Brotherhood of St Laurence
Working for an Australia free of poverty

Let's make change that lasts

Library Blueprint Series: Catalogue Searching

BSL Library

The Brotherhood of St. Laurence respectfully acknowledges the Traditional Custodians of the land and waterways on which our organisation operates. We pay our respects to Aboriginal and Torres Strait Islander Elders past, present and emerging.

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Library Catalogue 2
Catalogue Navigation 2
Account log in 2
Search box 2
New books/items carousel 3
Quote of the day 3
Resources menu 4
Information elements 4
Action elements 6
Collections 6
Lending collection 7
BSL Archives 7
BSL Timeline 8
Search tips 8
Basic Searching 8
Advanced search 9
Tag cloud 10
Libraries 11
Search results 11
Catalogue results 11
Brief records 11
Full records 12
Working with results 13
Help 14

Library Catalogue

The Library catalogue is a searchable database of collection items. You can find it on the BSL Intranet via:

- Our Divisions > SPARC > Library Services OR
- Help and Support > Quick Links > Library Services.

You may wish to bookmark the Library Services intranet page.

At the Library Services page, access the catalogue by:

- Library Catalogue image OR
- Key Resources > Online Catalogue.

You may wish to bookmark the Library catalogue page.

(Back to Table of Contents)

Catalogue Navigation

There are various parts that comprise the Catalogue home page.

These are:

- Account log in
- Search box
- New books/items carousel
- Quote of the day
- Resources menu
- Information elements
- Action elements.

Account log in

If you have signed up as a Library member, click on “Log in to your account”.

This will allow you to complete actions such as creating a list, tracking your loans and other personalisation functions.

When you login you will see a welcome message and be able to access your account.

You can still search the catalogue if you haven’t signed up as a member.

Search box

There is a basic search box on the catalogue home page which defaults to searching across a range of record fields. We recommend you leave the default search to “Library catalogue” when you use the basic search box (see *Figure 1*).

You can the default search to get more targeted results including: title, author, ISBN. Select these by clicking on the down arrow at the search box.

See “Search Tips” below for information on searching.

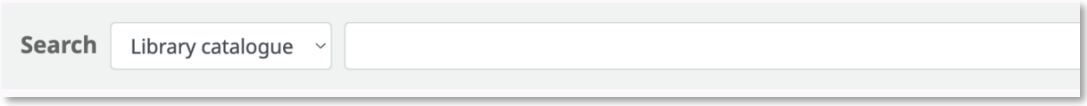

Figure 1

Other search options include:

- Advanced search
- Tag cloud AND
- Libraries.

See “Search Tips” below for information on using these functions for searching.

New books/items carousel

The new books/items carousel is a revolving display of new items added to the catalogue. A book cover will be visible (if available) with the title of the item(see *Figure 2)*.

This carousel is refreshed daily.

You can access a title directly by clicking on the title below the cover image (e.g., “Gender : the key concepts /”). When you click on the title, you will be taken to the full catalogue record window of this item.

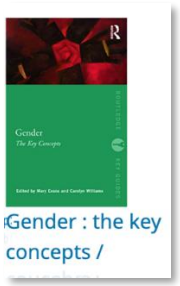

Figure 2

See “Catalogue Results” below for further information about catalogue records.

Quote of the day

The quote of the day comes from a collection of curated quotes from Fr. Gerard Tucker and other prominent BSL leaders and staff. Quotes are curated by Library staff including volunteers (see *Figure 3*).

The quote is refreshed daily.

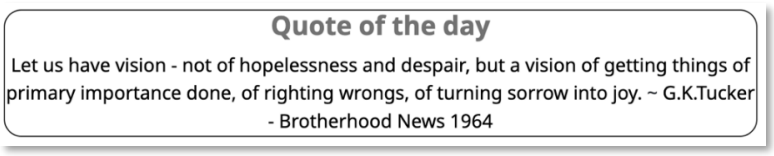

Figure 3

Resources menu

The "Resources" menu is located on the left-hand side of the catalogue home page.

This menu includes links to the current year's catalogued items ("2023 Items") which is updated weekly); last year's catalogued items ("2022 Items"), search hints, BSL Archives and the BSL Timeline (see *Figure 4*).

Click through these headings to explore the contents.

See "Collections" below for more information about the Archives and Timeline.

