



Stanborough School

Staff and Students Booklet Help to Use Library Resources

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A) General Questions

1- How do I find the books I need?

The key to finding books is to use the Library Catalogue (SearchStar). It will tell you if we have a book or journal, its code number and if it's already on loan to another customer. There's an easy to follow and very short *Catalogue Tutorial* included in this booklet to show you how to get the most out the Catalogue.

The following is the icon of the Library Catalogue. You can access to it from every computer inside the Library.



SearchStar.LNK

2- I've found my books, how do I take them out?

Once you found the book you were looking for, you take it to the front desk for the Librarian to scan the item's barcode. (Please read the Library Rules and Regulations for more detail information on borrowing books).

The following items cannot be taken out of the Library:

- loan type: reference¹
- new issues of journals

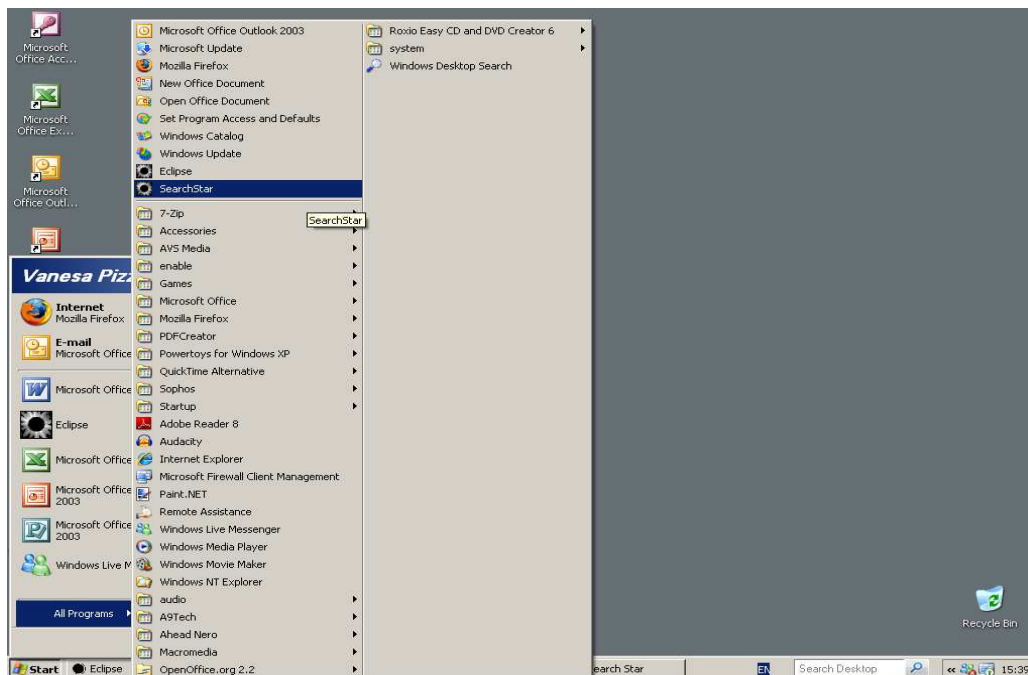
¹ Teachers and staff members may take out reference books at the librarian discretion.

B) Library Catalogue

3 - Introduction to the Library Catalogue

3.1- Finding the Catalogue (SearchStar)

The Library Catalogue is available in every computer inside the Library. To access to the Library Catalogue you need to log in with your user and password; and then go to the SearchStar icon. It may be on the computer desk or in the list of programs:



3.2- Searching for a Book

To begin a search, select the search criterion from the search box, which gives you the options: Author, Title, Keywords, ISBN, Publisher, Year, etc.

Once you have done that, you can choose any option from the Operator box to narrow your search. Some of the options are: "including", "beginning with", "equal to", etc.

At any moment you can save the results of your search by choosing the option "Export" (located in the blue bar at the left).

You can also print your search results by choosing the option "Print" (located in the blue bar at the left). Please remember to ask for the Librarian authorization before you send any document to the Library printer in order to avoid printing queues and the misuse of paper.

Example 1 - Title search and the Operator box.

Lets suppose you are looking for the book "To sir with love", only that you have forgotten the author and the title of the book. All you can remember is that the word "love" was included in the title. Then you conduct a title search and you choose "including" in the Operator box. You type the only word you remember from the title and press "go". When you get the results you just choose the right option.

