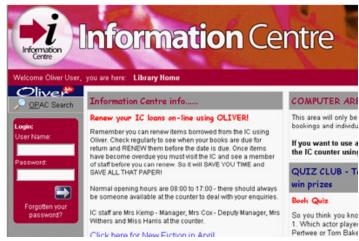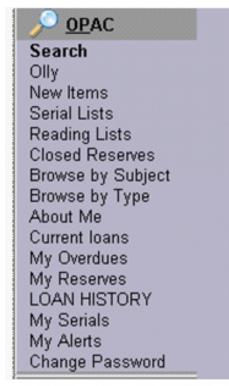# Using Oliver

What is Oliver?

The Oliver OPAC is an interactive portal, allowing users to search for a variety of resources available within the Information Centre.

Library users can access their own account, renew books online and reserve items that are on loan and request items to be added to the library collection.

The OPAC homepage displays the varying search options which are detailed in this guide in order to offer helpful tips to improve searching techniques.

The homepage also provides access to "Your Account". This allows you to view the items that you have out on loan by clicking on the link to display current loan titles, the due date and the option to renew if possible. You can also see if you have placed any reservations and if they are available for you to collect.

There is a separate link to display any overdue items. This provides the title of the item, the barcode and the due date.

The main menu options that are displayed in the OPAC for users are shown below. The first several options relate to the library catalogue, from "about me" onwards relate to your own details.

Searching the OPAC

There are different search options available for library users to select. The search option selected can depend upon how broad or specific the users' search term. The search options available are;

- A basic search,
- An Advanced search,
- A Guided search,
- A Browse Search,
- Help function.

This guide will provide helpful tips to search for resources successfully that will cover the various search tools and creating a search statement.

Search Tools

Basic Search: (including 'Field Searching')
The basic search has a text input box for students to enter their search term; E.g. English Literature revision guides.

Once you have entered a search term in the basic search box the entire catalogue will be searched. The search can be made more specific and the results found can be reduced by selecting a particular field in which to conduct the search.

E.g. Searching the Author field only or a particular subject and so on.

You can also select how the catalogue searches for the term that you = enter by selecting one of the following options;

All words - displays all of the students search term in the results

The phrase – The exact same sequence of words must be present in the displayed records

Any of the words – Any one of the words, regardless of the order must be present in the displayed records.

Advanced Search

The advanced search tab has extra search fields including;

- Keyword (Useful for browsing topic areas and in the absence of a title.)
- Subject terms together with;
- Title
- Author

Results of a search can be made more specific by selecting a publication date and resource type.

If a broad search is more appropriate the 'All' setting is the default setting which will search the entire catalogue of resources.

Guided Search

The guided search screen is particularly useful for combining search terms using the Boolean logic; 'AND', 'OR', 'NOT'.

There are flexible search tools that can help to produce appropriate findings using the search the term(s) that you have entered and then selecting either of the following;

- all of the words,
- any of these words;
- as a phrase,
- starts with this phrase,
- exactly this phrase

Searching within the different collections:

There is a drop down menu of the different collections within the Information Centre to limit the search to if required, for example searching the serials collection only will produce findings of current articles on various subjects.

Searching using the publication date:

Specifying a publication date also helps to refine a search to produce more useful results, for example your research may need to be restricted to the previous year only.

The Browse Search

The browse search tab can be used to search subject areas, authors, series, publishers and corporate authors. The searched term and any related results are displayed, click on a link to see all of the resources that include that term.

Alternatively, click on one or more boxes and click the 'View Selected' button to see the resources attached to multiple subjects, authors, series or publishers.

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Search Results, Options and Links

Search results are displayed in pages of 20 records. Each record in the OPAC has a tick box on the left hand side. Any selected records can be reserved, requested, viewed or included in email messages by using the options in the top menu bar. The 'Select All' link is used to tick all of the resources on the current page of results.

View:
If your search has produced 40 records and you want to narrow the search, select the appropriate titles that you want to look at and click the view button.

Email:
Select the email button to send the details of selected resources can be sent to anyone entered in the 'To field'

Reserve:
You can reserve items by clicking in the box next to the resource to be reserve and then select reserve.

Print:
There is a print friendly format to print the search results.

Sort:
By default, the search results are sorted alphabetically by title. You can select to sort the results by;
- Title,
- Author,
- Date (descending or ascending),
- Classification (shelf number)

Reserving an Item

Check the item you'd like to reserve.

Confirm that this is the item you'd like to reserve and click reserve again.

Oliver will then confirm that the reserve was placed successfully.

Suggested Search

When a term or combination of terms are not found the message;
"The combination of terms – not found" is displayed providing helpful tips to improve your search.

REVISION - not found
ENGLISH LITERATURE GUIDES - not found

Check your spelling - try checking the spelling of your search terms. Mis-spelled terms will not be located in the catalogue. If in doubt you could try using truncation or simply leave the word out of your search.

