

USER'S MANUAL: BEZALEL LIBRARY PORTAL

The "Primo" interface by the ExLibris Company has replaced the "Alef" screen as the library search screen. Instead of a screen used only for searching books, the current portal was developed to provide the following services:

- Search for books, multi- media and periodicals.
- Search for articles in academic databases.
- Search Bezael's automated archive – the digital image bank.
- Obtain information about all library services – borrowing procedures, instruction and counseling services, new titles, et al.

Portal Structure & Glossary

In order to provide a common language to all portal users, the following paragraphs outline the portal structure and provide a glossary explaining its terminology.

The Library Portal – the screen from which all library services and digital databases may be accessed.

Upper Ruler

- Login to User Account – this active link displays a screen for entering the user's name and password (user name = full ID number; password = 6-digit date of birth, e.g. 120185).
- My Account – this link displays a screen with details on inquiry status, saved searches, selected items (only for users who have logged in using a password).
- E-Shelf (personal shelf) – this link displays a screen listing the user's selected items (only for users who have logged in using a password).

Lower Ruler

- Language – this link enables the user to switch between English and Hebrew.
- Additional Libraries – this link displays a screen that enables the user (through the old catalog) to search for books from additional libraries.

- [List of Electronic Periodicals](#) – this link displays a screen that lists the electronic periodicals for which the library is a subscriber. Clicking any letter displays the periodicals whose names begin with that letter.
- [User-Defined Tags](#) – this link displays a screen that lists search tags defined by users of the portal.
- [Back to Search Screen](#) – this link from any screen of the portal will take the user back to the main search screen.
- [OPAC](#) – pressing this link displays the Alef-500 catalog and enables the user to use the old search interface.
- [HELP](#) – this link displays the Primo Online Help screen, which contains interface use instructions.
- [Bezalel Logo](#) – the logo will display the Bezalel website.

Search Ruler

- [Library Search Tab](#) – this tab enables the user to search the Bezalel library for books, printed periodicals, DVDs, multi- media.
- [Article Search Tab](#) – this tab enables the user to search for articles in subscribed databases and/or in free web databases.

Search Tables

Search For (Material Type: Books, Periodicals, Audio-Visual, All):

Search By (Search Type: Search String, Exact Phrase, Begins with):

Search In (Where to Search: Everywhere, Titles, Authors/Creators, Topic Words, User Tags):

Advanced Search – pressing this button displays a screen that enables the user to perform compound searches.

Library Services

General Information

- The Bezalel libraries, opening hours & addresses
- Users eligible for library access & services
- Library procedures for Academy students & faculty
- Library procedures for guests
- Academy alumni
- Technical services

Periodicals

This link displays a screen listing printed periodicals plus links to the respective websites of those periodicals by Academy department.

New Titles

This link displays a screen listing the new titles added to the library in the last month.

Information Search Sources

From this screen, the user may access links to websites and databases related to the Academy's various fields of interest.

Instruction Services

This link displays a screen containing user manuals, the library interface courseware and instructional presentations.

Borrowing Services

This link displays all of the library's borrowing procedures and processes.

Addresses & Opening Hours

These links lead to the two libraries, one at the Mount Scopus campus and the other downtown, with addresses and phone numbers.

Contact Us by E-Mail (Ask the Library Staff)

This link enables the user to communicate with the library staff directly and request search advice.

Links at the Bottom of the Portal Page

These links provide access to:

1. Bezalel's Facebook page:
2. The Digital Databases:
3. The Bezalel Website:

Searching for Titles (Books, Movies) Using the Library Interface

In order to search for book and/or movie-type titles, the main search screen should be set to "Search Library".

Several search options are available to the user:

- Search all system fields with no further filtration – type the search string into the search box in the following state:
- Search while filtering search tables – refer to the windows, different options may be combined out of the following:
Search For (Material Type: Books, Periodicals, Audio-Visual, All):
Search By (Search Type: Search String, Exact Phrase, Begins with):
Search In (Where to Search: Everywhere, Titles, Authors/Creators, Topic Words, User Tags):

Examples:

Search for books by title only

Search for books by author

Search for books by topic, etc.

Search for DVD using the exact search string.

Advanced Search

This search option enables the user to initiate a Boolean search using more than one search string. For example:

architecture and climate

ceramics and Japan

Search Results

Typing in the search strings and pressing "Search" will display a list of titles that answers your inquiry.

How does that list look and how can you make the most of it?