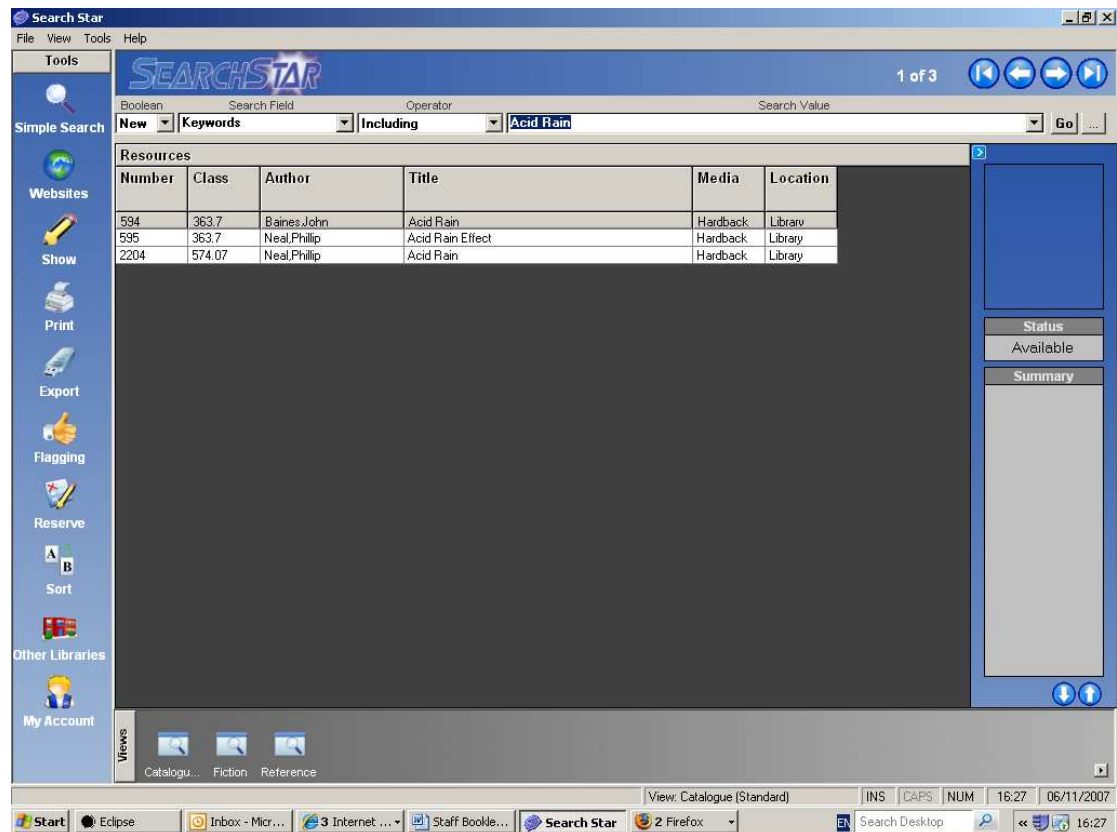
The screenshot shows the Search Star application window. The search criteria are set to 'New' for the search field, 'Including' for the operator, and 'love' for the search value. The results are displayed in a table with columns for Number, Class, Author, Title, Media, and Location. The results list various books, with 'To Sir With Love' by E. B. Braithwaite and E. R. Braithwaite highlighted in the list.

Number	Class	Author	Title	Media	Location
30606	fiction		Best Loved Fairyland Tales	Paperback	Library
286	222.35	Down Kendall	Bethlehem Love Story	Hardback	Library
30452	823 LAW	Salgado,G	D H Lawrence:Sons and Lovers	Paperback	Library
1724	920	Williams,V	Different Kind of Love	Paperback	Library
30366	Fiction	James Thayer, Erich	Five Past Midnight, Only Love, Killing Floor, The	Hardback	Library
584	362.3	Anderson,Rachel	For the Love of Sang	Paperback	Library
267	232		God So Loved You	Paperback	Library
184	236.8	White, Ellen	He Taught Love	Paperback	Library
1652	823	Tangye,Derek	Jeannis: A Love Story	Paperback	Library
30208		Allan and Jill Kennedy	Longing to Be Loved	Paperback	Library
180	234	White, Ellen	Love Unlimited	Hardback	Library
2635	809.92	Clifford Leech	Marlove	Paperback	Library
30428	820	Richard Courtney	Shakespeare's World of Love the Middle Comedies	Paperback	Library
2894	Fiction	D. H. Lawrence	Sons and Lovers	Hardback	Library
30068	823 LAW	Butler,S	Sons and Lovers	Paperback	Library
427	248.83	Mary F. Wuestefeld	To Drink of His Love	Paperback	Library
30507	Fiction	E. B. Braithwaite	To Sir With Love	Hardback	Library
30508	Fiction	E. R. Braithwaite	To Sir With Love	Hardback	Library
2419	Fiction	Braithwaite,E R	To Sir, With Love	Hardback	Library
3602	230	White, Ellen G	Triumph God's Love, The	Hardback	Library

Example 2 - Keyword search

Your teacher wants you to do a little research about the topic "acid rain". Then, you can conduct a keyword search and you type "acid rain" in the Search Value box.

