type HELP, then press the ENTER key.

For further assistance, consult a librarian.

--- OPTIONS ---

Help Back TI ALL CHoose Quit

COMMAND:

NOTE:

Selecting the Help option on this screen takes users to the main Help Menu (p. 150).
[LESS THAN 2,000 HEADINGS]

YOUR SEARCH:  [search statement]       MATCHES:  [number]

[number] HEADINGS have been found matching your search:
[search statement ... ]

Select one of the following:

* Display search results. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit:  Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.

  COMMAND limit:  Type LIM and your limit specifications.
                 Example 1:  lim ti georgia
                 Example 2:  lim ot population

                 For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit
COMMAND:

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit
COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label OT should remain labeled as such, rather than be changed to TX in full-text databases.
[LESS THAN 2,000 RECORDS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] RECORDS have been found matching your search:
[search statement ... ]

Select one of the following:

* Display the results of your search. Type Display, then press the ENTER key.

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

   GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.

   COMMAND limit: Type LIM and your limit specifications.
   Example 1: lim ti georgia
   Example 2: lim ot population

For instruction on limiting command searches, type Help LIMIT.

--- OPTIONS ------------------ AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit

COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Display and Decrease).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label ot should remain labeled as such, rather than be changed to tx in full-text databases.
[2,000 - 32,000 HEADINGS]

YOUR SEARCH: [search statement] MATCHES: [number]

[number] HEADINGS have been found matching your search:
[search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.

Example 1: lim ti georgia
Example 2: lim ot population

For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be arranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ----------------- AAE - Academic American Encyclopedia ---
LIMit Display Help Back TI ALL CHOose Quit
COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label ot should remain labeled as such, rather than be changed to tx in full-text databases.

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YOUR SEARCH: [search statement] MATCHES: [number]

[number] RECORDS have been found matching your search:
[search statement ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 1: lim ti georgia
    Example 2: lim ot population

  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Results will not be arranged in any meaningful order. Type Display, then press the ENTER key.

--- OPTIONS ------------------------ AAE - Academic American Encyclopedia ---
LIMIT Display Help Back TI ALL CHOOSE Quit

COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label ot should remain labeled as such, rather than be changed to tx in full-text databases.
GREATER THAN 32,000 HEADINGS

YOUR SEARCH: [search statement] MATCHES: [number]

[number] HEADINGS have been found matching your search:
[search statement ... ]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
    Example 1: lim ti georgia
    Example 2: lim ot population

    For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
LIMIT Display Help Back TI ALL CHOOSE Quit
COMMAND:

NOTES:

The "xxxx HEADINGS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searches, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label ot should remain labeled as such, rather than be changed to tx in full-text databases.
YOUR SEARCH: [search statement] MATCHES: [number]

[number] RECORDS have been found matching your search:
[search statement ...]

Select one of the following:

* Decrease the number of results before you display them. Follow instructions for the limiting method you wish to use, GUIDED or COMMAND:

  GUIDED limit: Go to the GUIDED LIMIT screen by typing LIM, then pressing the ENTER key.
  COMMAND limit: Type LIM and your limit specifications.
  Example 1: lim ti georgia
  Example 2: lim ot population

  For instruction on limiting command searches, type Help LIMIT.

* Display the results of your search. Caution: Only 32,000 results will be displayed, in no meaningful order. Type Display, then press the ENTER key.

--- OPTIONS --------------------- AAE - Academic American Encyclopedia ---
LIMIT Display Help Back TI ALL CHOose Quit
COMMAND:

NOTES:

The "xxxx RECORDS have been found ..." line should be centered if possible, leaving the maximum number of spaces possible for the number of matches. The user's search statement (for guided searchers, only the terms they entered) should be indented to line up with the words following the asterisks (Decrease and Display).

The Subgroup intends that the line under YOUR SEARCH be only a line of dashes without a centered title.

