

5.3 OPAC

Please describe functionality within the context of a web-based client. Specify if there is a recommended browser or minimum browser requirement.

5.3.1 General

The system:

- _____ 5.3.1.1 provides an online public access catalog (OPAC) that is fully integrated with other modules.
- _____ 5.3.1.2 allows direct access to the initial search screen of an institution's catalog from a link on the institution's own website.
- _____ 5.3.1.3 provides various indexes. Explain limitations or constraints on the number or types of indexes permitted.
- _____ 5.3.1.4 allows the user to search, either combined or specifically, for all formats (books, journals, computer files, maps, sound recordings, musical scores, visual materials, manuscripts, and archival materials, and other formats as authorized).
- _____ 5.3.1.5 allows the user to find a range of levels of records, from full bibliographic records to brief, minimal-level records.
- _____ 5.3.1.6 supports the use/display of standard and non-standard MARC tag data.
- _____ 5.3.1.7 allows the user to see records for materials in all status categories (fully cataloged, provisional records, course reserves, on order, in process, lost, withdrawn).
- _____ 5.3.1.8 permits the library to display or suppress the public display of any record category or of any particular record, while retaining staff access.
- _____ 5.3.1.9 permits the library to suppress the public display of specified fields and tags
- _____ 5.3.1.10 allows the user to determine item-level circulation status information in real-time and note if items have special locations (in transit, reserve, etc.) or statuses (recalled, on hold, etc.).
- _____ 5.3.1.11 allows, at the option of the library, the user to determine serial holdings including retrospective holdings, current receipts, and the next expected journal holding to be received.
- _____ 5.3.1.12 allows access to, but is not limited to, various other bibliographic, citation, numeric, image, or full-text files; these files may be loaded locally, accessed remotely, or linked through local area networks. Explain.
- _____ 5.3.1.13 provides from the OPAC screen(s) toggle or integral access to and from the modules/functions of catalog searching, course reserve searching, patron initiated services, and gateway services.
- _____ 5.3.1.14 allows the user to limit searches to single or customizable groups of databases.
- _____ 5.3.1.15 allows the user to simultaneously search and display bibliographic, holdings, and circulation status information from multiple library catalogs.
- _____ 5.3.1.16 supports ADA/W3C compliant features. Specify the types of features that are available.

- _____ 5.3.1.17 allows the user to send to library staff electronic requests for service, e.g., reference questions, holds/recalls and search requests, interlibrary loan requests, or document delivery requests.
- _____ 5.3.1.18 allows for various other databases to be searched using the OPAC interface, if later desired.
- _____ 5.3.1.19 allows identical search functionality in an individual catalog, the union catalog, or any defined subset of catalogs.
- _____ 5.3.1.20 provides and supports the ability for a user to craft and run searches directly against the database/index system using commercially available SQL products.
- _____ 5.3.1.21 allows the user to define a personal, customized profile, including desired session parameters. Explain.
- _____ 5.3.1.22 allows broadcast searching. Explain.
- _____ 5.3.1.23 allows configurations to be determined and changed at various levels: system, library, processing unit, service unit, workstation client, user. Explain.
- _____ 5.3.1.24 supports both a text-based interface and a web browser interface.

5.3.2 Search Interface Functionalities

The system:

- _____ 5.3.2.1 provides the user the ability to construct a URL which initiates a search and allows the user to display and bookmark the URL, reflecting the processes and strategies used to get to the display. provides that meaningful URL, when used as a hyperlink will re-display in the same results, subject to changes in the indexes (SDI).
- _____ 5.3.2.2 operates with skills and abilities that are intuitive to a novice or expert user. Describe users' ability to choose options (beginner, advanced, command) at any time during the search.
- _____ 5.3.2.3 gives users the maximum possibility of finding library resources, without requiring knowledge of cataloging rules or established form of headings.
- _____ 5.3.2.4 performs (optionally truncated) phrase search for names, subjects, series, and titles.
- _____ 5.3.2.5 provides a means by which records for journals/periodicals can be searched separately.
- _____ 5.3.2.6 provides that reserve and regular OPAC systems can be toggled so that users can see if other copies of an item are available.
- _____ 5.3.2.7 provides that the required skills, display, commands, navigation for the course reserve are the same as used for the regular catalog.
- _____ 5.3.2.8 allows searching of reserves by course number, course name, and instructor name in addition to full searching capabilities (and skills) used in the regular OPAC functions.
- _____ 5.3.2.9 supports automatic right-hand truncation, except for key words.
- _____ 5.3.2.10 supports complete heading field searches (including subdivisions) without keying specialized punctuation or other delimiters.

