

OCLC/First Search (Access to Interlibrary Loan)

This is a powerful tool for research. Although it recently became public access, if you want to use this to order interlibrary loan, you must first set up your computer as a proxy (see earlier notes in this packet on how to do this).

On the main library web page, choose “Databases & Indexes”



The screenshot shows a Windows Internet Explorer browser window displaying the University Libraries website. The address bar shows the URL <http://library.albany.edu/>. The page features a navigation menu with links for UALBANY HOME, DIRECTORIES, CALENDARS & SCHEDULES, VISITORS, and SITE INDEX. Below this, there are tabs for ADMISSIONS, ACADEMICS, RESEARCH, IT SERVICES, and ATHLETICS. The main content area is divided into several sections: "Hours and Calendar", "Find..." (with links to Books, Articles, Databases & Indexes, Minerva, Journals, and Reference Collection), "Need Help?" (with links to Contact Us, Getting Started, and Instruction & Tutorials), "My Research Subject Is ..." (with a dropdown menu), "News & Events" (with links to Extended Hours and a new online tutorial), and "My Minerva Account". The footer contains contact information for the University Libraries, including the address (1400 Washington Avenue, Albany NY 12222 USA), phone number (518) 442-3600, and copyright notice (© 2007 University at Albany).

On this page choose “W”

The screenshot shows a web browser window titled "Database Finder - Windows Internet Explorer" with the address bar displaying "http://library.albany.edu/databases/search.asp". The page header includes the University at Albany logo and navigation links: "HOME", "MINERVA", "DATABASES", and "JOURNALS". The main heading is "Databases & Indexes".

A search box is present with the text "The database I'm looking for is:" and a "Search" button. Below it, there are radio buttons for "Title Keywords" (selected) and "Exact Title (from start of title)".

A "Browse by title" section contains a list of letters: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z. The letter "W" is highlighted.

Below the letters is a section titled "Not sure which database you need? Find by subject and type." It features two columns of subject categories, each with a "Search" button:

- All Subjects:** General Interest, Africana Studies, Anthropology, Art, Atmospheric Sciences, Biological Sciences, Business, Chemistry, Classics.
- Key Resources:** Audio/Sound, Dissertations, Fulltext Resources, Image/Video, Indexes/Databases, Newspapers, Numeric, Online Journal Collections, All Resources.

At the bottom of the page, there is a link: "Send comments to the [Webmaster](#)".

The taskbar at the bottom shows several open applications: Start, Inbox - Microsoft Outlook, Database Finder - Wl..., Microsoft Excel - Grades..., O:\common\Course Mate..., OCLC.doc - Microsoft Word, and lith.albany.edu - default... The system clock shows 12:45 PM.

