



Stanborough School

**Staff and Students Booklet
Help to Use Library Resources**

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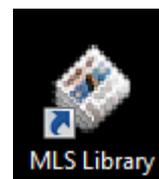
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A) General Questions

1- How do I find the books I need?

The key to finding books is to use the Library Catalogue (Eclipse.NET/MLS Library). It will tell you if we have a book or DVD, its code number and if it's already on loan to another customer. There's an easy way 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.



You can also access School Library System from anywhere.

Just go to page:

<https://library.stanboroughpark.herts.sch.uk/MLS.NET/?ad=true> or by clicking **Library** on the top of School Website (www.spsch.org).

Eclipse.NET requires **Microsoft Silverlight** – Unfortunately currently supports only *Internet Explorer* browser.

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

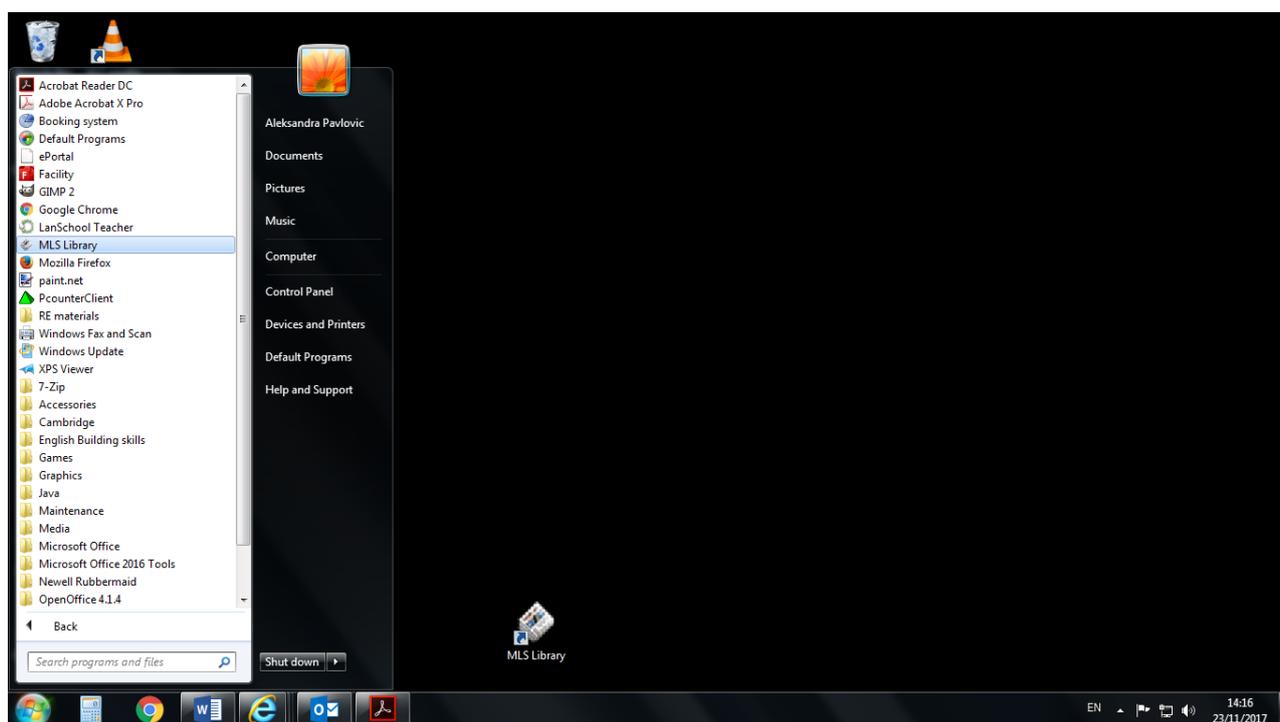
¹ Teachers and staff members may take out reference books at the librarian discretion.

B) Library Catalogue

3- Introduction to the Library Catalogue

3.1. Finding the Catalogue (MLS Library)

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



3.2. The Home Page

The Silverlight Home Page is the first screen you will see once Eclipse.NET has been launched. It welcomes you to Eclipse.NET, provides links to other areas of the system and also allows you to advertise relevant information to anyone who accesses the site.