Figure 4

Information elements

Account

Access your Account by clicking on "Log in to your account". Enter your login (your email) and your password the click "Log in". Click on the "Forgot your password" link if you need to.

Your Account is accessed by clicking on the "Welcome.." message, then "Your account".

You will also see your search history (this can be cleared) and the log out link (see *Figure 5*).

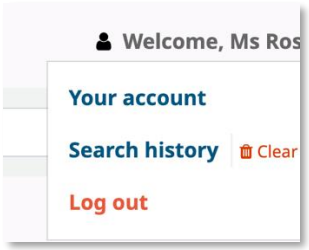

Figure 5

Your summary

After you log in you will see "Your summary" which details items checked out to you (items on loan to you) and any system messages.

You can action the checked out items information including printing or exporting them in CSV format.

On the bottom left-hand side, you can also see more information about your account and usage including personal details, tags, password and search history (see *Figure 6*).

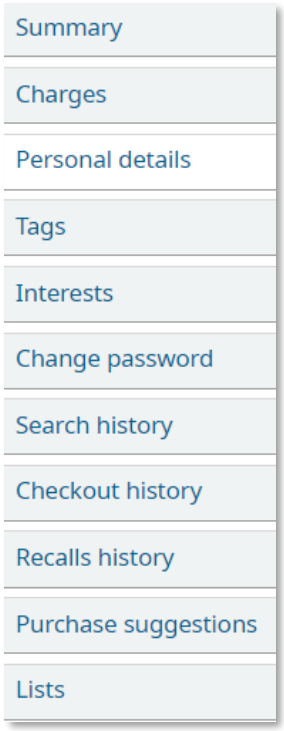

Figure 6

You can also see your "User summary" at the home page (see Figure 7).

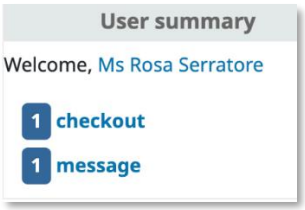

Figure 7

Contact and hours of operation
Contact details and the hours of Library operation are available.

Menu Breadcrumb
The menu breadcrumb lets you know where you are in the catalogue.

At *Figure 8*, the current page is "Contents of 2023 Items". You can navigate your way back or to any pages available on the breadcrumb trail: Public lists, Lists, your account or the Home page.

Figure 8

Action elements

There are some elements that you can "action" or interact with in the catalogue.

Cart

When you do a catalogue search you can add items you select to a cart. This is a temporary place for results. Once you log out or close your browser, you lose the items in your cart. You can see how many items in your cart while you navigate within the catalogue (see *Figure 9*).

See "Working with records" below for more information.

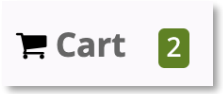

Figure 9

Lists

A "List" is a permanent location for saving results. You can create and manage your lists via the "Lists" icon at the top of the page: Lists > Your Lists. Lists can be shared, edited and deleted (see *Figure 10*).

The Library manages Public lists.

See "Working with results" below for more information about working with Lists.

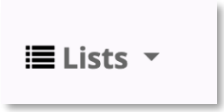

Figure 10

(Back to Table of Contents)

Collections

Following is information about different collection types.

These are:

- The Lending collection
- BSL Archives
- BSL Timeline.

Lending collection

The Lending collection refers generally to print books and reports that are available for loan on the open shelves. The Lending collection also refers to digital items which are downloadable from the library catalogue. These comprise about 50% of items in the catalogue.

Physical print items are arranged in Dewey order and can be browsed at any time. Lending can be completed via the self-check machine located in the Library.

Labelling on the shelves assists with locating physical print items.

Items in the lending collection can also be browsable via the library catalogue.

See "Catalogue navigation" above for more details.

BSL Archives

The Archives collection contains an extensive set of primary sources including papers, photographs and audio-visual materials spanning from the early 20th Century to today. These records offer insight into the history of the Brotherhood of St Laurence and the many varied social welfare and poverty programs and activities that the Brotherhood has been engaged in.

The archives are organised chronologically and discoverable in the Library catalogue.

The archive has been arranged into 3 categories (Series):

- Series 1: Tapes, Reels, CDs, and DVDs, 1940s-2011
- Series 2: Papers, 1875-2019 :
    - This Series contains a large set of published and unpublished materials including books, reports, correspondence, and other assorted papers.
- Series 3: Photographs, 1905-2017:
    - This Series contains a large set of historic and contemporary photographs, negatives, and slides, including black & white photographs of BSL activities and staff, photo albums (eg. Father Tucker's from WWI), and donated collections of photographs and photo albums.

