

*Description of the **New** Library Catalog*

Welcome - description of the new library catalog

Welcome to the Teaching Resources Center's Online Tutorial Series. This segment of the series is entitled, "*Description of the New Library Catalog*".

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As you probably already know, the library catalog is the tool that is used to find materials that are located in the library.

Joyner library now has a new catalog system called "Symphony".

This segment of the tutorial is a description of the new library catalog and its various features.

Since this is a new system, it will take some time for everyone to learn how to use it, plus it will take some time for all of the "bells and whistles" to be added to the system. Right now, the system is set up using the most basic features. More features will be added later.

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When the catalog is opened, you will see that it is automatically set on the "**Quick Search**" feature. There are two search options under Quick Search. By default, the first option is set for a "**Keyword**" search. The other option is called "**Begins with**".

Below these options is the box where you type in your search terms.

To the right of where you type in your search terms is a drop down menu, which is automatically set for "**word or phrase**". You can click on the arrow to see the other search options.

There is another search option below that says "ECU Libraries". With Symphony, you have the option of searching Joyner library, ECU's Music library, ECU's Health Sciences library (Laupus), or the G.R. Little library at Elizabeth City State University. If you wish, you may search all of these libraries at the same time. By default, the system is set for ECU Libraries.

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Directly below the large purple graphic at the top of the screen, there are eight links that will always be in view. These links are: Search Home, Advanced Search, Reserves, Digital Collections, Contact Us, My Account, Rush Requests, and Joyner Library.

The [Search Home](#) link will take you back to the main search screen, no matter where you are at in the system.

The [Advanced Search](#) feature is for combining multiple search terms together.

The [Reserves](#) link allows you to search for materials that have been placed on Reserve by a faculty member. These items are to be used in the library only. You can search for these items by the faculty member's name, the course number, or the course name.

The [Digital Collections](#) link will open a new window to Joyner Library's Digital Collections web page, which is a searchable web page.

The [Contact Us](#) link opens another window for Joyner Library's Reference Department. You can contact Reference by texting, email, and online chat. Phone numbers are provided, as well as an online form for requesting a private consultation with a Reference Librarian.

The [My Account](#) link has three options. You can review your library account, renew materials, and change your PIN number for accessing your account.

The [Rush Request](#) is used to request items not presently available, but displayed in the online catalog. If you see an item that has "newly acquired" in the status field, and you want the item, then use this feature of the catalog to get the item. Please allow 24 hours for processing after your request has been received.

The [Joyner Library](#) link opens a new window and takes you to the Joyner Library web page.

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The [Advanced Search](#) feature allows you to conduct Boolean searches, meaning that you can combine multiple search terms together.

On the left side of the screen you will see eight drop down menus. By default, each box is set with a specific search option. Each of these drop-down menus gives you the option to change these settings.

On the right side of the screen are drop down boxes containing **Boolean Operators**. Boolean Operators are used for combining search terms. By default, they are all set on the "AND" operator. To see the other operators, just click on the arrow.

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Below these search boxes are eight additional drop down menus that are used for **limiting your search results**. You can limit your search results by library, language, record format, physical format, collection, match on, publication year, and the last option is for sorting your search results.

On the far right there is a box that says “**Catalog Searches**”. One search option is for **browsing**, which can be done by author, title, subject, series, and periodical title. You also have an option for which library to search in.

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The other option is for **call number** searches. On this screen you will see a box to type in the call number you wish to search for. There are also three boxes with drop down menus for focusing your search to a specific library; physical format; and collection, which refers to a specific location within a specific library.

This tutorial is only an introduction to the catalog. The system will change over time, so if you see something in the catalog that you do not see in the tutorial, do not be surprised. New features will be added over time, and of course, this tutorial will also change to accommodate these changes. If you ever need any help, please feel free to contact us at the Teaching Resources Center. We will be glad to help in any way we can.