

Name: \_\_\_\_\_

Course/Section number: \_\_\_\_\_

## **LIBROS Online Catalog Tutorial – Spring 2011**

The LIBROS Online Catalog is a database containing online catalog records of many different libraries, mostly UNM libraries, including UNM-Los Alamos. The LIBROS Online Catalog functions the same way as the traditional card catalog, enabling users to find books, periodicals, videos, sound recordings and other information formats physically contained within the library walls as well as a number of electronic books and other catalogued electronic documents.

Complete the following tutorial by following the step-by-step instructions and answering the questions. All questions to be answered appear in **bold** type.

### **Accessing LIBROS and entering searches**

- Access the UNM-LA Library Homepage at:  
<http://www.la.unm.edu/~lalib/lib-home.html>
- Click on Electronic Resources, click on Online Catalogs, then click on LIBROS.

This brings up the LIBROS Online Catalog search options screen.

**Click on the pull down menu next to “Keyword.” Name at least 5 ways of searching LIBROS.**

- Leave the “Keyword” search option selected.
- Click once inside the search dialogue box to activate the cursor.
- Type in a term related to the follow-up assignment you will be doing in this class, and then click on the Search button. A list of results should appear.

### **The Search Results Screen**

**What term did you search on?**

**Look above the list of results. How many results are there?**

**How many results appear at a time on the screen?**

**If your search resulted in more than 12 entries, what two navigational methods are provided on the page to get you to another page of results?**

Underneath each title is at least one abbreviation or phrase indicating a library location code. **List 2 or 3 abbreviations that appear on the list, or if there is only one, list what it is. Look at the LIBROS Appendix (the last sheet of this handout) and identify which library each of these codes represents.**

### **A note about the order of results on the results screen**

There are options for determining the order that items appear in the list of results. "Relevance" is the default and is determined by the terms you searched. You may also select "date," which will place items in order by publication date, from newest to oldest. Or, you may select "title," which will place items in order alphabetically by title.

For your purposes, "relevance" will probably be the most useful. However, this option will be most effective when searching on multiple terms at a time, as searching on a single term will result in a random relevance order.

- Click the button that says "New Search."

**What screen did it take you back to?**

- Click on the BACK button on the Browser. This should return you to the results screen.
- This time, click on the button that says "Another Search."

**What screen did it take you to?**

## **Limiting Options**

- You may specify limits on your search from the “Advanced Keyword Search” screen.

**List the six options on the screen for limiting a search?**

- Click on the down arrows next to each of the limiting options.

**List at least three of the choices offered for each limiting option.**

**Location:**

**Material Type:**

**Language:**

**Search and Sort:**

**From the above listed choices, which limiting categories would you use if you were searching only for books in English held in the Fine Arts Library?**

**Please note:** If you perform several different searches and you opt to set limits, you must set desired limits for each search you perform. The database will not retain the limits set from one search to the next.

- Click on the back button on the browser to return to the results screen.

## **Searching the UNM-Los Alamos Catalog**

Upon entering the LIBROS catalog, unless otherwise specified, the searches you enter will automatically search all of the libraries in the consortium. You may specify another library or group of libraries to search from the pull down menu at the top of the LIBROS homepage, from the “**Location**” pull down menu on the Advanced Search screen, or from the pull down menu on the search results screen.

The Advanced Search screen also allows you to limit your search to a subject specific library (e.g. Fine Arts Library) by clicking on the “Location:” pull down menu.

You should currently be at the search results screen. **Change “Entire LIBROS Consortium” in the pull-down menu to “UNM-Los Alamos.” Resubmit your search.**

**How many items (if any) on your topic exist in the UNM-Los Alamos library?**

## **Individual Catalog Records**

- Click on the link to any title in the list that is identified with the location code, **ULA** or **Los Alamos**. You may need to look at other pages in the results list to find one. This brings up the catalog record (also known as the bibliographic record) for the title you just clicked on.
- Print out the record by clicking the PRINT button on the browser.

**What is the title of the item?**

**Who is the author of the item?**

**Who is the publisher?**

**What date was the item published?**

**What is the call number?**

**What subject headings are listed?**

**Which library or libraries is the item available in?**

**What statement is below “Status” in the Location/Call No./Status box?**

## **Other features of the catalog record**

- Notice that some of the information within individual catalog records is hot linked.

**Identify which items are hot linked in this record.**

- Be very careful about clicking on these links, because they will not give you more information about the item you are currently looking at.
- A hot-linked author name will take you to other books written by that particular author.