If you want to see all the keywords to choose from the list you just have to click on the arrow of the Search Value Box.



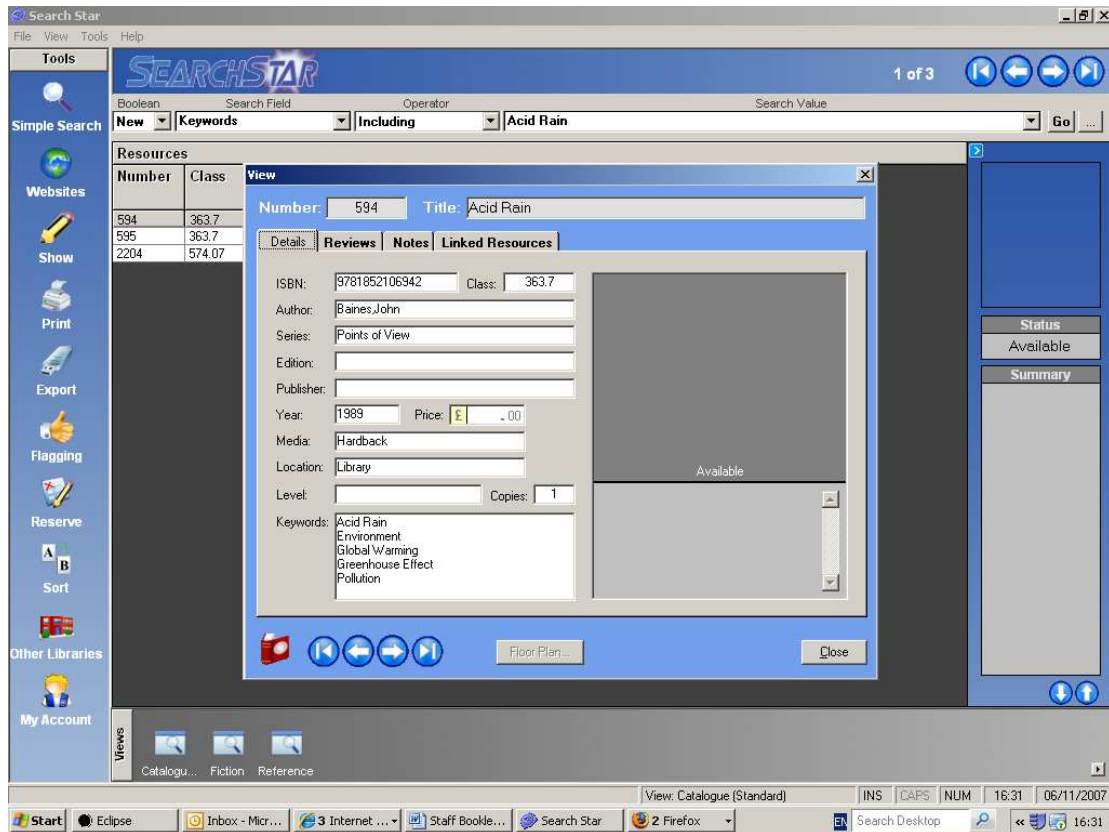
The screenshot shows the Search Star library search interface. The search results are displayed in a table with the following data:

Number	Class	Author	Title	Media	Location
594	363.7	Baines,John	Acid Rain	Hardback	Library
595	363.7	Neal,Phillip	Acid Rain Effect	Hardback	Library
2204	574.07	Neal,Phillip	Acid Rain	Hardback	Library

The interface includes a search bar with the search value "Acid Rain", a "Go" button, and a "Resources" section. The status is "Available" and the summary is empty. The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Eclipse, Inbox - Micro..., Internet..., Staff Bookle..., Search Star, Firefox), and the system tray with the date 06/11/2007 and time 16:27.

3.3- Book Details

When you find the book you were looking for, you can click on the “Show” icon (located in the blue bar at the left) to see the book details. You need to write down at least the class number and title for the Librarian to assist you to find the book.



3.4- Books in “red” or in “blue” ink

If while conducting a search you find that the title of a book is written either in red or blue ink that means that another customer is currently reading it. You can ask the Librarian to reserve that book for you to read it after its returned, or to put a “call” on it in case you need it sooner.

3.5- Views

The grey bar at the bottom of the screen allows you to see the whole catalogue or only the Fiction or Reference books.

