



Serving Northern
British Columbia

Outlook Online: *Search the BC Libraries Catalogue*

WHAT IS OUTLOOK ONLINE?

Outlook Online is the library catalogue for the collections of BC public and post-secondary libraries with over 7 million books, magazines and videos.

Outlook Online is accessible through the Internet, 24 hours a day. Use this catalogue when you are unable to find what you are looking for in the Northern Lights College Library catalogue.

The materials found in **Outlook Online** are available to you through interlibrary loan, and if you find something you want, you may place your own request, using the procedures found in this guide.

IF YOU REQUIRE ASSISTANCE:

- 1) contact NLC Library Staff at the following locations:
Dawson Creek Campus Library
 Janet Beavers, Coordinator of Library Services
 Phone: 250 782 5251 (ext. 1251)
 Email: jbeavers@nlc.bc.ca

Fort St. John Campus Library
 Dawna Turcotte, Librarian
 Phone: 250 787 6213 (ext. 2012)
 Email: fsj-lib@nlc.bc.ca

- 2) Use the Help? button on the top right hand of each screen

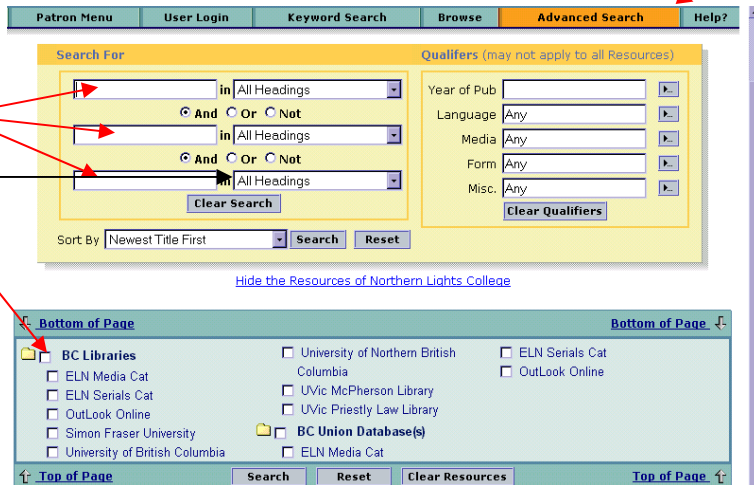
TO ENTER OUTLOOK ONLINE:

On the Northern Lights Library webpage (<http://library.nlc.bca.ca>):

- Under the *Books and Videos* heading, click on *Search the BC Libraries catalogue*

SEARCHING OUTLOOK: BASIC INSTRUCTIONS

- The Advanced Search is the default search screen.
- You may search Outlook using one or more keywords (search terms). Enter your keywords into the text boxes.
- You may change your search headings, see Search Tip below:
- Click on **BC Libraries** to search all library catalogues simultaneously, or just select individual libraries.
- Click the **Search** button



Note:

ELN Media Cat = videos & DVDs
 ELN Serials = magazines, journals
 Outlook Online = public libraries and postsecondary colleges

Search Tips: Search Headings

All Headings:	Searches for matching words in any of the other four headings	
Author:	Searches by the author's name	Eg. Karp, Gerald
Title:	Searches by publication title	Eg. cell and molecular biology
Subject:	Searches for particular subjects	Eg. molecular biology

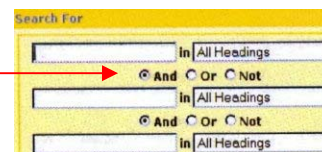
Search Tips

- Search tips are not case-sensitive. You may use upper or lower case when entering your search terms.
- Omit punctuation marks

BOOLEAN LOGIC

This is a method to combine your search words/keywords to improve your search results, using the Boolean “operators”: **AND, OR, or NOT.**

- Use **AND** to locate library materials containing all of your search terms.
Example: global warming AND antarctica, will find all library materials containing both the words global warming and Antarctica in them.
- Use **OR** to locate library materials containing any of your search terms.
Example: global warming OR antarctica, will find all library materials containing the word global warming or the word Antarctica, or both of the words.
- Use **NOT** to eliminate library materials which have an unwanted search terms.
Example: global warming NOT antarctica will find all library materials containing the word global warming, but not the word Antarctica.
- **Do NOT** use a Boolean operator as the *first* word of your search term

A screenshot of a search interface. At the top, there is a yellow header with the text "Search For". Below this, there are three search boxes, each with a dropdown menu set to "All Headings". Between the search boxes are radio buttons for "And", "Or", and "Not". A red arrow points from the text "AND, OR, or NOT" in the text above to the "And" radio button in the interface.

