



Enterprise

The Library Catalog: *Some Tips & Tricks!*



Searching

- If you *do* know the title (or part of it), please select the **Title** option before searching.
- To find multiple titles by an **author**, search by **Author**. Try to include the first and last name if known.
- A **Subject** search also exists if you would like to search for a topic.
- You can also **combine different searches**. For example: you can search by **keyword and author**, or **title and author**, or **subject and author**. Here are some sample sets of search terms:

“short stories” AUTHOR=Twain (keyword search for “short stories” + author search for “Twain”)

Emma AUTHOR=“Jane Austen” (keyword search for *Emma* + author search for “Jane Austen”)

TITLE=Hamlet AUTHOR= Shakespeare (locate copies of the play *Hamlet* by Shakespeare)

SUBJECT=philosophy AUTHOR=Plato (find philosophy works by Plato)

mythology TITLE=Hero Author=Campbell (keyword search for mythology + a title keyword search for “Hero” + author search for Campbell)

When in Enterprise you must **capitalize** the words **AUTHOR**, **TITLE**, or **SUBJECT**. There are **no spaces** between the = (equals) sign and the search term(s). You must place (“) **quotation marks** around *multiple* words or author names (as in the **“short stories”** and **“Jane Austen”** examples above).

Limits

You can **limit your search results to see only items Thrall owns**. If you start out **at our own entrance page** to the library catalog (by clicking **Library Catalog** on our home page: www.thrall.org), you can do this *before* searching: just click the **“Thrall items only”** box under the search form.

When you are *already in Enterprise*, you can **limit results to Thrall** in two ways:

- If you *haven’t searched yet*, change the *first* search option (**“Everything”**) to **Middletown only**:



- If you *have already searched* and see a list of titles, you can click on **Middletown** in the list of libraries at the *left side* of the Enterprise search results screen. You might have to click the **“More”** or **“Expand All”** link to see our library listed.

If you want to search for **audiobooks**, **large print books**, **music**, or **videos**, you can (when at our entrance page to the catalog) specify what you want from the beginning: just select **“audiobooks”** (or whatever you want) from the **“more options”** box *under* where you type your search.

When you are *already in Enterprise*, you can limit results to audiobooks, videos, etc. in two ways:

- If you haven’t searched yet, change the *first* search option (**“Everything”**) to **Audiobooks only**.
- If you have already searched and see a list of titles, you can change the **Media Type** to audio.

You can also limit by **publication date** or search expressly for **Children’s** or **Young Adult** items.

Additional search result filtering options will appear *after* you search in Enterprise. To use a filter, click a box next to a media type / genre / etc. and then click the **Include** or **Exclude** button for that section.

(continued)

Viewing Items in Enterprise

When you find and click on a title in the library catalog, a window will open and display information about that item. Some items contain **summaries**, **reviews**, and other information appearing *below* the “**Available**” list, which shows copies available at various libraries.

You can either **scroll down** to see the summaries, etc., or you can simply click the tiny **arrow ▼** next to the word **Available**: doing so “collapses” the Available list and lets you see other “expandable” options for that title. For example, if a *summary* (description) exists, you can view it by clicking the **arrow ►** next to **Summary**.

Reserving Items

- **Not all items** in the library catalog can be reserved.
- **Some items** might be *only available to members of libraries owning those items*.
- When reserving items, you will be asked for your **library card number** and **PIN number**.
- Enter your library card number carefully and **without any spaces**.
- Your **PIN** is usually the **last four digits of the telephone number you provided** when you *first* applied for your library card. If you have a *new* telephone number, please visit our **Circulation Department** so your library account can be updated. You can change your PIN online when you log into your **library account** (please see below).
- If you experience any difficulty when reserving an item, please stop by our **Reference Department** or call our librarians at 341-5461. *We will be happy to assist you!*

Browsing

Middletown Thrall Library offers a variety of ways to browse items within the library catalog. From our home page (www.thrall.org), please click the “**more**” link next to “**Library Catalog**” to see a menu of other topical catalogs – or you can go directly to www.thrall.org/catalogs

You can browse **Bestsellers**, **Awarded Books**, **Government Information**, **Local History** items, **Music** collections, **New Books** (by book cover or monthly lists of titles), **Famous/Historic People**, **Poetry**, or **Videos**.

A alphabetical a-to-z **Subject Explorer** is also available!

Most of our **Information Guides** (www.thrall.org/guides) provide convenient links to related topics within the library system catalog. For example, our **Colleges & Universities**, **Health**, **Law**, **Literature**, and **Spirituality** guides enable you to locate both websites as well as related library system items.

Our popular **Ready Reference Center** (www.thrall.org/readyref) enables members of Thrall or any RCLS library to locate websites as well as items owned *by their library*.

Our **video browser** (www.thrall.org/videos) offers you many ways to explore DVDs within the library system. Find new videos, browse by genre or names of actors/actresses, view titles of popular movies, and more.

Your Library Account

You can access your library account online at any time, either through the “**Your Library Account**” link at the top/right corner of our home page (www.thrall.org) or by clicking on the top **My Account** link in Enterprise.

Once in your account, you can **view any items you checked** out (along with their **due dates**), attempt to **renew** items (if they *can* be renewed), or **view the status** of or **cancel holds** (reserves) you might have placed. You can also **change your PIN** to something *other* than the last four digits of your telephone number by clicking the **Personal Information** tab.

Library fines for overdue or lost items will be listed in your online account as well. You can pay for **current fines** in person at the library or online via PayPal. “Accruing fines” *cannot* be paid until those library items are returned.

If you have any questions concerning fines, incorrect information, or any other notices listed in your account, please visit or call our **Circulation Desk** at (845) 341-5454.

Further Explorations...

Our **Booklovers Blog** (www.thrall.org/blb) features both new titles and authors – either of which you can click to instantly search the library catalog. We also highlight various book themes throughout the year.

Our quarterly *Beyond the Bestsellers* publication (in print *and* online at www.thrall.org/btb) showcases new and interesting titles and authors not always prominently found in “bestseller” lists. The online edition lets you click on titles or authors to explore the catalog instantly (and reserve items, if you wish).

A **Spanish edition** of Enterprise is available. When in Enterprise, click **Select Language: Español**. You can also get there by going to thrall.org/libros or by clicking “**en Español**” when at *our* catalog entrance page.

If you’re looking for **eBooks**, you will want to access the **RCLS/OverDrive catalog** (*not* Enterprise). You can get there through the **eBooks** link on our home page or by going to thrall.org/ebooks