David Scott Collection.

David Scott was a director of the Brotherhood, a socially progressive community icon, and a key figure in the history of community organisations and social advocacy in Australia. The David Scott collection contains records spanning from 1930 to 2011. Assembled by Scott when preparing his biography, it offers crucial insights into Scott's early life and his role in various Australian and international organisations, government agencies and political movements.

This collection is arranged into 5 categories (Series):

- Series 1: The Early Years

- Series 2: Social Work & Community Development
- Series 3: East Timor
- Series 4: Post-Brotherhood Life, Professional Work and Activism
- Series 5: Scott's Biography & General Topics.

BSL Timeline

The Timeline is an online portal into the history of the Brotherhood of St. Laurence. It is continually updated by the Brotherhood's Social Policy Library staff and volunteers.

Detailed information about the Brotherhood of St. Laurence is provided via the following "themes":

BSL across decades: BSL from the 1930s. Categories are detailed for each chronological period. Categories are: Children & Families; Community Developments; Employment & Training; Fundraising & Resources; Material & Financial Support; Older People; Organisational aspects (BSL); People; People with disabilities; Presentations & Publications; Refugees & Settlement; Research and Policy and Young People.

Services: An overview of the main areas of work the Brotherhood has been involved with including Children and Families; Young people; Older people; Community development, Housing and more. Links to various campaigns, such as the abolition of slums and poverty are also included.

People: Past and present staff (including Clergy, Board members, Executive members etc.), clients and volunteers. People of note who have helped those in need whilst working at the Brotherhood.

Places: A geographical overview of Brotherhood activities.

Presentations & Publications: Books, reports (including Annual Reports and Research reports), newsletters, films, and the Sambell Oration.

Organisation: The Brotherhood's organisational structure over time, leaders, organisational governance history tracking the growth in maturity and complexity of the Brotherhood of St. Laurence.

(Back to Table of Contents)

Search tips

This section contains information about search tips.

This includes:

- Basic searching
- Advanced search
- Tag cloud
- Libraries.

Basic Searching

Basic searching is available on the catalogue home page.

Enter your search term/s in to the search box and limit the field by clicking on the arrow of the search field. This includes title, author and ISBN. The click on the search icon or press “enter” on your keboard. See Figure 11.

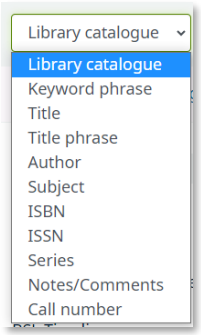

Figure 11

Advanced search

The Advanced search window option is available on the catalogue home page.

Click on “Advanced search”. See Figure 12.

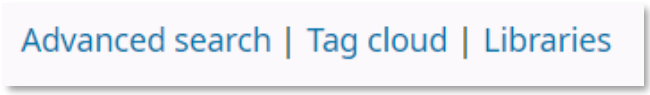

Figure 12

The advanced search window offers flexible searching across fields. You can add more fields to your search structure by clicking on the “+” icon. See Figure 13 and 14.

You can also limit your search by other variables however this is not recommended.