TRUNCATION AND WILDCARDS

Truncation is a method to find words with alternative endings.

- Use an asterisk ***** to replace *multiple characters* in a word. Your search results will list any variant spellings or word endings, from the asterisk on.
Example, comput* will return records containing the words *compute, computer, computers* or *computing*.
Example: canad* will find results for Canadian, Canadians, Canada, etc.

Wildcards use the question mark **“?”** to replace a single character within a word.

- Examples: wom?n will find results for women and woman: (plural and singular)
Behave?r will find results for behaviour and behavior: (British and American spelling)
- The wildcard **?** may be used *more than once* in a single word.
 - Example: st??n will find results for the words stien or stein.

Search Tips

- Truncation and Wildcards are not supported by all library catalogues. An error message will appear in cases where they are not supported.
- You can use truncation or wildcards anywhere in your search term, except as the first character of your search term(s).

USING QUALIFIERS

Using qualifiers makes your search more specific, reducing records retrieved

Note: This feature is not available in all databases

Scoping In: Specific types of library(s)

Year of Pub: Materials published in specific year(s)

Language: Specific language

Media: Specific media format. eg. books or videos

Form: Specific format. eg. large print or Braille

Misc: Materials that meet selected miscellaneous criteria

A screenshot of a search interface showing a "Qualifiers" section. At the top, there are two tabs: "Browse" and "Advanced Search". Below the tabs, there is a yellow header with the text "Qualifiers (may not apply to all Resources)". The section contains several input fields: "Scoping in:" with a dropdown menu set to "All Libraries", "Year of Pub" with a text box and a right-pointing arrow, "Language" with a dropdown menu set to "Any" and a right-pointing arrow, "Media" with a dropdown menu set to "Any" and a right-pointing arrow, "Form" with a dropdown menu set to "Any" and a right-pointing arrow, and "Misc." with a dropdown menu set to "Any" and a right-pointing arrow. At the bottom of the section is a "Clear Qualifiers" button.

VIEWING THE SEARCH SUMMARY SCREEN

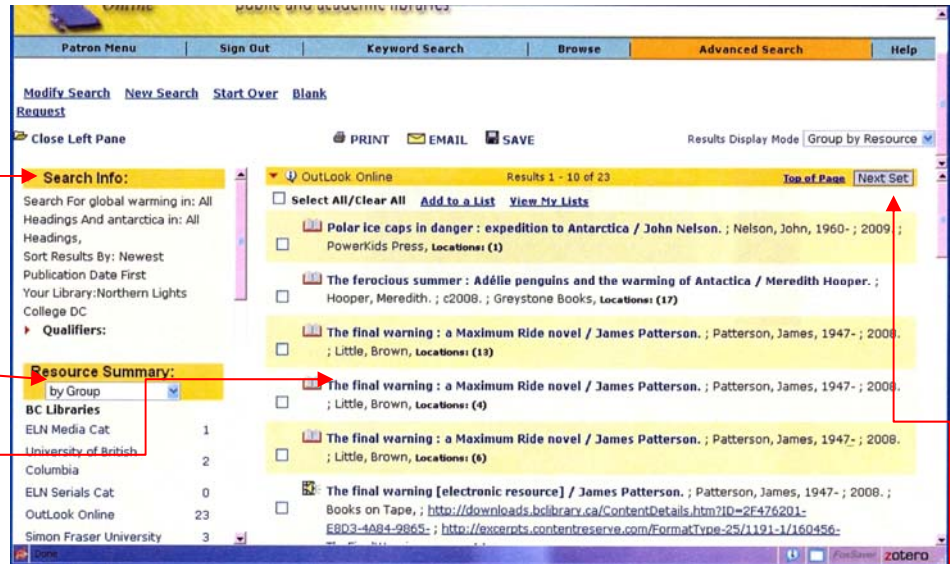
Search Tips

If **no results are found**, the message “no results were found” will show in the in the results column

To modify or start a new search: Click on either: **Modify Search** or **New Search** or **Start Over** located under the Patron Name on the Results page. Alternately, click on the back button on your toolbar to reach the default advanced search page.

VIEWING THE SEARCH SUMMARY SCREEN

- The Search Info screen provides information specific to your search results, such as your search terms/keyword(s), and qualifiers.
- The Resource Summary indicates the BC Library catalogues used for your search, and the number of results found in each library catalogue.
- To view the full record display of a title, locate a catalogue and click on a title in the Results column.

