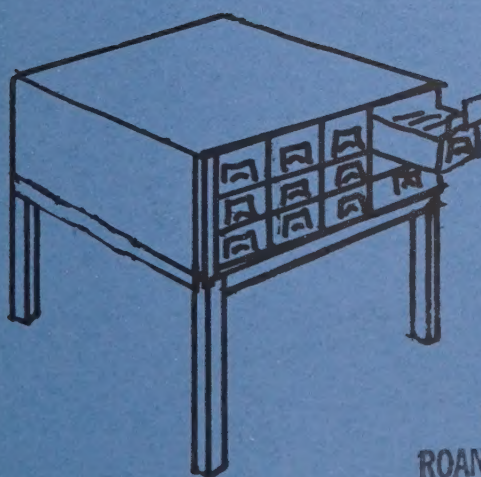# Public

Access

Catalog

NOT TO BE TAKEN
FROM LIBRARY

Using the Dynix

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

Written by
Dr. Shirley T. Jones
Dean, Learning Resource Center
Wayne Community College

Based upon
The Automated Catalog at
**Roanoke-Chowan Technical College**

USING

THE

DYNIX

PUBLIC ACCESS CATALOG

USING THE DYNIX PUBLIC ACCESS CATALOG

The public access catalog (PAC) is your automated library catalog. It lists search options (author, title, subject, etc.) which provide access to the materials in your library. To begin, the first screen has a picture of your automated catalog.

Welcome to the Learning Resource Center

[=]   [=]   [=]

[=]   [=]   [=]
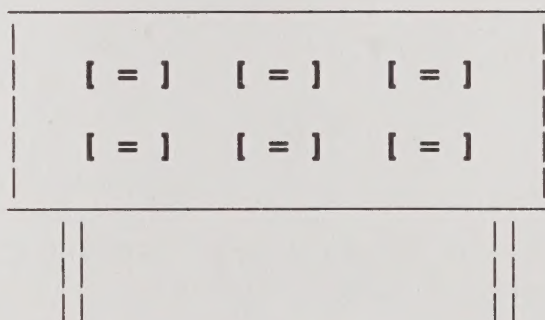
Your automated catalog, by DYNIX.

For assistance, press **Shift** and **?**. Then press the **Return** key.
To use the catalog, press **Return**.

When you press **Shift** and **?**, a help screen will appear. To advance to the next help screen, press **Return**.

USING THE CATALOG

Hi!

This help screen explains how to look up materials in your library's collection. If you have worked with computers before, much of this may already be familiar.

On each screen the command options you may choose are listed at the bottom of the screen. Notice that **Exit helps**, **Additional topics**, and **<cr>** are listed at the bottom of the screen.

Whenever a word is completely spelled out (such as **QUIT**, **SAVE**, or **FILE**), you need only enter the first letter of the word on the command or prompt line.

If you happen to get stuck while using the system, you may access a help screen by typing ?. This option is always available even when it is not listed at the bottom of the screen. The keyboard works like a typewriter so you need to use the shift key to get the question mark.

Your LIBRARIAN is also available and willing to offer assistance.

After typing in the command, you need to enter it by pressing the **Return** key. This tells the computer to process your command. Instead of **Return**, you may think of this key as the "Computer, it's your turn" key.

On other keyboards, the **Return** key option is sometimes listed <cr>, **Enter**, or ↵.

DYNIX has made these computer programs fun and easy to use. With just a bit of practice, you will be familiar with the operations. You will likely find the on-line catalog more useful, powerful, and simple to use than the card catalog.

If you are now ready to begin searching, enter the letter Q.

When you **EXIT** or **QUIT** a help screen, you will see the On-line Catalog Search Option Menu.

```
          PUBLIC ACCESS

     Welcome to the on-line catalog.
Please select one of the following search methods:

     1.     TITLE KEYWORD
     2.     AUTHOR
     3.     SUBJECT ALPHABETICAL
     4.     SERIES ALPHABETICAL SEARCH
     5.     DISPLAY HELP MESSAGE
     6.     QUIT SEARCHING


     Enter your selection (1-6) and press Return:
```

The menu provides six options. As many subject searches will be made,

Type
3
and press **Return**.

You are then asked to enter the subject heading. Note the last line on the next screen.

```
              PUBLIC ACCESS

          Welcome to the on-line catalog.
   Please select one of the following search methods:

       1.     TITLE KEYWORD
       2.     AUTHOR
       3.     SUBJECT ALPHABETICAL
       4.     SERIES ALPHABETICAL SEARCH
       5.     DISPLAY HELP MESSAGE
       6.     QUIT SEARCHING


Enter SUBJECT HEADING:
```

Now type the subject heading

PARENTING
press **Return**

and the search will appear on the next screen.

```
┌─────────────────────────────────────────────┐
│            PUBLIC ACCESS                      │
│                                               │
│  Search = PARENTING                           │
│  # SUBJECT (May be truncated)                 │
│                                               │
│     1   Parenthood.                           │
│     2   Parenthood -- United States.          │
│     3   Parenting.                            │
│     4   Parenting, Part-time -- United States.│
│     5   Parenting -- Psychological aspects.   │
│     6   Parenting -- Study and teaching -- United States. │
│     7   Parenting -- United States.           │
│     8   Parents Anonymous.                    │
│                                               │
│                                               │
│  #, Related Terms, Relist, Quit, Up, ?, <cr>: │
└─────────────────────────────────────────────┘
```

In automated searching, truncation is entering a shortened form of a word to access more information. The computer retrieves all records that match the abbreviated form you entered. In place of the omitted letters of a word, you type a ? which is the truncation symbol.