Our sample search string will be "*art france*".

Initiating a search for books on this subject opposite "words from topic" produced the following screen:

What's on Display?

View borrowed titles only.

Focus/narrow the results using the list of topics on the right.

Display additional topics by pressing "More".

View the titles by a specific author by selecting the author from the list on the right and expanding the list by pressing "More".

Select the type of material you wish to view out of the list: books, movies, etc.

View books from the Mount Scopus Library collection or from the Architecture Department Library collection.

Select books by the year they were published.

View only Hebrew books or only English books.

Sort the list according to the above and obtain a list of results accordingly.

Earmark selected items to keep them in your personal account (refer to orange asterisk).

Save a search for future reference and assign your own name to the saved search.

Search a Single Item Record

The following is a breakdown of the options for investigating a single item record in the search results:

To obtain the details pertaining to the record, press "More Info" or the title marked as a link. The following screen will be displayed:

You can surf to any of the links displayed on this screen.

To obtain maximum details regarding the location of the book, press "Location". The following screen will be displayed:

This screen provides a complete breakdown of the location of the book on the shelf in the relevant library.

To view additional details about the book in other websites, press the "Other Options" tab. The following screen will be displayed:

You may press "Go" opposite the marked website to obtain details about the book in that website.

To assign your own tags to the book for future retrieval, to rate the book and write a review about it – press the "Tags & Responses" tab.

Pressing "Post Your Response" will display the following screen:

You may rate the book on a scale from 1 to 10. This rating will affect the list of results, as the highest rated book will climb to the top of the list of results.

Additionally, you may write a free text review and/or commentary about the book (keep your prose clean and your critique to the point).

Ordering books – books can only be ordered if they are listed as borrowed, in which case press the "Order" tab (only for users logged in through a user account!).

Searching for Printed Periodicals Using the Library Interface

To view printed periodicals in the library collection or past periodicals now kept in bound volumes in the library – select "Periodicals" in the "Search For" (Material Type) menu.

The periodicals search results will display a periodical icon alongside the details:

Advanced Search Option:

As this screen shows, two search strings may be entered when the inquiry is "books dealing with architecture and climate".

Did You Mean?

If you misspell a search item, the system will "ask what you had in mind" by suggesting similar options:

Saving an Inquiry:

Pressing the "Save Search" tab (only for users logged in through a user account!), the following screen will be displayed:

Assign a name to the search that most effectively reflects your inquiry, and press "Save".

To retrieve your inquiry at any given moment, enter "My Account", press the "Searches" tab, press the link with the name you had assigned and the list of results for the original inquiry will be displayed.

Earmarking & Retrieving Selected Items – you may earmark selected items from the list of results that you intend to keep in your personal account. Pressing the asterisk (which turns the asterisk orange) transfers the item to the personal shelf (e-shelf) in your personal account:

To view the selected items at any given moment, enter the "e-shelf" tab in your personal account and view the list of personally selected items.

An item may be taken off the list at any given moment by marking it and pressing the "Delete" icon on the ruler. An item record may be accessed by clicking the item title.

To review the book borrowing status of the user – press "My Account". The screen displayed presents "My Account" as the default selection and the current borrowing status and previous borrowing list may be viewed:

Previous borrowing list:

Searching for Articles

In addition to books and movies, the Primo portal interface enables readers to search for articles in academic databases.

To go to the article search mode, press the "Article Search" tab:

When you switch to this screen, a new link, "Search Databases", is added to the ruler.

How can you utilize these capabilities?

Search all the academic databases in the bank/pool – type in a search string with the search box set to "Academic Databases". The results will be derived from all of the academic databases in the bank/pool. The list may be narrowed in the same manner as with a list of books.

Search an individual academic database – pressing "Search Databases" will display a screen containing a list of all of the academic databases in the Academy's bank/pool. Clicking the link of the selected database will display the relevant search screen for that database (to reach the general list, press the "All Databases" tab).

Note: Please note the caption. "Free Database" denotes a free-of-charge database. All other databases are academic databases for the use of which the Academy pays.

Another option for searching the databases – check the relevant check box and press "Selection Complete":

Adding the search string opposite "Selected Databases" and pressing "Search" will display the results from that database.

This option is most effective when you wish to search a known number of databases, in which case you should check mark the databases you wish to search, press "Selection Complete" – and the results displayed will be derived from the databases selected.

Example: selection of 3 academic databases.