- _____ 5.3.2.11 supports searching on rotated (i.e., permuted) subject headings.
- _____ 5.3.2.12 supports case-insensitive searching.
- _____ 5.3.2.13 supports standard number and codes (from the MARC leader/fixed fields) searches (ISBN,, LC card number, report number, local control numbers, publisher's number for music, other).
- _____ 5.3.2.14 supports searching standard numbers with or without punctuation (hyphens).
- _____ 5.3.2.15 supports specific type call number searching (LC, NLM, SuDoc, other).
- _____ 5.3.2.16 fully supports keyword searching in which all fields are indexed, with universal and field-delimited keyword searching (e.g. k720=). Describe limits by search level (maximum number of characters, etc.)
- _____ 5.3.2.17 supports use of logical search operators (Boolean AND, OR, NOT, in keyword searching.)
- _____ 5.3.2.18 supports phrase searching and the ability to find words which are adjacent, in the same sentence, in the same paragraph, in the same field. Explain.
- _____ 5.3.2.19 supports explicit right truncation, (including trailing character count), and wildcards (for example, “wom?n”).
- _____ 5.3.2.20 supports the implied plural (s,es).
- _____ 5.3.2.21 supports the ability to nest terms and search sets.
- _____ 5.3.2.22 supports library configurable default operators.
- _____ 5.3.2.23 provides ability to search all MARC fields and subfields.
- _____ 5.3.2.24 provides ability to search all titles and headings (authorized or not) in context, in addition to keyword searching.
- _____ 5.3.2.25 provides the ability to search by record number.
- _____ 5.3.2.26 supports the ability to combine call numbers with other terms.
- _____ 5.3.2.27 supports the ability to search combining keywords with headings.
- _____ 5.3.2.28 allows override of the stoplist to search for entries consisting primarily or entirely of stopwords.
- _____ 5.3.2.29 allows inclusion of significant symbols and punctuation (such as the musical symbols for sharp and flat) in the search.
- _____ 5.3.2.30 allows the user to limit a search by library-specified data elements, including, but not limited to:
 - year of imprint
 - range of dates
 - language
 - format
 - item type
 - place of publication
 - publisher
 - holding library
 - location within library
 - circulation status
 - defined group of locations
- _____ 5.3.2.31 allows for a natural language search query.