For example, the subject, **TOUR**, may be truncated as **TOUR?**. The system retrieves subjects with the words: **TOUR, TOURGUIDE, TOURING, TOURIST, TOURNAMENTS,** and **TOURS.** An untruncated search for **TOUR finds only records with the subject, TOUR.**

On the next screen is a search summary which explains the options on the prompt or command line of the above screen.

****** THE FOLLOWING OPTIONS ARE AVAILABLE ******

- Enter the option **NUMBER** you wish to access. This brings up the bibliographic record of the item desired.

RT(#) - **RELATED TERMS** makes a list of similar terms in the index.

R - **RELIST** returns to the point where your search began.

U - Moves **UP** a number of lines in your list of items.

+ - Allows user to **ADD** to the search key. For example, if a search with the key WIL results in too long of a list, adding + SON will narrow the search using the new key: WILSON.

CR - Pressing **Return** pages you down 1 page at a time.

Note that the # does not appear on the command line of the subject, **PARENTING**, because the search did not retrieve a long list of records.

Enter **5** for the subject,

PARENTING · PSYCHOLOGICAL ASPECTS.

Press **Return** and the card format appears.

8

```
┌─────────────────────────────────────────────────────────┐
│                     PUBLIC ACCESS                         │
│                                                           │
│                                    DYNIX # 10291          │
│                                                           │
│                                                           │
│      AUTHOR   1)   Clarke, Jean Illsley.                  │
│                                                           │
│       TITLE   Self-esteem, a family affair /              │
│                                                           │
│   PUBLISHER   Minneapolis : Winston Press, c1978.         │
│     # PAGES   ix, 280 p. : ill. ; 24 cm.                  │
│  SUBJECT TO   1)   Parenting -- Psychological aspects.    │
│               2)   Self-respect.                          │
│                                                           │
│                                                           │
│                                                           │
│   Top, Quit, Back, Select, Related Works, ? :             │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

The card format is an improved card catalog. The format explains what the information is. At the left of the screen, note the words: author, title, publisher, number of pages, and subject to.

For an explanation of the terms used in the prompt or command line, see the next help screen for a full record display.

FULL RECORD DISPLAY

Q - **QUITS** the current search and allows you to start a new search.

B - **BACKS** up to the previous search level.

S - **SELECTS** only that item for continued use.

H - **HOLDINGS** or copies for the record are displayed.

M - **MORE** of a multi-screen bibliographic record is displayed.

N - The **NEXT** item in a multiple item select is displayed.

P - The **PREVIOUS** item is displayed when reviewing a multiple item selection.

T - This prompt takes you back to the **TOP** of this screen.

Press **Return** to see the **HOLDINGS** (number of copies) and **STATUS** (location) of the material (audiovisual, book, magazine, etc.)

```
                    PUBLIC ACCESS

AUTHOR : Clarke, Jean Illsley.              # copies: 1
TITLE :  Self-esteem, a family affair/

#       CALL #            STATUS    BARCODE    LIB
1.      Nonfiction          IN        -15349    RCTC
        649.1 C598s




Back, Select, All, Up, Quit, & or <cr> :
```

From the screen, you discover that the library has one copy of the book. The **STATUS** of the book is **IN** and it is located in the RCTC library.

The last column on the right will accommodate various locations: music, automotive, or nursing library; west or main campus library.

Once the circulation part of automation is in operation, **STATUS** may indicate a due date, a hold on the book for another person, the date the material was ordered — any status the library wishes to use.

The last screen is a help screen for **HOLDINGS**. You will find the command options at the bottom of the previous screen.

```
┌─────────────────────────────────────────────────────┐
│                HOLDINGS HELP SCREEN                  │
│                                                     │
│      B - BACKS up to the previous search level.     │
│                                                     │
│    S(#) - SELECTS just that item for continued use. │
│                                                     │
│      A - Displays ALL holdings or copies for ALL bran-│
│          ches.                                      │
│                                                     │
│      Q - QUITS the current search and allows a new  │
│          search to be entered.                      │
│                                                     │
│    <CR> - Pressing "RETURN" pages down 1 page at a  │
│          time.                                      │
│                                                     │
│      ? - Displays this HELP screen.                 │
│                                                     │
│  You must press E for Exit to return to your search.│
└─────────────────────────────────────────────────────┘
```

IN CONCLUSION

This manual assists you in the use of the Public Access Catalog (PAC) by Dynix - an automated catalog which replaces the traditional card catalog in your library. With a terminal, you will be able to access materials with greater accuracy, speed, and completeness. You can receive printouts and statistics which before now were too time-consuming to produce.

As you examine each of your key goals for the year, imagine how the automated catalog can be successfully applied to your qualitative decision making. Have fun accessing and using the information in your library!

ONLINE CATALOG SEARCH OPTIONS

TITLE KEYWORD SEARCH

Type 1 and press **Return**.

Type keywords in the title of the book and press **Return**.

Type the author's last name if you know it and press **Return**. The author's name makes the search easier.

If you do not know the author's last name, just press **Return** and your search begins.

AUTHOR SEARCH

Type 2 and press **Return**.

Type the author's last name, comma, first name. (The computer will accept last name only. The computer will accept the name without the comma.) Type in the name and press **Return**.

SUBJECT ALPHABETICAL SEARCH

Type 3 and press **Return**.

Type in the subject heading and press **Return**.

The screen will display an alphabetical list of subject headings *beginning* with the word you entered.

———————————◆◆◆◆———————————