

## 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 <http://library.albany.edu/>. The page features a navigation menu with categories like ADMISSIONS, ACADEMICS, RESEARCH, IT SERVICES, and ATHLETICS. A sidebar on the left lists services such as Hours and Calendar, ERes/EResII, Information Commons, and Interlibrary Loan. The main content area includes a 'Find...' section with links to Books, Articles, Databases & Indexes, Minerva, University Libraries' Catalog, Journals, and Reference Collection. There is also a 'Need Help?' section with links to Contact Us, Getting Started, and Instruction & Tutorials. A 'My Minerva Account' section is visible, along with a 'News & Events' section. The footer contains contact information for the University Libraries at Albany, SUNY, and a copyright notice for 2007.

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 horizontal 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." containing two columns of subject categories and a "Search" button:

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

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

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. A search bar at the top right contains the text "Search again".

The main content area displays "SEARCH RESULTS FOR THE LETTER W (7 titles)". Below this is a table listing search results:

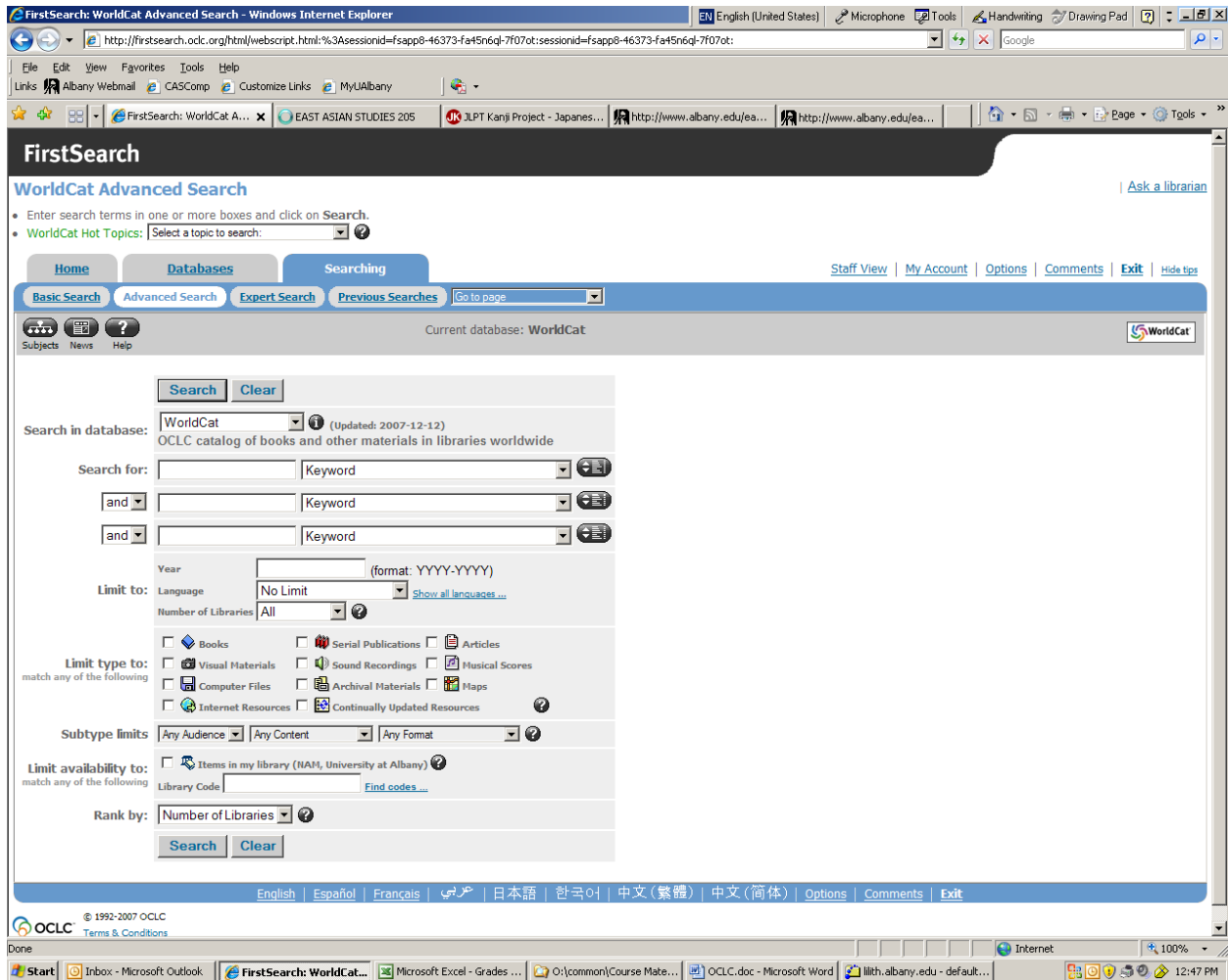
<a href="#">WebSPIRS</a>	<a href="#">About</a>	<a href="#">UA</a>
<a href="#">Westlaw Campus</a>	<a href="#">About</a>	<a href="#">UA</a>
<a href="#">Wiley InterScience</a>		<a href="#">UA</a>
<a href="#">Women and Social Movements: 1600-2000</a>	<a href="#">About</a>	<a href="#">UA</a>
<a href="#">Women's Studies International</a>	<a href="#">About</a>	<a href="#">UA</a>
<a href="#">World Shakespeare Bibliography Online</a>	<a href="#">About</a>	<a href="#">UA</a>
<a href="#">WorldCat</a>	<a href="#">About</a>	<a href="#">UA</a>

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 link for "[Return to Top](#)" and another "Search again" link are also present.

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

The Windows taskbar at the bottom shows several open applications: Start, Microsoft Outlook, Database Finder - Wi..., Microsoft Excel - Grades..., O:\common\Course Mate..., OCLC.doc - Microsoft Word, and library.albany.edu - default... The system clock shows 12:46 PM.

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.