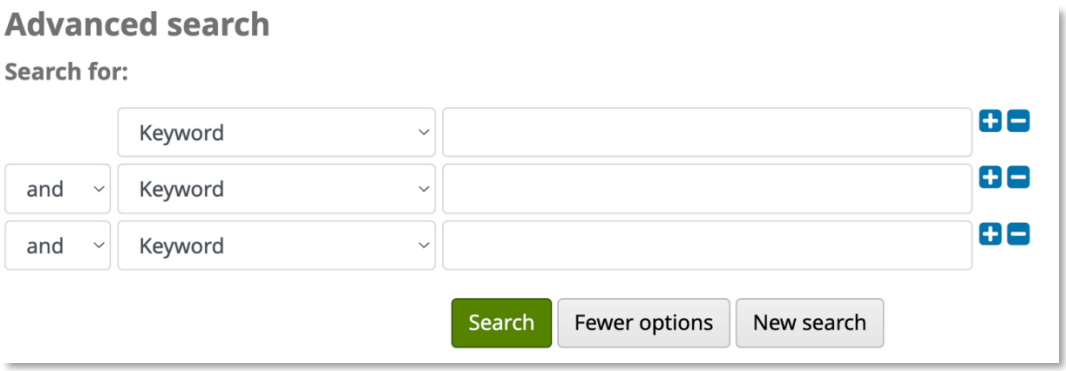

Figure 13

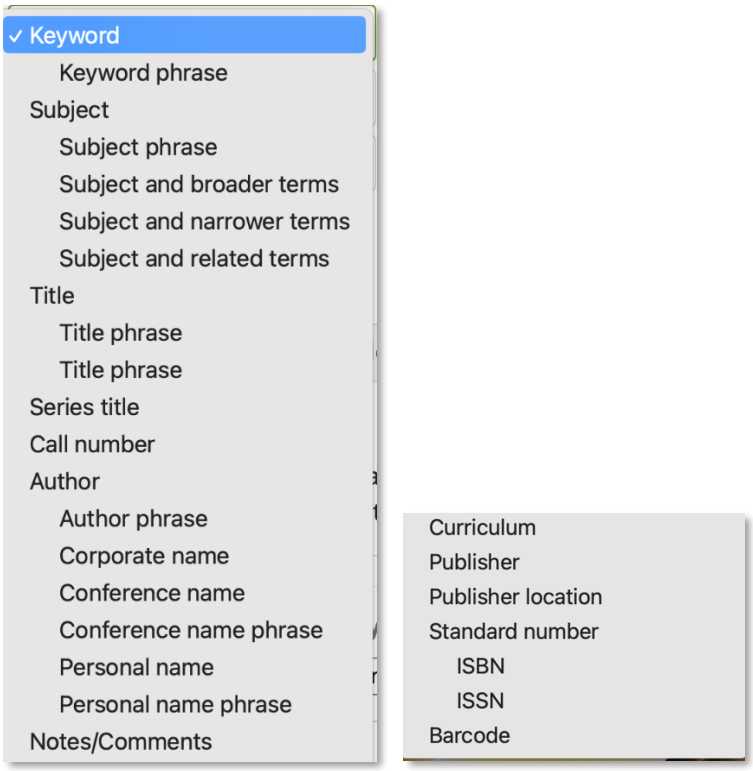

Figure 14

Tag cloud

The Tag cloud is a visual representation of previous searches made my other users' searches.

The upper limit is 1000 users however this can be reduced. See Figure 15.

You can also create and see your own tags when you log in to your own account.

Figure 15

Libraries
The Libraries page refers to the various collections existing withing BSL.

These are:

- The BSL Library: the main and largest collection
- BSL Archives
- EMC Archives
- Iron Mountain: BSL's archival storage repository. BSL staff need to submit an ICT ticket to request an archival box from Iron Mountain.

(Back to Table of Contents)

Search results
This section covers what your search results mean and what you can do with them.

This includes:

- Catalogue results
- Working with results.

Catalogue results

Brief records
When you enter terms in the search box (basic or advanced), you will get a list of **brief** record search results.

At this stage, you can:

- Scroll through the results to see what's relevant to you
- Save the results in your cart or create a List
- Refine your search by using the facets on the left-hand menu (authors, series, topics etc)
- Search again within the results.

If you are satisfied with your search, you can see the call number in the brief record for print items or click on the "Online Access: Electronic copy" to download the digital version of the item. If you can't see the call number or online link, click on the title to see the full record.

Other digital downloadable records refer to: Online resource, website, PDF or Paper.

See Figures 16 and 17.

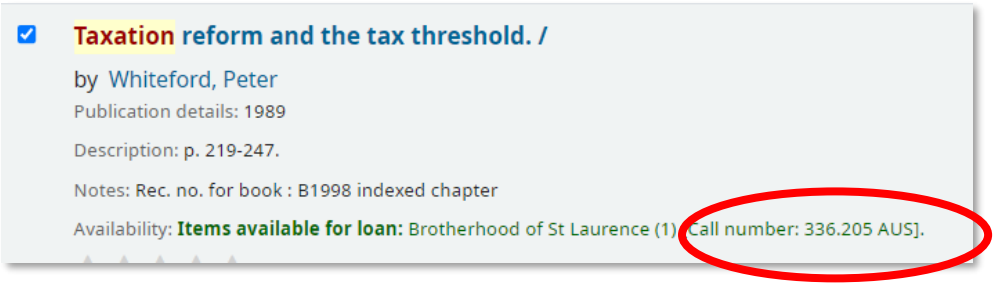

Figure 16

Figure 17

Full records

To see more details about your results, click on the brief record title to get to the **full** record.

