

Finding Your Way Around The New SAG Library

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In the last issue of *Descent* we detailed the layout of the new library at Level 2, 379 Kent Street, and gave members some ideas on how to familiarise themselves with our online catalogue to the collections.

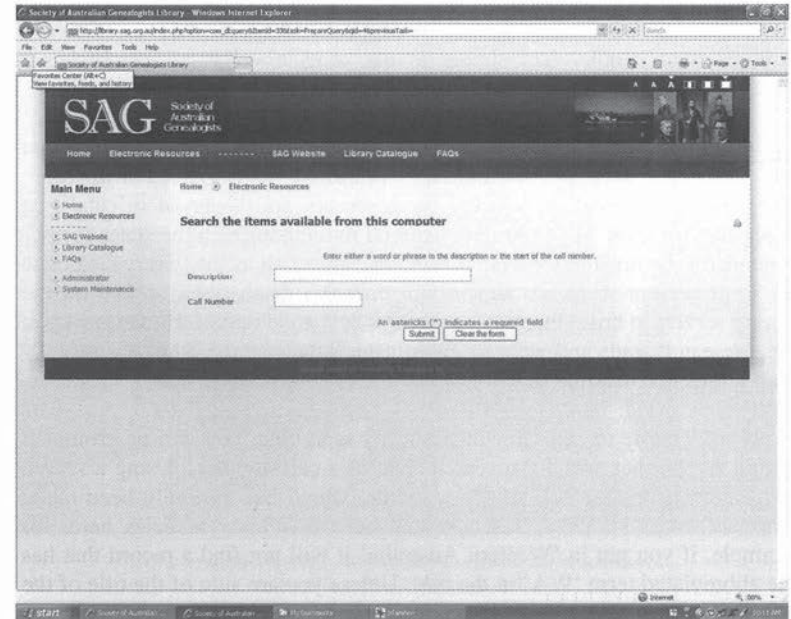
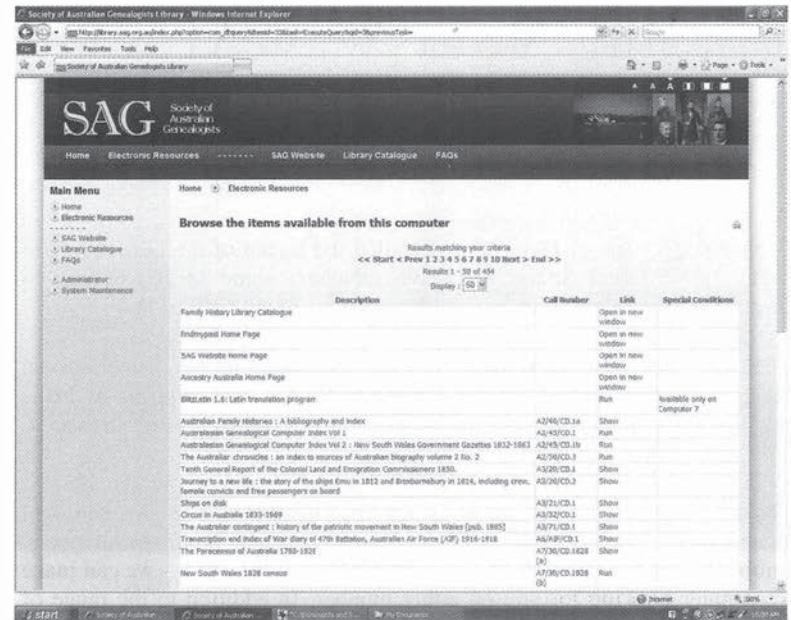
In this issue we are continuing this series by detailing the new electronic resources search facility available at 379 Kent Street. Please note that this is only available 'in house' – you cannot access it from home via the internet.

We now have fourteen networked terminals available in the library. You can ring in advance to make a booking. During library hours the direct number to 379 Kent St. is 9299 5151 or during business hours the telephone number to our headquarters at 120 Kent Street is 9247 3953 – we can make a computer booking for you on either number. In addition to the range of electronic databases, all our systems now provide access to www.ancestry.com.au as well as www.findmypast.com

When you first look at the screen of the electronic resource system you will see that it looks very similar to our website. The front page has a welcome message and also provides users with any necessary updates.

From this 'home page' you select Electronic Resources from the menu bar. This then gives you two options – to browse the resources or to search them. When 'Browse' is selected the resources are displayed in catalogue order starting from 'A'-Australian material moving through the states to 'N'-England (as detailed in the March *Descent*) and so on as the library catalogue does. At present there are almost 500 different databases available on the library server, so browsing may not always be a good option. However, if you need research leads and want to investigate 'what else the SAG has on CD' then this can be helpful.

If you choose to enter the databases by searching, you will be prompted with a screen that asks for a search term or a call number. Using a search term interrogates the title of the resource, which has normally been taken from the cover of the CD. There can be a few idiosyncracies here, for example, if you put in 'Western Australia' it will not find a record that has the abbreviated term 'WA' in the title. Unless you are sure of the title of the CD you want to find, we would not recommend using this feature.



The most logical way to search is by using the call number. All CDs are part of the library collection and have been catalogued into InfoCentre so the easiest way to find out what we hold on CD-ROM for a specific place is simply to put in the first geographical indicator for that place. Putting 'B' in the call number box brings up a listing of all our NSW CDs. Putting 'P' will bring up Scotland and so on. If you can not remember these classifications there are signs alongside the computers to help you; or you can refer to the listing provided in the March 2007 issue of *Descent*.

Once you do a search you will see that the results screen lists CDs in classification order, which will help you to see items with similar content that we hold in the collection.

In the right hand column you will then see the word 'run' or 'show' in red. Click on the record of interest. If it says 'run' this means that the resource you have selected came with its own program – this will then launch and display an appropriate introduction or search screen. If it says 'show' this means it is a PDF or other common document format such as a spreadsheet or Word document, and it will launch an appropriate viewer and download the document from the server to the terminal you are using. Sometimes very large files can take a little time, so do not be too impatient if you do not get an immediate response on the screen.

In some instances the right hand column will display the words 'already in use'. This means that the particular resource has a limit on the number of people who can view it at once, so to comply with licence requirements the server will not allow simultaneous access on more than one terminal.

A few titles will say that they require a CD to run the program. Where this occurs you will need to go to the Help Desk and ask for assistance. Each computer and monitor has a number, so be sure to put the CD into the computer system that corresponds with the monitor where you are sitting.

Printing is sent from your terminal to a central laser printer and copies can be collected from the help desk. A copyright declaration form needs to be completed for any computer copies and handed in at the reception desk when you pay for your photocopying. It is not permitted to download images to a USB or flash drive from our systems, but you can purchase a CD-ROM from the reception desk and download images to that format to take away with you.

We hope that this new Electronic Resource system will assist members to identify electronic items held in the collections of interest to them, and will provide a straightforward means of accessing them.