Use less terms - typing lots of terms will locate very specific records, if they exist. Try reducing the number of terms, identify those that are most important to you and use only these.

Wild carding - by shortening a search term and adding an asterisk you can effectively search for a number of matching words. For example, SKILL* will locate SKILL, SKILLED, and SKILLS.

Searching other resources - sometimes information can be found in other places. When searching for information about a person try the "Who's who". For historical events and subject material check the encyclopaedia. For current news try looking in your online databases.

Ask library staff - the library staff are here to help you, it's their job! They enjoy helping you, so go on, ask them.

Return to search

Creating a search statement

You can search for resources within Oliver by creating a search statement. Oliver then locates records based on the words that you have specified in your search request.

You do not need to specify which field to search unless you want to limit the search to a particular category, such as Author only.
Upper and lower case letters can be used to conduct a search.

Wildcard:
You can use the 'wildcard' to enhance your search. The wildcard for Oliver is the asterisk*.

Example: To search for the term 'Fabric*', this will find words that begin with 'Fabric' and words such as 'Fabrics' and 'Fabrication'.
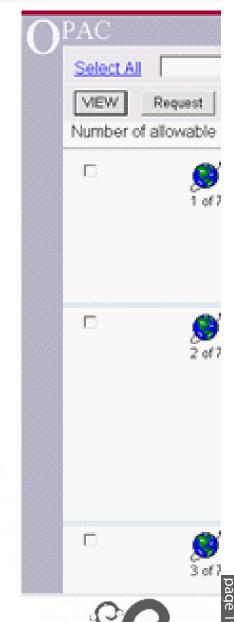
Search Operators:
The Boolean logic operators within the Oliver system include;

AND   OR   NOT

AND records contain both words anywhere in the same sequence
E.g. "butterflies" AND "Moths"

OR records contain either or both of the words
E.g. "butterflies" OR "moths"

NOT records contain the first word and not the second
E.g. "butterflies" NOT "moths".

OPAC

Select All

VIEW   Request

Number of allowable

1 of 7

2 of 7

3 of 7

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My Alerts

You can use the "My Alerts" option on the left hand menu to add a new alert for a book, author or resource that you are interested in that the library may not have in stock.

E.g A Book or Author can be added into the search field to produce a message on your Oliver account to inform you of any new resources in the library that relate to your search term.

You can see below your automatic alerts.

No Existing Alerts

Add new alert | Add new alert using Wizard

New Items

This option displays all of the new resources that have been added to the catalogue in the last 30 days.

Add | Cancel

The alerting system will automatically execute the search strategy specified below on the library catalogue each day. Any new records located by this strategy will be emailed to the specified address.

New alert:

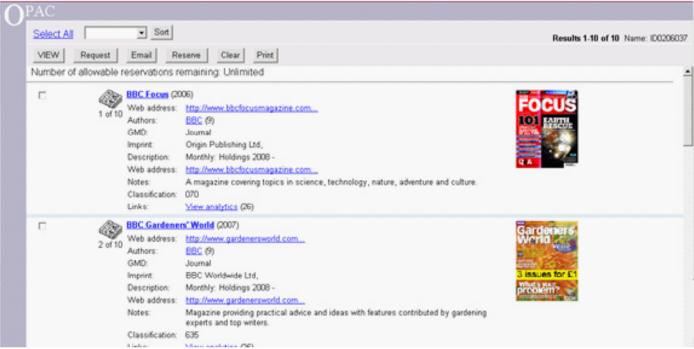|	
Email:	info@kingshurst.ac.uk
	Enter the recipient(s) email address. Alerts can be sent to multiple email addresses. Separate addresses using a semi-colon';'.
Subject:	Alerting service: ...
	Enter the subject line for the email that will be sent
Search:	
	Change the terms searched by the search strategy. If you are having difficulty constructing a search then please request help from library staff. If you find you are receiving too many alerts then add further terms to your strategy. If you are not receiving sufficient alerts then broaden your search, possibly using more synonymous terms
Begin from:	25/08/2009
	Begin finding records added since this date

Searching the Serials Collection

To search within the serials collection only, select serial lists from the left menu and click on a letter to view all the serial titles that begin with that letter.

OPAC

These have been created by library and other staff.
Clicking on any letter will perform a search and return the matching periodical titles to the screen.

Serial Lists

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The records found are displayed with a link to the web address of the serial selected. There is a link to the author and many have images displaying the serial.

The publisher is displayed and the description shows how frequently the serial is produced and when the holdings start from. The notes describe the serial and the topics covered.
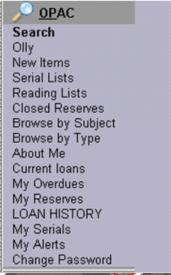
View analytics

Click on the view analytics link to view all of the articles that are included in that serial. The issue description field shows which issue the article is included in.

Reading Lists

Reading lists are available for each subject by clicking on the reading list link in the OPAC menu. From here you will be able to browse through the lists for each different subject.

Information Centre