



# Public Catalogue (OPAC) Training Exercises

training1.catalogue.libraries.coop

## Searching

[http://docs.libraries.coop/sitka/search\\_the\\_public\\_catalogue.html](http://docs.libraries.coop/sitka/search_the_public_catalogue.html)

Exercise #1 - Search for items about gardening

Exercise #2 - Exclude any electronic resources using the appropriate check box

- *Exclude Electronic Resources*

Exercise #3 - Now limit your results to available items using the appropriate check box

- *Limit to Available Items*

Exercise #4 - Search for items about rabbits OR bunnies

- Hint: Use two search fields in Advanced Search

Exercise #5 - Search for items about Greece

- Look at the shelving location, call number and status for your search results

Exercise #6 - Sort your search results by Author A-Z

Exercise #7 - Search for books about botany that are published after 2005

- Use the Publication Year limiter in Advanced Search

Exercise #8 - Browse for authors with the last name Brown

Exercise #9 - Click on one of the authors with the last name Brown to see the search results.

Exercise #10 - Search to see what items the library has with a call number starting 590

- Hint: Use Advanced Search -> Numeric Search

## My Account

[http://docs.libraries.coop/sitka/my\\_account.html](http://docs.libraries.coop/sitka/my_account.html)

### Exercise #11 - Sign into My Account

- Use the patron from **Exercise #3** of the Circulation Training Exercises with the password you set in **Exercise #12**

### Exercise #12 - Change your username and password

- Account Preferences -> Personal Information

### Exercise #13- Place a Hold

- Search the catalogue for one of your favourite books. Place a hold for the book
- Look under Holds in My Account . What is the status of the hold?

### Exercise #14 - Create a List

- *My Lists* tab
- Enter a name for your list
- Share your list
- Search for items about Greece
- Click *Add to List* beside **four** of your search results
- View list HTML

[http://docs.libraries.coop/sitka/my\\_lists.html](http://docs.libraries.coop/sitka/my_lists.html)

### Exercise #15 - Turn on Check out & Hold History

- Account Preferences
- Search & History Preferences
- Check the box for “Keep Check Out History”
- Check the box for “Keep Hold History”