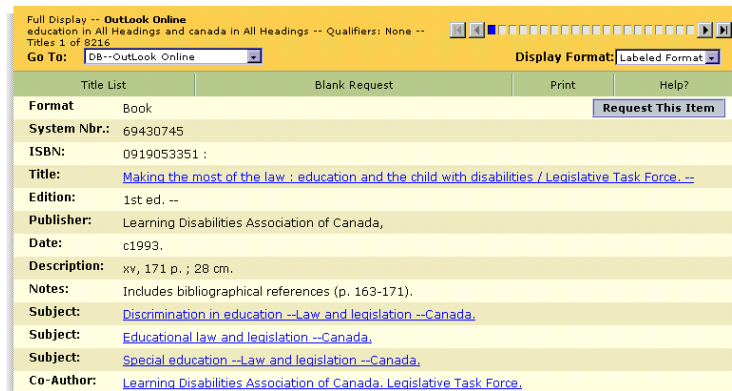


Search Tips

- Each Library catalogue shows a maximum of 10 results at a time. To view more than 10 results from a Library catalogue, press on the blue "next set" button.
- Scroll through the titles using the navigation arrows

FULL RECORD DISPLAY

- The term and search criteria are displayed at the top of the page with the current title number and the total number of titles in the list.
- The Full Record Display includes bibliographic information for the associated title.
- Scroll down the page to view the locations information (a list of libraries that have a copy of the title).
- Use the scroll bar to scroll down through the record.



VIEWING LOCATION

The Locations Information provides a list of libraries that have a copy of the title in their collections.

LOCATIONS INFORMATION	
Library	Call Number
Academic Libraries	
Douglas College [ILL Lender]	LC 4706 C3 M35 1993
Malaspina University-College [ILL Lender]	LC 4706 C32 M35 1993 Nanaimo Stacks
Okanagan University College [ILL Lender]	KELOWNA CIRC LC 3984 .M3 1993
University College of the Fraser Valley [ILL Lender]	KE 3890 L4 M35 1993 CHILLIWACK STACKS
Public Libraries	
Coquitlam Public Library [ILL Lender]	344.7107 LEA
Richmond Public Library [ILL Lender]	344.07 MAK
Trail and District Public Library [ILL Lender]	362.4

TO BORROW LIBRARY MATERIALS

Place an **interlibrary loan (ILL)** for materials not held in the Northern Lights College Library system.

- Click on the blue button called: **"Request This Item"**.
- **This does not apply** to the following institutions: University of Northern British Columbia (UNBC) or University of Victoria (UVic). For these universities, use either the Northern Lights College library Interlibrary Request Form at: <http://nlc.bc.ca/library/form.interlibrary.php> or use the NLC Interlibrary/Intercampus Request Forms available in the Library.

REQUESTING INTERLIBRARY MATERIALS

Required for all item requests: the following fields must be filled out so that the Library can contact you when the item arrives.

- **Patron Identifier:** Enter your last or family name
 - ▶ Enter your NLC campus after your last name, do not use a comma to separate the campus from your name.
 - Example: Elliot FSJ
 - Example: MacDonald DC
- **Patron's First Name**
- **Create a Password:** enter a password of your choice. If you wish to track your request, remember this password
- **Patron's Phone and Email:** enter information in these fields.
- Click the **Submit** button to submit your completed Interlibrary Loan Request Form for processing.

Additional information required for **Journal articles:**

Article Title, Article Author, Article information (volume, issue, page number(s), Article Date