- _____ 5.3.2.32 allows all records for any heading to be retrieved. Describe any limits to the index.
- _____ 5.3.2.33 provides feedback on search progress. Explain.
- _____ 5.3.2.34 warns of large search result.
- _____ 5.3.2.35 allows the user to configure the number of results per screen. What is your maximum per screen? Explain.
- _____ 5.3.2.36 allows in-process searches to be stopped/canceled.
- _____ 5.3.2.37 allows searches to be revised or modified without having to be fully retyped.
- _____ 5.3.2.38 allows user to search on displayed heading in a bibliographic record without rekeying.
- _____ 5.3.2.39 saves searches throughout a session.
- _____ 5.3.2.40 allows search history to be displayed.
- _____ 5.3.2.41 allows sets to be combined.
- _____ 5.3.2.42 allows a set to be combined with other terms or numerals.
- _____ 5.3.2.43 allows earlier sets to be redisplayed.
- _____ 5.3.2.44 allows search history to be reset/canceled (for privacy).
- _____ 5.3.2.45 allows search strategies to be stored and invoked by user at another time or in another database in this system.
- _____ 5.3.2.46 supports user selected display format for a searching session.
- _____ 5.3.2.47 supports an interface that permits users to choose from among multiple language interfaces for screen display and help services. Specify languages supported.
- _____ 5.3.2.48 allows the user to establish a separate catalog or view within an institution group that reflects the holdings of a processing unit, service unit.
- _____ 5.3.2.49 provides hook-to-local-holdings for other disparate systems, which can issue an ISxN or title search URL to this local system.
- _____ 5.3.2.50 provides command level searching.
- _____ 5.3.2.51 supports user selection of result set size.
- _____ 5.3.2.52 ignores errors in spacing, punctuation, and diacritics.
- _____ 5.3.2.53 provides relevance ranking of results. Explain.
- _____ 5.3.2.54 checks for and drops initial article (language appropriate) in a title search.
- _____ 5.3.2.55 ignores stopwords.
- _____ 5.3.2.56 displays a browse screen with the user's search statement in its proper alphabetical location in the index, in the absence of a direct match.
- _____ 5.3.2.57 retrieves the correct form of name when unauthorized form is searched and notifies user when doing so.
- _____ 5.3.2.58 supports variations in spelling, common abbreviations and acronyms, and singular/plural forms of words (e.g., color/colour, "&"/and, St./Saint).

5.3.3 Navigation

The system:

- _____ 5.3.3.1 allows, when authorized, easy toggling between OPAC and staff functions.
- _____ 5.3.3.2 provides clear navigation and function commands available within the context of the current display.

- _____ 5.3.3.3 supports forward and reverse browse/scan of headings displays, call number indexes, and standard number indexes.
- _____ 5.3.3.4 allows user to skip to a specified record or line number.
- _____ 5.3.3.5 bypasses index and goes directly to record when search results in one hit.
- _____ 5.3.3.6 minimizes number of mouse clicks and scrolling required.
- _____ 5.3.3.7 allows the user to return easily to a previous level or screen.
- _____ 5.3.3.8 integrates results so multiple (duplicate) retrievals of the same record are shown to the user only once but multiple records for the same title in different processing units will not be consolidated.
- _____ 5.3.3.9 allows the user to easily determine location and holdings of a serial.
- _____ 5.3.3.10 provides functional keyboard equivalents for user interface elements such as menus, push buttons, scroll bars, etc., that can be activated by pointing devices such as a mouse.
- _____ 5.3.3.11 supports hypertext capabilities that permit use of part of a displayed record (e.g., subject, author, etc.) as the search statement for the next search.
- _____ 5.3.3.12 supports hypertext capabilities that permit an Internet URL in the displayed record to retrieve the item referred to by that URL.
- _____ 5.3.3.13 allows the user to move through long, complex holdings statements in a flexible and efficient manner.
- _____ 5.3.3.14 allows the user to take advantage of browser navigational capabilities.

5.3.4 Help

The system:

- _____ 5.3.4.1 provides lists of contextual options for searching and limiting.
- _____ 5.3.4.2 provides user option to compensate for spelling errors (e.g. soundex searching).
- _____ 5.3.4.3 provides full help system:
 - brief instructions and examples on search screen.
 - maximum library control over and editing of help and explanatory screens.
 - help is contextual.
 - help can be read/scanned in its entirety.
 - help can be printed, downloaded, and emailed.
 - library customizable online tutorial.
- _____ 5.3.4.4 provides search help options at all search levels.
- _____ 5.3.4.5 provides a link back to search results from every help screen.
- _____ 5.3.4.6 suggests alternative ways to formulate the search when no results are retrieved, including help with truncation, boolean searching, proximity operators, field searching, limiting searches, etc.
- _____ 5.3.4.7 provides brief instructions and examples at all search levels.
- _____ 5.3.4.8 provides a searchable index of all help topics available.
- _____ 5.3.4.9 includes tutorials to introduce users to the system. Explain.
- _____ 5.3.4.10 allows any part of any tutorial to be replaced by locally developed tutorials.
- _____ 5.3.4.11 allows any part of any help screen, error message, direction or instruction to be

replaced by locally developed help information.