To preserve uniformity and ease of patron use in GALIN, the Subgroup strongly feels that the field label ot should remain labeled as such, rather than be changed to tx in full-text databases.
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Georgia Academic Library Information Network

V. Changes to Existing Messages

NOTE: The sample screen on each page begins with the words "YOUR SEARCH..." and ends with the COMMAND line. Some pages have explanatory notes in addition to sample screens.
The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the unnecessary "d".

YOUR SEARCH: bro au smith

MATCHES:

--------------- AUTHOR -------------- # of TITLES

1. Smith, Adam, 1
2. Smith, Adam, 1930- 1

--- OPTIONS --- UGA - UGA Library Catalog ---
Help More Back GUIDED CHOOSE Quit

To display, type the line number(s). For example: 1 or 1,3-5

COMMAND:

189
Related Titles: UGA and GCL

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the misspelled "subjec". If the record is not part of a series, the RSEries would not display. It should appear above the COMMAND line at the bottom of the display of a bibliographic record.

YOUR SEARCH: f ti art "and" architecture and italy MATCHES: 2
--------- FULL DISPLAY ---------- 2 of 2

TITLE: Art and architecture in Italy 1250 to 1400.

AUTHOR: White, John, 1924 Oct. 4-

EDITION: 2nd (integrated) ed.


DESCRIPTION: 688 p. : ill., map ; 22 cm.

SERIES: The Pelican history of art

SUBJECTS: Art, Italian--History.
Architecture, Italian--History.

NOTES: Includes index.

--- OPTIONS ------------------------ UGA - UGA Library Catalog ---
Help Back More Next PRevious List BRief GUIDED CHOose Quit
For related titles, type either RAu thor, RSUbject, RSEries, or CALL
COMMAND:
MORE PAGES FOLLOW.
The OPTIONS (indicated in bold type) displayed at the bottom of this sample bibliographic record are those we feel should appear on any such display. If the full record or the MARC record is displayed, the option should be BRIef instead of FUll.

YOUR SEARCH:  bro au smith a

------------------------------- BRIEF DISPLAY -----------------------------  5 of 16

TITLE: Lecture notes on clinical chemistry / L. G. Whitby, I. W. Percy-Robb, and A. F. Smith.

AUTHOR: Whitby, L. G. (Lionel Gordon)


DESCRIPTION: xii, 427 p.: ill.; 22 cm.

SUBJECTS: Clinical chemistry.

--- LOCATION --------------- CALL NUMBER ----------------- STATUS ------
SCIENCE (4th) RB40.W46 AVAILABLE

--- OPTIONS ----------------------------- UGA - UGA Library Catalog ---
Help Back More Next Previous List FULL GUIDED CHOOSE Quit
For related titles, type either AUthor, SUBject, or CALL#
COMMAND:

191
Related Titles: EAI

The statement immediately above the COMMAND line (indicated in bold type) is a proposed change to an existing message. We feel this message conveys the intended instruction more clearly and eliminates the misspelled "subjec". It should appear above the COMMAND line at the bottom of the EAI display. The OPTIONS to be displayed in an EAI display also appear below.

YOUR SEARCH: bro au smith

-------------------------------- EAI DISPLAY --------------------------------

ARTICLE TITLE: Marx and Philosophy: Three Studies. (book reviews) reviewed by A. Anthony Smith

AUTHOR: Smith, A. Anthony

PUBLICATION: Science & Society
Summer, v.1988, v52, n2, p246(4)

SUBJECTS: Suchting, W.A.
Books--reviews, etc.

