

Handy Tips for Using the Simmons OPAC



Find what you want

Access

To access the Simmons OPAC (Online Public Access Catalog), click the Catalog tab from any library page or go directly to <http://lib.simmons.edu>. You will start in the **Basic** search tab.

Navigation

Use the navigation bar to go to useful resources outside of the OPAC.

Library Home will take you to the Library's home page.

Research Guides allows you to access resources developed by the Library's staff to help get you started on your search for resources.

Ask Now takes you to the virtual reference center. Choose from online chat, email, or phone.

Interlibrary Loan allows you to request resources that Simmons does not own.

Searching Tabs

When you access the OPAC, you will be in the **Basic** search tab. The default search type is **Keyword**. To see other search options, expand the list by pulling down the menu with the down arrow to the right of **Keyword**. The most direct paths to an item are **Author / Creator**, **Title**, or the **LC Call Number** if you know it. As you search, keep in mind:

- Search terms are not case sensitive (you do not need to capitalize words)
- Indefinite articles (a, an, the) are ignored at the beginning of titles
- Punctuation is not necessary

Click on the **Search Help** tab for additional searching tips

Subject searching is controlled vocabulary searching like the old Yellow Pages. Subject searching can be very helpful once you have found a core of good resources.

Use the **Advanced** tab to limit search results by language, type of material, library location, or date; or to sort your results by date or title.

The **Video/DVD** tab automatically limits your results to those items.

Use the **Reserves** tab to find course reserves by **Course** (LIS 407) or **Professor** (Schwartz).

Manage your activity

You can track your requests, or renew checked-out material in the **My Catalog** tab.

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The screenshot shows the Simmons College Library OPAC interface. At the top, there's a navigation bar with 'Library Catalog', 'Library Home', 'Research Guides', 'Ask Now', and 'Interlibrary Loan'. Below that, a search bar contains the text 'collections AND budget' and a 'Search' button. The results show 7 items found, sorted by relevance. The first result is 'Guide to the management of the information resources budget / edited by Lisa German ... [et. al.]' with an imprint of 'Lanham, Md. : Scarecrow Press, 2001.'. Below the title, there's a table with columns 'LOCATION', 'CALL NO.', and 'STATUS'. The table shows 'Books - Level 1' at 'Z689 .G86 2001' with a status of 'AVAILABLE'. Further down, there are fields for 'ISBN', 'Description', 'Series', 'Note', 'Subject', and 'Alt author', each with corresponding details and links.

When you find the record

Where is your item?

For print resources, check the *Status*, *Location*, *Call No.*

Location points you to the area of the library

Status tells you that an item is **Available** or may show its due date

Call No. tells you the physical “address” of the item on the shelves

For electronic books, you will see a link to the resource instead:

Connect to
[Access ebrary version of this title.](#)

For electronic journals, the link shows you the coverage dates:

Connect to
[Full text available from General Business File ASAP: 01/15/2004 to present](#)
[Full text available from InfoTrac OneFile: 01/15/2004 to present](#)

Use the links at the top of the page to:

Use **Request** to ask the Library to hold circulating items for you.

See the **MARC Display** of the record

Save Item to build a list to print, export, or save to a file; **Remove From Cart** to remove from list

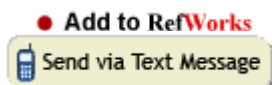
Return to List to go back to your search results

Use **Modify Search** to change your search terms or limiters

Find similar materials with **More Like This**

View Saved to see the list you are building; **Clear Saved** to remove everything from the list

Save information to use later



to save the citation to RefWorks personal citation database

to send the title, location, and call number as a text message