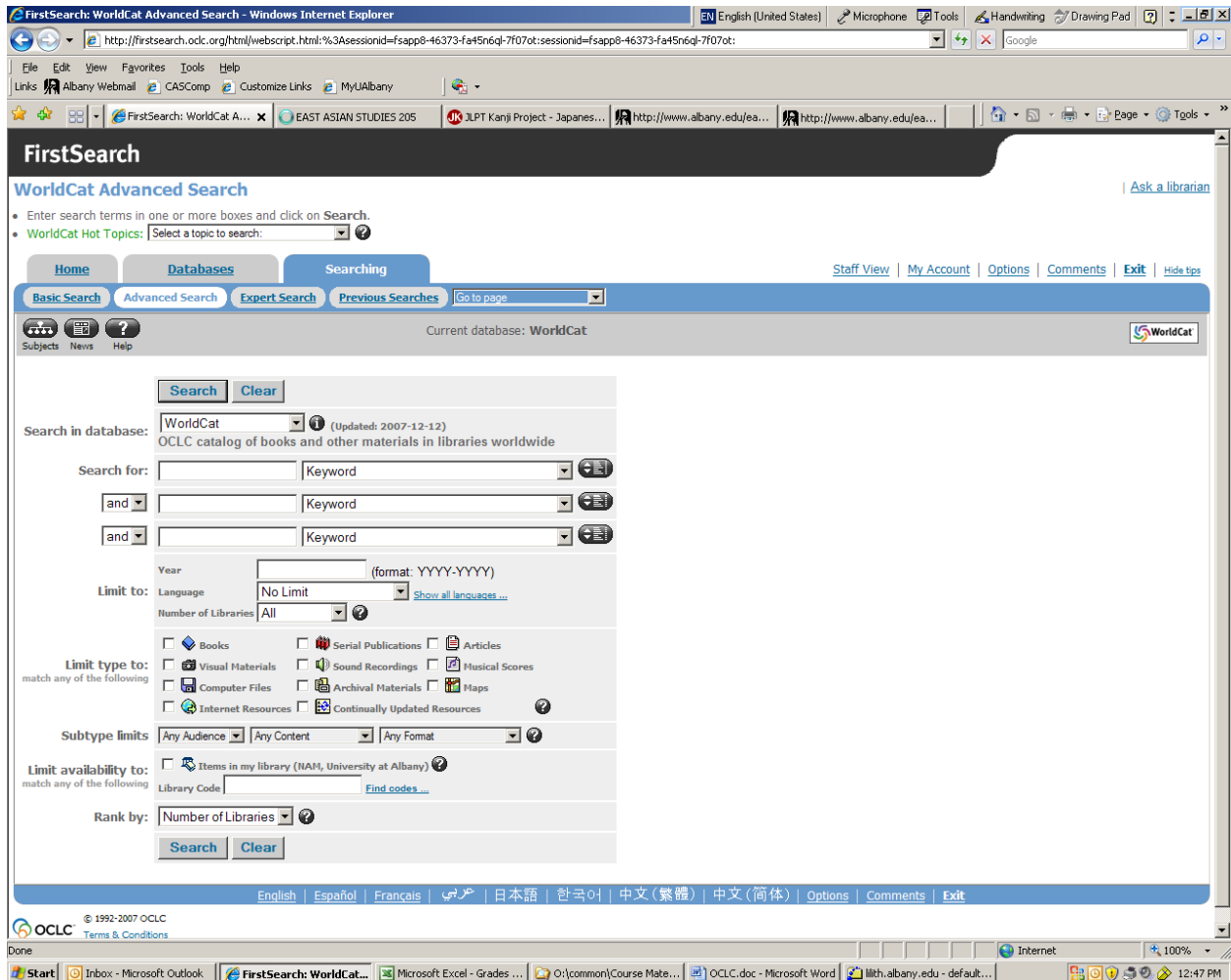
And on this page, choose “WorldCat”

The screenshot shows a Windows Internet Explorer browser window displaying the University of Albany Libraries website. The address bar shows the URL <http://library.albany.edu/databases/search.asp?Letter=W>. The page header includes the University of Albany logo and navigation links: HOME, MINERVA, DATABASES, and JOURNALS. Below the header, there is a search bar and a "Search again" link. The main content area displays "SEARCH RESULTS FOR THE LETTER W (7 titles)" and a table of results:

WebSPIRS	About	UA
Westlaw Campus	About	UA
Wiley InterScience		UA
Women and Social Movements: 1600-2000	About	UA
Women's Studies International	About	UA
World Shakespeare Bibliography Online	About	UA
WorldCat	About	UA

Below the table are navigation buttons: First, Previous, Next, Last. The page number is "Page: 1 of 1". There is a "Jump to page" input field. A "Return to Top" link and another "Search again" link are also present. At the bottom of the page, there is a link to "Send comments to the Webmaster". The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook, Database Finder, Microsoft Excel, and Microsoft Word.

Now you should see a page like this:



This page is relatively self-explanatory. The online help function is relatively clear and useful.

Useful Hints:

- If you want to enter CJK characters, you must first change the language of the screen interface. You do this at the bottom of the screen by clicking the appropriate language. THEN you must toggle your language bar in Windows also.
- If you only want to see CJK characters, but don't want to change the language of the interface, click on "show non-Roman characters" in any entry that displays it.
- By clicking the "Limit availability" box, you can limit your search to just the UAlbany collection. Why do this? Because OCLC is a *much better* search engine than Minerva.