NOTES: Article type: review
Review grade: A

-----------------------------------------------

--- OPTIONS ------------------------------------ EAI - Expanded Academic Index ---
Help Back More Next Previous List GUIDED CHOOSE Quit
For related titles, type either RAUTHOR or RSUBJECT.
COMMAND:
GALIN:
Georgia Academic Library Information Network

Appendix A: Charge

From: Systems Administrative Group
William G. Potter, Chair

Date: 3-13-91

Subject: Charge to Online Catalog Documentation Task Force

The Online Catalog Documentation Task Force is charged with recommending both the text and format of instructional and descriptive information about the new online catalog system to appear on instructional screens, online help screens, and brief printed documentation. While these tasks are certainly related and to a degree interdependent, the Systems Administrative Group believes that they can be broken down into two separate areas. Therefore, this Task Force is being divided into two subgroups -- Onscreen Documentation Subgroup and Print Documentation Subgroup.

The Onscreen Documentation Subgroup consists of John Campbell, chair; Paige Andrew; Mary Ellen Brooks; Neil Hughes; Judy Kelly; and Marlene Wald. This group should focus on the online instructional screens and online help screens. Instructional screens currently existing in the system include the following:

1. Introductory screen (old Begin/end screen accessed from any point in the system by NEW)
2. Formatted search screens (AU, TI, SU, NU, and AT)
3. Formatted limit screen (LIM)
4. No Match screen
5. Too Many Matches screen(s) (above 200 matches, 2000 matches, and 32,000 matches)
6. Bridging screens (AUT, SUB, SER -- when multiple author, subject, or series headings occur in the record).

Online help screens might include a help menu, screen or context specific assistance, and help with specific topics such as commands, options, or a specific command (Find). Obviously, this could be expanded into a much larger project than can be accomplished in a reasonable amount of time. It will be important for this group to make the online instructional screens their first priority followed by very basic and essential help screens. A complete and comprehensive collection of help screens will not be possible at this time. Certainly, the group is free to make recommendations about the longer term needs of onscreen documentation in the system.
The Introductory Screen should include an instruction to enter your search command to begin a search as well as information on how to access each of the formatted search screens if you need some assistance beginning a search. The formatted search screens should include structured tab areas to enter your search terms without commands, plus a brief explanation of how you could enter this search from any point in the system using a command, and a "CMD>" line. It is hoped that this structure will offer the user both the formatted search screen option and the opportunity to learn command searching at the same time.

The Print Documentation Subgroup consists of Susan Morris, chair; Steven Brown; Steven Kirby; Stephen Marquardt; Laura Shedenhelm; and Gayle Williams. This group should focus its efforts on the development of brief printed documentation and instructions for the online catalog user. While a full searching manual may be needed in the future, this is not part of the charge to this Task Force. This subgroup will need to decide what types of printed materials will be most useful and what information is most needed. Printed documentation should be focused on teaching the command structure and command searching. Certainly, this group is also free to make recommendations about the longer term needs of print documentation for the system.

Designing textual explanations and instructions can be a very slow and time consuming process, please recognize that perfection is neither possible nor necessary in the initial production implementation of this online catalog.

John Campbell will serve as chair of the Task Force. If you encounter problems or need clarification of any of these tasks, do not hesitate to contact Bill Clayton.

Your recommendations need to be forwarded to the Systems Administrative Group by July 1.

Thank you for agreeing to serve on this Task Force and for your attention to these important tasks.
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Appendix B: "News" Screens
NEWS MENU

Type the number of your choice, then press the ENTER key.

1 GALIN Update
2 Library Hours and Building Information
3 Library Tours and Instructional Services
4 Other Library Services
5 Lectures and Exhibitions

--- OPTIONS ----------------------------- UGA - UGA Library Catalog ---
Help  Back  CHOose  Quit

COMMAND:
Lectures:

Hargrett Library: Darden Pyron speaks on Mon. May 18, 1992, 10:00-11:00. His lecture: "Margaret Mitchell and Mayhem." Autographing session will follows lecture. Location: Russell Auditorium.


--- OPTIONS ------------------------------- UGA - UGA Library Catalog ---
Help Back CHUse Quit
COMMAND:

NOTES:

Examples given are hypothetical.