3.3. My Account

My Account is the borrower's individual space in which they can check loan information, review items, reserve resources and search for relevant project material available in the library. Simply enter your username and password in the login box shown below, and click **Login**.

3.4. Searching for a Book or DVD

Use Quick Search to perform quick and easy searches of all resources.

Search

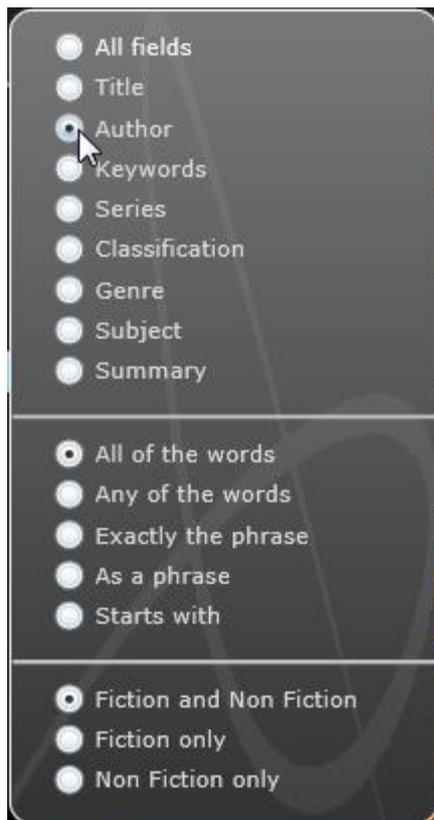
Type a book title, author's name or keyword into the blank field and press

ENTER on the keyboard. Alternatively, click on  to begin the search

or  to cancel and reset the search.

Click  to alter the fields of the catalogue that the search will use before displaying results.

For example, clicking Author before executing the search will focus search results based on matching authors from the user's search terms.



A vertical menu with three sections of radio button options. The first section lists search fields: All fields, Title, Author (selected), Keywords, Series, Classification, Genre, Subject, and Summary. The second section lists search criteria: All of the words (selected), Any of the words, Exactly the phrase, As a phrase, and Starts with. The third section lists content filters: Fiction and Non Fiction (selected), Fiction only, and Non Fiction only.

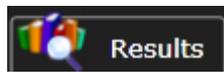
- All fields
- Title
- Author
- Keywords
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- Subject
- Summary

- All of the words
- Any of the words
- Exactly the phrase
- As a phrase
- Starts with

- Fiction and Non Fiction
- Fiction only
- Non Fiction only

3.5. Search results

Once the user has conducted a search, the results are displayed. The user may also click the Results tab to return to search results from the last search in the immediate session.



The screenshot shows the 'Search Results' page for the book 'James And The Giant Peach'. The search term 'dahl' is entered in the search field. The page displays a list of search results, including the book cover for 'James And The Giant Peach' by Roald Dahl. Below the search results, there is a detailed view for the selected book, including a 'Details' section with author, series, class, level, EAN/ISBN, and media information. The 'Summary' section provides a brief description of the book. There are also sections for 'Linked Items', 'Read Reviews', and 'What have other people read?'. The page includes navigation tabs for Home, Search, and Results, and a search bar with the term 'dahl'.

Callout boxes provide the following information:

- The searched term is displayed in the Search field.
- Click this icon to sort the results in a given order.
- Click this icon to export the results as a CSV file.
- Click this icon to print the results in a list.
- Availability of the selected resource (and any copies) is shown.
- Click a feature to see linked resources, reviews for the selected record and additional items that other readers have taken out as well as the selected.
- Click to begin writing a review of the selected resource.
- Click to see the location of the physical resource in the library (where set).
- Click to open Signed Stories based on the selected resource (where available).
- Click to view a Meet The Author video clip of the selected resource (where available).
- Click to open a different set of results based on a WhoNext? query of the last searched term.
- Key book details are given in this area.
- The total number of records matching the searched term is given.
- By clicking on a resource type, the user may prevent that type of resource from being shown in the search results.