

Using Koha—next steps



Advanced search

The advanced screen is the more effective and efficient way to search the library catalogue.

- You can use the dropdown arrows to specify which way you want to search, either by title, author, subject, keyword (default) and combine it with other terms by using AND, OR, or NOT on other search lines.

Search for:

Keyword

Keyword

Keyword

[\[More options\]](#) [\[New Search\]](#)

Publication Date Range:

For example: 1999-2001. You could also use "-1987" for everything published before 1987 or "2008:" for everything published after 2008.

Location and availability:

All libraries Only items currently available for loan or reference

Sort by:

Relevance

Limit to any of the following:

1 Week Reserve 2 Day Reserve 2 Hour Reserve ABC Archives

ABC Audio-visual equipment ABC Display Case Audio Books BOOK Books

CSBS Dissertation CSBS Oversize Children's Books CD Compact Disc

- You can limit searches by language, by a specific library, and specify materials that are available for loan only.
- You can specify the material type you want to use by checking the box beside the material type.
- You can also sort the results in various ways.

Sort by:

Relevance

Popularity

Author

Class Number

Dates

Title

Reserving items

When logged in, you may reserve the item by clicking “Place on reserve.” You may also wait until you have several items in your cart and place them on reserve all at once.

Reserve	Title	Hold Not Needed After	Place On	Pickup Location
<input checked="" type="checkbox"/>	Three cups of tea.: by Mortenson, Greg.	<input type="text"/>	<input checked="" type="radio"/> Next available copy <input type="radio"/> A specific copy	Canadian Southern Baptist Seminary & College

If you choose to pick the item up at the CBTSC, then a transfer request is automatically sent to the library that holds the copy. You will usually get the book within 2-3 business days. Once the book is available to be picked up, a notice is emailed to you and you’ll have one week to check the material out.

More options

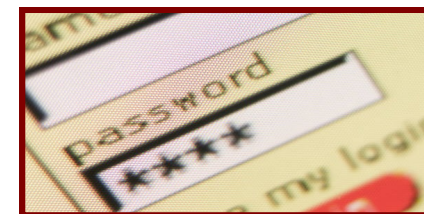
When logged in, you can renew items online, view your past searches, create lists, suggest items to purchase among many other options. See library staff for more information.

Hello, Kathy Seidler (Click here if you're not Kathy Seidler)

On Loan

Title	Class No.	Due	Renew	Fines
Jesus the fool.: Frost, Michael.	BT 205 F76 2010	02/17/2011	Renew (2 of 2 renewals remaining)	No
One cross, one way, many journeys.: Greenlee, David.	BR 110 G74 2007	02/17/2011	Renew (2 of 2 renewals remaining)	No
The last song.: Sparks, Nicholas.	FIC Spa 2009	03/01/2011	Renew (2 of 2 renewals remaining)	No

Koha Catalogue Guidelines



The library is uses the open-source library automated system, **Koha**.

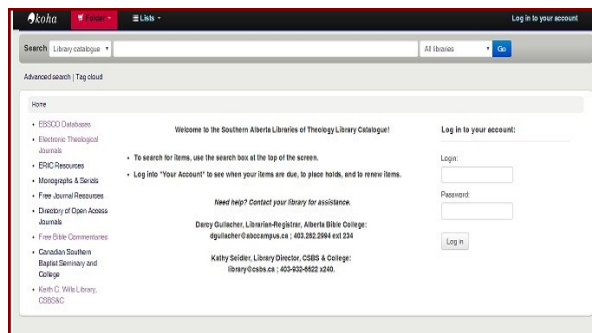
The Canadian Baptist Theological Seminary & College along with Alberta Bible College are joined together in a consortium called **SALT** (Southern Alberta Libraries of Theology).

This consortium allows circulation privileges between the 2 schools for our students, faculty, staff, alumni, and community members. We hope that through this union catalogue, the members of the SALT consortium will benefit from the additional resources each institutional library provides.

Using Koha—the basics

Accessing Koha

You can access Koha from your computer or smartphone by going to CBTSC'S website page <https://cbtsc.ca/> and click on library link and then search catalogue or **directly** to <https://library.cbtsc.ca/> in your browser's address bar to access library website, then click "Search Catalogue" hyperlink. You can also type <https://cbtscatalog.kohacatalog.com/> to access the catalogue directly. You will arrive at our Koha CBTSC search page.



Searching Koha

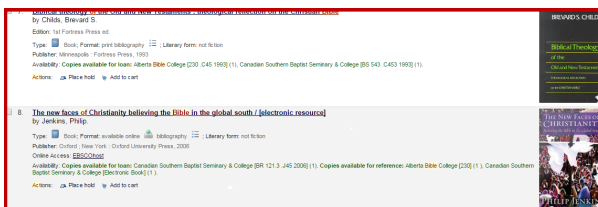
Use the search box on the main page as you would in any library catalogue. The most efficient and effective way to use the search box is to use main words from a title of a book or topic along with an author's last name if known. Do not utilize the subject category at this time as it is not usually effective. You may use the drop down arrows on the left to specify title, author, subject, etc. or the default "library catalogue".

Type search term(s) in the search bar as you would in any library catalogue or Google search.

- Use the drop down menus on the right to choose which library you want to search
- Click "Go."

Viewing results

Once you've entered a search term, the results list provides you much of the information you'll require including where an item is available. On the left side, you will notice several suggestions to narrow your search including topic suggestions near the bottom.

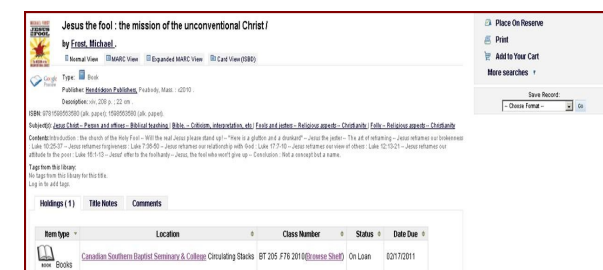


From here you have a few options:

- You can place an item in your cart and continue searching. You click on "cart" to view the items you have chosen. Then you can print, download, or email your cart for future reference.
- You may reserve or place a hold on an item. This is especially useful if an item is from another library. See back of brochure for more information on reserving a book.
- You can click on the title to see more information.

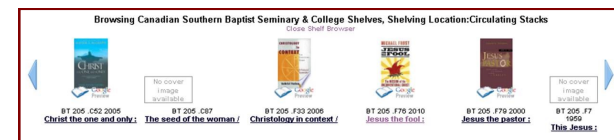
Specific results

When you select a specific item you can view all of the information available including specific locations for this item. From here you can also reserve the item, print the record or add it to your cart. Any item that is underlined can be clicked on for additional searches, such as the underlined link on the author, publisher, or subject



headings. Please be aware that you must use your browser's "go back" arrow to navigate through the Koha screens or click on logo to get to "Welcome" screen.

You can choose "Browse Shelf" to view which books would be on the same shelf (and maybe have the same topic).



Logging in to Koha

Anyone can search the catalogue, but you will need to set up a login/password in order to reserve items, renew online, see your account history, etc. Once you log into Koha, your cart and search history will be kept. You may click on your name in the top right corner to return to your profile at any time. Please see library staff to set up your user login/password.