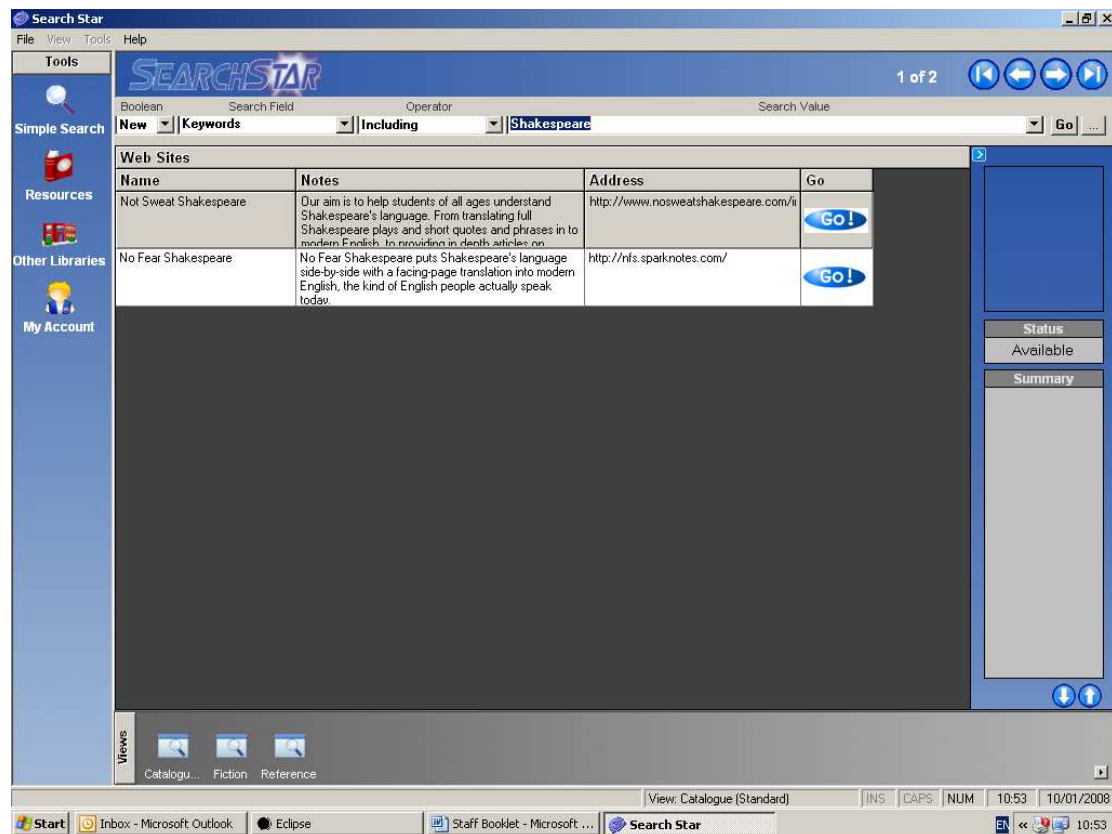
3.4- Searching for a Web site

You can find an interesting selection of web sites in the Library Catalogue as well. Just click on the Web site icon and you will be able to see the whole list or make a search.

The web sites are classified in categories (Art, Ecology, Education, Health, News, Politics, Public Services, Radio, Reference, Science and Sport) and you can search among them just by tipping a keyword.

Example 1 - Shakespeare websites.

You teacher wants you to write an essay on Shakespeare’s sonnets and you are looking for faithful information on line to start working with. However, if you “Google” Shakespeare the list of WebPages is endless. To avoid wasting time all you have to do is type “Shakespeare” in the keyword search box, and you will see our selection of WebPages on the subject.



Example 2 – Education websites

If you need help with your math's homework or you want to see a selection of education websites all you have to do is type "education" in the keyword search box.

The screenshot shows the Search Star application window. The search bar contains the keyword "Education". The results are displayed in a table under the heading "Web Sites".

Name	Notes	Address	Go
Sparknotes	Free study guides and discussion forums offered on various academic subjects. Literature section includes brief analyses of characters, themes and plots.	http://www.sparknotes.com/	Go!
Britkid	Is a resource for opening children's eyes to the diversity of our culture.	www.britkid.org	Go!
Learning curve	National Archives (the government agency) has put together the huge and cleverly-presented Learning curve.	www.learningcurve.gov.uk	Go!
Stagework	The best new site, though shallow in content as yet, is the National Theatre's Stagework site. nice video clips to support drama.	www.stagework.org.uk	Go!
Nrich	Nrich has a wealth of intriguing maths activities which extend and enliven the subject.	www.nrich.maths.org.uk	Go!
Skool	Skool.com is Irish, exported here by Intel; it covers a lot of ground (though has big holes), and will prove handy for pupils studying/revising at home.	www.skool.com	Go!

The interface also includes a left sidebar with navigation options like "Tools", "Simple Search", "Resources", "Other Libraries", and "My Account". At the bottom, there are view options (Catalogue, Fiction, Reference) and a taskbar showing the Start button and open applications like Microsoft Outlook and Eclipse.