5.3.5 Content Display

The system:

- _____ 5.3.5.1 displays full and brief customized view from the MARC record.
- _____ 5.3.5.2 displays notes (MARC 500 tags) in the intended order in which they appear in the MARC record without grouping by tag number.
- _____ 5.3.5.3 permits subfield codes to be authorized so that a MARC 856 URL can be hidden under a caption. (Currently |9 is used).
- _____ 5.3.5.4 provides maximum local library control over bibliographic record displays; library chooses:
 - data elements to display at each level
 - order in which displayed
 - text of labels for tags and messages
 - limit on the number of records that can be displayed, sorted, printed
- _____ 5.3.5.5 provides maximum local library control over copy information displays.
- _____ 5.3.5.6 is able to provide citation information, including call number, location, circulation status, and functional hyperlinks from the 856 field(s) in the results index list (without requiring display of the full record).
- _____ 5.3.5.7 displays full ALA-character set when the browser permits.
- _____ 5.3.5.8 displays non-Roman characters when the browser permits.
- _____ 5.3.5.9 displays results from an author, title, subject headings search in a hierarchical display. Explain how this differs from a keyword search display.
- _____ 5.3.5.10 displays search terms in the results list and records in emphasized type.
- _____ 5.3.5.11 supports various user specified sort capabilities on retrieved sets such as those listed here. Please describe other available options:
 - reverse chronological by date
 - library location or sublocation
 - call number
 - most times circulated
 - author
 - title
 - chronology (especially to link successive title entries for serials)
 - relevancy
 - alphabetical
- _____ 5.3.5.12 displays search query and number of hits obtained along with search results.
- _____ 5.3.5.13 displays received date in public mode for the most recent issue of a serial.
- _____ 5.3.5.14 displays fields containing sequential numeric designators in correct numeric sequence.
- _____ 5.3.5.15 provides a display that clearly expresses the relationships among bibliographic records.
- _____ 5.3.5.16 displays call number and location prominently in every view.

- _____ 5.3.5.17 provides for displays that are clearly labeled, with the text of the labels determined locally; the MARC protocols for tags and indicators are expected to determine what is encompassed by each label.
- _____ 5.3.5.18 provides the option to highlight call numbers and status displays.
- _____ 5.3.5.19 displays status information whenever item level information is displayed; such statuses include “On Order,” “In Process,” “On Reserve,” “Missing,” “Charged Out,” “At Bindery,” or similar language.
- _____ 5.3.5.20 displays system record number in public mode for “on order” and “in process” titles.

5.3.6 Printing and Downloading

The system:

- _____ 5.3.6.1 allows all displayed fields, including volume, copy and status information, to be printed and downloaded.
- _____ 5.3.6.2 allows help text to be printed and/or downloaded.
- _____ 5.3.6.3 prints to a locally-attached printer or a printer defined on the network.
- _____ 5.3.6.4 formats downloaded data for loading into standard bibliographic management systems as well as in plain ASCII.
- _____ 5.3.6.5 allows user to specify record elements to print or download. Explain.
- _____ 5.3.6.6 allows user to mark or select records from a multiple record set and print them with a single command.
- _____ 5.3.6.7 allows user to “or” sets together to display, print, and/or download in one process.
- _____ 5.3.6.8 gives users options for sorting sets to be printed and/or downloaded.
- _____ 5.3.6.9 supports various electronic transfer modes including email, etc.
- _____ 5.3.6.10 allows records to be marked for download, print, and/or email at the results list and single record levels.
- _____ 5.3.6.11 permits records to be marked individually (1), collectively (1,3,9) and/or by range (1-25).
- _____ 5.3.6.12 allows marked records to retain visual indications of their selection persistently throughout the session.
- _____ 5.3.6.13 allows marked records to be toggled mark/unmark.
- _____ 5.3.6.14 allows marked records to be reset/canceled when the session is reset and after download, print, or email functions.
- _____ 5.3.6.15 allows selected records to be displayed, printed, and/or emailed using user-selected fields and formats.
- _____ 5.3.6.16 allows a note to be attached to an emailed record.