- A hot-linked call number will take you to a list of items on the shelf near the item represented by the record you are currently looking at.
- Hot-linked subject headings will take you to a list of other items with that same subject heading.

**How might these features be useful to you in the resource gathering process?**

### **Marking and exporting records**

- Click on the BACK button on the Browser. You should once again be back at the original list of results.
- Notice the small square boxes below each title indicated by "Mark."
- Using the computer mouse, click once inside two or three of the boxes on the list. A check mark should appear in each box.
- Now click on the white button near the top or bottom of the results list that says "Save Marked Records." Then, click on the beige button that says "Export." (Notice that there is also a beige button that allows you to clear your saved list in case you change your mind about your choices. You may also uncheck an individually marked selection by clicking in the checked square.)
- This will bring up a screen listing only those records that you marked, saved, and exported.

**What convenient technological feature does this screen offer in the "Send List to" column?**

It is not required that you use these features once your selections have been made. You may also view individual records from this screen by clicking on individual titles.

**Considering that searches can often result in a long list of records, how could the mark, save, and export feature be useful?**

## **Final Tutorial Activity**

Perform an Author search in LIBROS (ex. Shakespeare, William), for an author you are familiar with, and then answer the following questions.

- a. **Indicate the author you searched for.**
  
- b. **How many record entries or "hits" resulted from the search you performed? (If there were no hits, try searching on a different author).**
  
- c. Limit the search to the UNM-Los Alamos Library. **How many items by this author are available in the UNM-Los Alamos Library?**
  
- d. From the list of results, choose at least two books by your author and printout the complete catalog records. If there were fewer than two or no items in the UNM-LA Library, print selections from the list of titles that resulted before you limited the search to UNM-LA. **Turn in your printouts with the completed tutorial.**

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## LIBROS Appendix

The following institutions are members of LIBROS. The three or four letter abbreviation in parentheses is the code used in the online catalog to identify which libraries have various items in the catalog.

AAS	African American Studies, UNM, Albuquerque
BBER	Bureau of Business and Economic Research, Data Bank, UNM, Albuquerque
CFA	Clark Field Library and Archive, UNM, Albuquerque
CNMJ	CNM J. Montoya Library, CNM, Albuquerque
CNMM	CNM Main Library, CNM, Albuquerque
CNMV	CNM South Valley Library, CNM, Albuquerque
CNMW	CNM West Side Library, CNM, Albuquerque
CSEL	Centennial Science & Engineering Library, UNM, Albuquerque
ZIM CSWR	Center for Southwest Research, UNM, Albuquerque - OANM
ENMPO	Eastern New Mexico University Golden Library, Portales
ENMRO	Roswell Branch of Eastern New Mexico University
ENMRU	Ruidoso Branch of Eastern New Mexico University
FAL	Fine Arts Library, UNM, Albuquerque
HAR	Harwood Museum, Taos
Internet	Materials available via the Internet
KCM	Taos Historical Museum Library, formerly Kit Carson Museum, Taos
LAW	Law Library, UNM, Albuquerque
LBGA	Lesbian Bisexual and Gay Alliance, UNM, Albuquerque
MRM	Millicent Rogers Museum Library, Taos
MSB	Museum of Southwestern Biology Library, UNM, Albuquerque
NAS	Native American Studies, UNM, Albuquerque
NNMC	Northern New Mexico College, Espanola
NMHLV	New Mexico Highlands University, Donnelly Library, Las Vegas
NMHRR	New Mexico Highlands University, Rio Rancho
NMS	New Mexico State University Library, Las Cruces – Rio Grande Historical Collections - OANM
NMT	New Mexico Institute of Mining & Technology, Joseph R. Skeen Library, Socorro
PML	Parish Memorial Business & Economics Library, UNM, Albuquerque
POG	Palace of the Governors, Santa Fe – Fray Angelic Chavez History Library
PRC	Petroleum Resource Research Center, New Mexico Institute of Mining and Technology, Socorro
SFCC	Santa Fe Community College, Santa Fe
SFI	Santa Fe Institute, Santa Fe
SRC	New Mexico State Records Center and Archives, Santa Fe
UGP	UNM Gallup Branch, Gallup
ULA	UNM Los Alamos Branch, Los Alamos
UNM	Internet Accessible from the UNM Network
UTS	UNM Taos Branch, Taos
UVL	UNM Valencia Branch, Los Lunas
WRC	Women's Resource Center, UNM, Albuquerque
ZIM	Zimmerman Library, UNM, Albuquerque