The full record window gives you more detailed information about the item including notes, subject headings and the item's availability for loan.

Various elements of the full record are hyperlinked which enables you to find other records linked by that same element. These include:

- Author (personal and corporate), series, publisher, subjects. See Figure 18.

You can also browse the shelf electronically to see items with the same or similar Dewey call number. The link is located at the bottom of the window in the Item information section. See Figure 19.

Figure 18

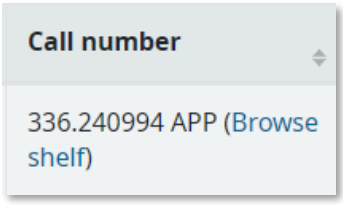

Figure 19

Working with results

To move between pages of brief record results, click on the Next, Previous, First or Last links to move between pages, or click on a page number.

In the full record window, you can browse through your results, go back to the results in the brief view, move forward and back in your list of results, print the item record or save the item record.

These options are available in the "Browse results" box on the right-hand side. See Figure 20.

When you are satisfied with your search, you have the option of keeping your results temporarily or permanently.

Use your Cart for temporary saving. Use a List for long-term saving.

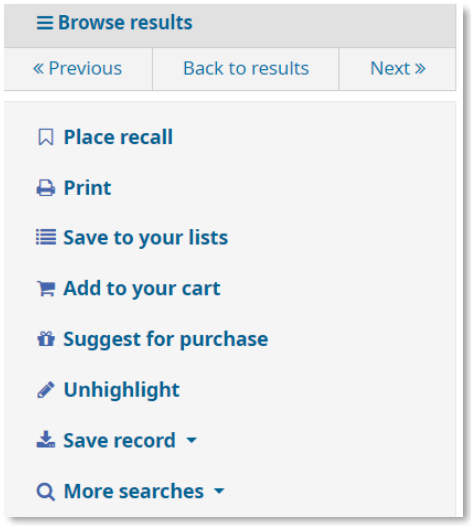

Figure 20

Cart

To keep search results temporarily, add them to your cart. They will be available as long as you keep the browser session active. Once you close your browser window, the results in the cart will disappear. See List below for an alternative, long-term option.

To add items to your Cart, select item individually or click on "Select all" in the brief results window then click on "Add to cart" at the bottom of the record.

At the full record view window, click on "Add to your cart" (see Figure 21).

To add items to your cart in bulk, click on the “With selected titles: Add to Cart”, then Save, at the top of the page. See Figure xx.

You will get a “Item added to cart” message when you action this and the cart will indicate the number of items saved.

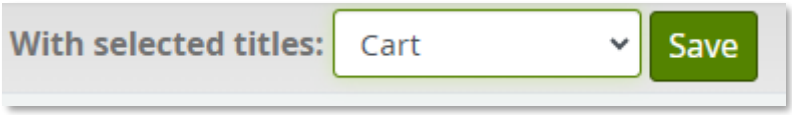

Figure 21

List

To keep search results permanently, add them to a List.

You can create a List at any time, including during your search. To create a List during a search, select the records you want to keep in that List, click on “With selected titles: Add to [New List]”, name your List, select “Private”, click on Save. See Figure 22.

You can create multiple Lists and keep adding records whenever you run a search.

To add items to your List in bulk, click on the “With selected titles: Add to List”, then Save, at the top of the page.

You will get a “Item added to List” message when you action this.

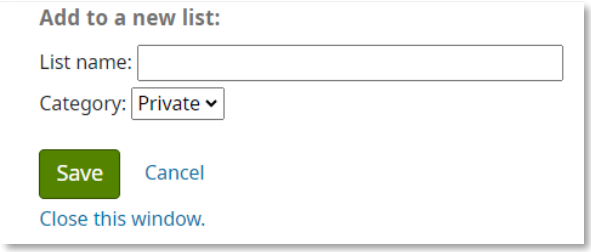

Figure 22

(Back to Table of Contents)

Help

For further assistance, please contact the BSL Library:

- library@bsl.org.au
- Level 1, 67 Brunswick Street, Fitzroy.

(Back to Table of Contents)