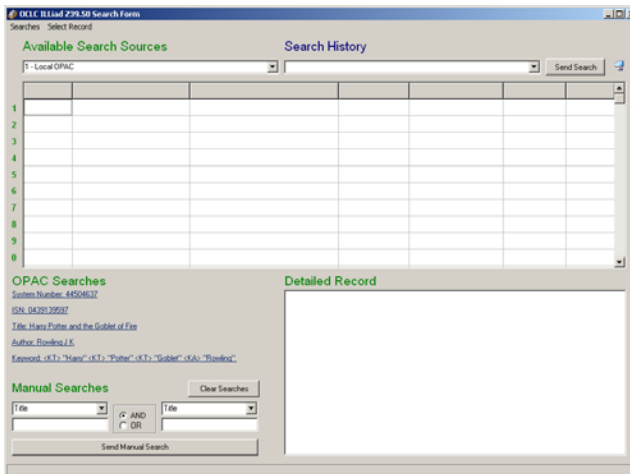


# OPAC SEARCHING VIA Z39.50

## AN OVERVIEW OF THE Z39.50 SEARCHING PROCESS



### Accessing the OCLC ILLiad OPAC Search Form

The OCLC ILLiad Z.39.50 Search Form allows you to search your local OPAC for the requested items to determine availability and/or lendability depending on your Lending policies.

From the ILLiad Lending Request Form in Lending or the Search Requests Form in Borrowing, go to the Show menu and choose OPAC/Z39.50 Search Form from the dropdown, or type Alt+Z.

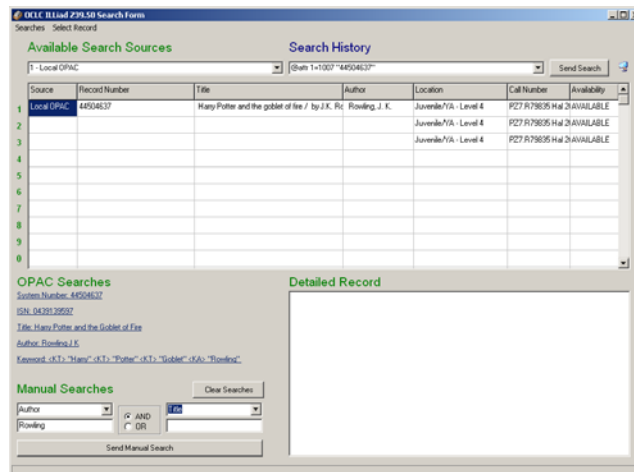
### Automatic Search Links

Along the left side of the OCLC ILLiad Z39.50 Search Form, in the section labeled OPAC Searches, are five automated Z39.50 search links. These automated searches include:

- A System Number search (OCLC or Docline Number)
- An ISSN/ISBN search,
- A Title search,
- An Author search,
- A Keyword Search

These searches function just like the OCLC search links on the OCLC ILLiad Interface Form.

Just click on the desired search and the system will perform the search and display the results in the central window of the form.



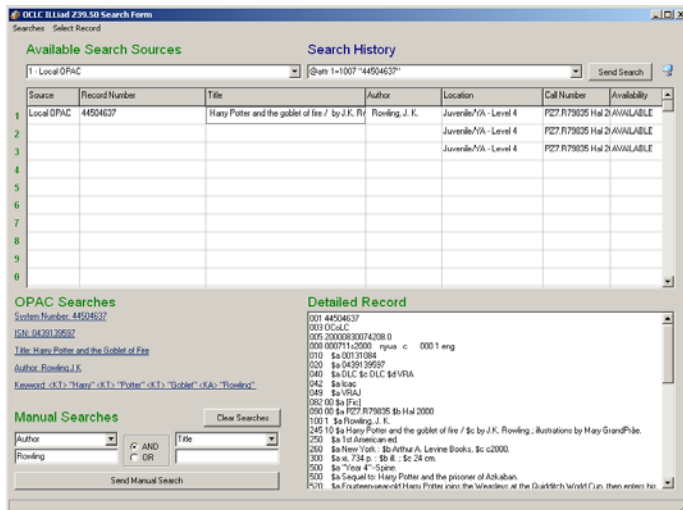
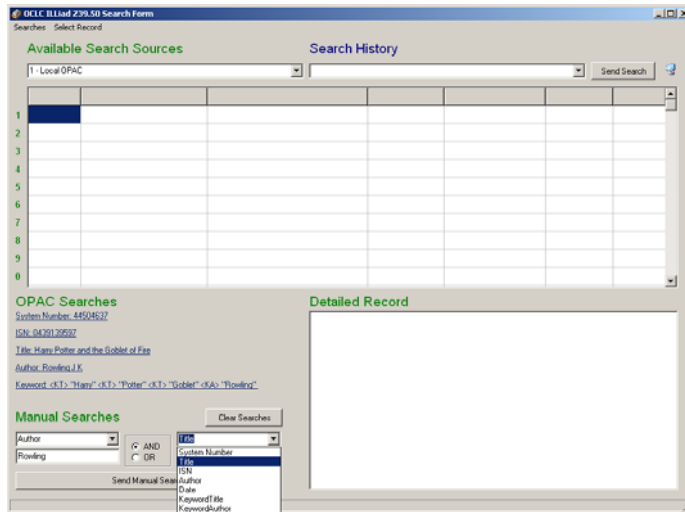
### Manual Searching

If the automatic searches are not sufficient for your needs, you may also perform a manual search using the Manual Searches section in the lower left corner of the form.

Manual Z39.50 searches may be performed based on one field or two. Two-field searches may be strung together logically using either “AND” or “OR” as operators to refine the search.

Use the dropdowns to select the fields to be searched, and enter the values for which the system should look in the fields below the dropdowns.

Then select the “AND” or “OR” operator, depending on which type of search you wish to perform, and click the Send Manual Search button to perform the Search.



### Choosing a Record

Once you have decided which record you wish to request, choose the desired record by clicking on it in the Search form.

The form will display the Detailed Record.

### Additional Features of the Search Screen:

- **Search History Dropdown** - Select from the most recent searches and click Send History Search (Ctrl+H).
- **Search Links**- Select from four built-in OPAC search links: System Number (Ctrl+S), ISSN/ISBN (Ctrl+N), Title (Ctrl+T), and Author (Ctrl+A).
- **Manual Searching** - Select from Several Manual Search Types, input your search data and Send Manual Search (Ctrl+M).
- **Select Record Shortcuts** - Use the numbered shortcuts to select records (Alt+0, Alt+1, etc.).