Book Request Form	Journal Request Form
<p>Request this item through Interlibrary Loan (ILL) <input type="button" value="Submit"/></p> <p>Fields identified by * and red color must be filled in.</p> <p>Title/Journal Title: Sure as strawberries</p> <p>Volumes Needed: <input type="text"/></p> <p>Author/Creator: Alderson, Sue Ann.</p> <p>Publisher (Place, Name, Date): Red Deer, Alta., Red Deer College Press, c195</p> <p>Series: Northern lights books for children</p> <p>Physical Description: [31] p. : col. ill. ; 25 cm. --</p> <p>ISBN: 0889950873</p> <p>Request Type Options: <input type="checkbox"/> Returnable (loan)</p> <p>Material Bibliographic Level Options: <input type="checkbox"/> Book</p> <p>Material Format Options: <input type="checkbox"/> None of the below</p> <p>Verification: BCUC UDB:222</p> <p>Request Date: 1/7/2010</p> <p>Any Edition is Acceptable: <input checked="" type="checkbox"/></p> <p>This Format Only: <input type="checkbox"/></p> <p>* Need by: 4/7/2010 <input type="button" value="v"/></p> <p>Show Date: <input type="text"/> <input type="button" value="v"/></p> <p>* Patron Identifier / Last Name: <input type="text"/></p> <p>Patron's First Name: <input type="text"/></p> <p>* Create a Password: <input type="text"/></p> <p>Remember My Patron Information on This Computer: <input type="checkbox"/></p> <p>Patron's Library Card Number: <input type="text"/></p> <p>Patron's Program and Course: <input type="text"/></p> <p>Patron's Status and Year: <input type="text"/></p> <p>Patron's Address 1: <input type="text"/></p> <p>Patron's Address 2: <input type="text"/></p> <p>Patron's Address 3 (City, Prov, PC): <input type="text"/></p>	<p>Request this item through Interlibrary Loan (ILL) <input type="button" value="Submit"/> <input type="button" value="Reset"/></p> <p>Fields identified by * and red color must be filled in.</p> <p>Title/Journal Title: Canadian journal of archaeology. Journal canadien d'archéologie.</p> <p>Publisher (Place, Name, Date): [Ottawa], Canadian Archaeological Association.</p> <p>ISSN: 0705-2006</p> <p>Request Type Options: <input type="checkbox"/> Non-returnable (copy)</p> <p>Material Bibliographic Level Options: <input type="checkbox"/> Serial</p> <p>Material Format Options: <input type="checkbox"/> None of the below</p> <p>* Article Title: <input type="text"/></p> <p>Article Author: <input type="text"/></p> <p>Article Information (Volume, Issue, Page): <input type="text"/></p> <p>* Article Date: Year: <input type="text"/> Month/Season: <input type="text"/></p> <p>Physical Description: v. : ill. ; 25 cm.</p> <p>Source of Article Citation: <input type="text"/></p> <p>Verification: Created from Z39.50 record: 1175984</p> <p>Request Date: 1/7/2010</p> <p>* Need by: 4/7/2010 <input type="button" value="v"/></p> <p>* Patron Identifier / Last Name: <input type="text"/></p> <p>Patron's First Name: <input type="text"/></p> <p>* Create a Password: <input type="text"/></p> <p>Remember My Patron Information on This Computer: <input type="checkbox"/></p> <p>Patron's Program and Course: <input type="text"/></p> <p>Patron's Status and Year: <input type="text"/></p> <p>Pickup Location Options: <input type="text"/> Library</p> <p>Patron's Library Card Number: <input type="text"/></p> <p>Patron's Address 1: <input type="text"/></p> <p>Patron's Address 2: <input type="text"/></p> <p>Patron's Address 3 (City, Prov, PC): <input type="text"/></p>
	<ul style="list-style-type: none"> • Note: You may only borrow articles from journals or magazines. You may not borrow a complete issue of a journal or magazine.

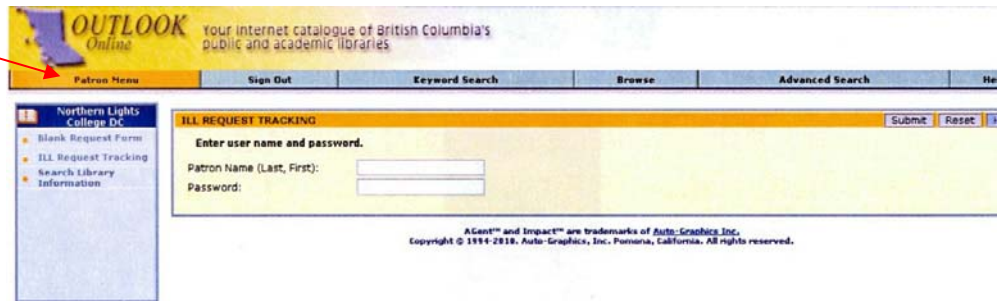
KEEPING TRACK OF YOUR INTERLIBRARY LOAN REQUESTS

Tip - To check the status of your requests:

- 1) Ask Library Staff
- 2) Do it yourself. Save your patron name, campus and password. Follow instructions on next page.

To Check The Status Of Your Request, click on Patron Menu on any screen in the Outlook Online Search interface.

Enter your Patron Name , Campus and password, exactly as you entered it in your request.



SAMPLE TRACKING REQUEST

ILL REQUEST TRACKING FOR: Doe FSJ, Jane

Request ID:	1374773
Request Date:	6/10/2009 12:06:45 PM
Title:	Polar bear, why is your world melting?
Author:	Wells, Robert E.
Published Year:	c2008.
Status:	This request is awaiting approval by library staff. Please cancel request

Click the **Keyword Search**, **Browse** or **Advanced Search** button to return to the Outlook Online Search interface.