Basic Searching in Amlib

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Search Basics

Keyword Search
Looks for words anywhere in the record.

- These Keywords are usually applied to a particular search – for example. Title Keyword Search to find any word in a Title. For example searching for a Title of Factory will find:
  - The Potato Factory
  - Charlie and the Chocolate Factory
  - A Factory of cunning

- A Keyword search across any Search (for example, Title, Notes, Subject, Author, Series) may retrieve a large number of results but may be useful for more unusual terms or for a combination of terms

- There are usually some “Stop words” that are not searched

- Keywords are applied to Catalogues because they are tied to an Authority Keyword code. For example Subjects are usually searched because of the “S” Keyword code applied to Subject Headings (any 6xx tag). Therefore any item that does NOT have a catalogue cannot be searched via a Keyword search....!

Browse Search
Looks for words only at the beginning of the record

- There are often Filing rules that apply as part of the record (for example, ignore A, An, The at the beginning of the record). This is embedded in the Catalogue record by the indicators

- These Browse or exact search find only terms at the start of the record – for example. A Title Browse Search to find a term at the beginning of a Title. For example searching for a Title of Factory will ONLY find Titles with the term Factory at the beginning:
  - A Factory of cunning
  - The Factories of the future
  - Factory life

- Useful when wanting to to find an exact title For example, typing Potato Factory in a Browse search will only find those Titles beginning with those terms and not anywhere in the title....Usually the results are more exact

- Problems may occur if the person searching is not sure of exactly they are after...

Netopacs
Can be designed to include Keyword or Browse searching or a combination of both. This is dependent on how it was setup and compiled. The resulting configuration file contains the Keyword codes used for Keyword searching or the Marc Tags that is used for the Browse search. The file is in the same folder as the designed pages – for example ReserveOn.ini found with the MainMenu.htm etc.
Basic Searching in Amlib

Searching for StockItems

A great place to search via Keyword or Browse

Query via:

1. **Item** - Browse search for data displayed within the Stockitem record
2. **Cat** - Browse search for data displayed within the Catalogue record
3. **Keyword** – Searches any keyword using the line the Search Term was entered (the six lines available within Stockitem are usually Title, Author, Subject, Series, Publisher or Call No). Typing in the Subject line will search only Subject keywords.
4. **Any** - Searches for any keyword for example: Even if the Search Term was entered in the Title line, the keyword will be searched across ALL Keyword codes in Title, Author, Notes, Subject etc.
5. **Previous Queries** - The last 5 searches are kept in case they need to be re-performed. Use the -1 to -5 buttons to select a previous search

Once the **Stockitem Table** is displayed, it is possible to

1. Go to the **Table Menu** to choose various options. Highlight the items to
   - Add to Reserve List
   - Change Date Due
   - Mass Item deletion
   - Mass Memo Items
   - Mass Memo delete
   - Mass Item Change (only for saved Files)
   - Reserve Shuffle
   - Print
• Report
• Sequence (no need to highlight)

A Sort Rows window will display where a Column can be chosen as well as the Sort Sequence of Increasing or Decreasing.

2. **Highlight** certain Stockitems and **XReference** to
   - Authorities
   - Borrowers
   - Catalogue

For example, highlight the Stockitems and use the **XReference** Menu to link to Catalogue.

The Table will then display in Catalogue.
To view a particular Catalogue, double click the line. The main catalogue window will return with the selected Catalogue record displayed. Click on the Arrow keys to scroll through the listing.

- Order stockitems
- Periodical copies
- Stockitem
  - other items on loan to Borrower
  - Items with the same Catalogue no

3. Save records to File
   - Save All
   - Save Marked
   - Save Not Marked
   - Remove All from File
   - Remove Marked from File
   - Remove Not Marked From File
   - Remove Marked from Any File

**Search Size**

The default for Search sizes is set via the Supervisor, Installation, System parameters for specific Locations.

It is possible to change the number of records found to be different from the Default (in Stockitem it is possible to set the Search size from the Item Menu. The number selected will be the default for Query until the application is logged off or the Set Back to Default button is selected.

To view the next set the Continue Query option [F11] can be chosen. (Note: The Continue Query option can only become active if the parameter set in Supervisor, Library Menu, Installation, System, “Read Only Cache” option is set to N).
The size of the set is a determining factor in the speed of query results. The lower the number the faster the query!

The current Query size is displayed in the bottom right hand corner of the Stockitem Details screen in the ?Size field.

**Search using Date Received Field**

1. Access the **Stockitem** window using **Ctrl S** or from **Main > StockItems > Stockitem**

2. Enter a date into the Received Field to query:

   - `<` Date **Less** than the date entered
   - `=` Date **Equal** to the date entered
   - `>` Date **More** than the date entered

It is possible to combine other fields with the Date received query – for example, combine Location, Form or Stats code with Date received. It is possible to also use a Search for a term – for example, find all the Science Subject resources for items received before 01/01/2000.

For date ranges it is necessary to use a Where search (see Where Search chapter). **Stockitem Keyword Search**
Main > StockItems > StockItemKeyword

The Keyword is entered in box 1 and the Tab key is pressed. Once the Tab key is pressed, the results will display in the box on the right. The Keyword code (Type) is also shown.

These codes are set up in:

3. Main > Authorities > Authorities > select Application > KeywordDesc
4. The Codes are usually self-explanatory – for example: T = Title, A = Author and S = Subject
5. Searches can be narrowed depending whether they are/are not:

<table>
<thead>
<tr>
<th>Reserved</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Loan</td>
<td></td>
</tr>
<tr>
<td>On Order</td>
<td></td>
</tr>
</tbody>
</table>

Stats Codes

Location

Form Type

Highlight the required code/s for the search. To deselect code/s, click the highlighted code/s

6. Boolean operands of AND, OR and NOT are available in the query.

7. The Stockitem results can be displayed as a count using the F3 Count button or displayed a results list using the F5 Query button

Create a Search

1. From the Stockitem menu, select Application > StockKeyword – the Stockitem Keyword screen will display

2. Enter the keyword in box 1 and press the <Tab> key – the adjacent keyword table fills with a count of the number of keywords found as a result of the search:
Please Note: The keyword entered in box 1 may be typed in already containing the keyword identifier Type – for example: T.ANIMALS that indicates to search only Animals in the Title.

3. Highlight the entries to query from the table – for example, a search for Fish yielded four Types found for the Word Animals (Dewey, Title, Subject, Notes) plus numerous other entries.

4. To select only the Title result, highlight the line beginning with the Type of T.
5. Click the Paste Button – the highlighted selections will drop down into box 3:
6. When highlighting more than one entry from the Keyword table and selecting Paste, an OR search is defined between Keyword codes – for example: N.Fish (Notes – Fish) or S.Fish (Subject – Fish) or T.Fish (Title – Fish). A count of the total catalogues found for the OR search will list in the Cat. Count column. If an AND search is required, the Keywords can be chosen separately from the Table and the AND operand is automatically selected.

7. Steps 2-5 can be repeated for other Terms as required
8. The Boolean operand can be manipulated independently by highlight the line from the resultant table and selecting the relevant AND, OR or NOT buttons

9. Further refine the search by indicating whether the items are Reserved, On Loan, On Order, specify a particular Stats code(s), Form Type(s) Location or Group

10. Selecting the F3 Count button results in the number of Stockitems for the Query:
11. Selecting the **F5 Query** button results in a display of Stockitems that meet the Search criteria: Query results display in the *Stockitem List* table and are subject to normal rules set on that screen – for example: ReadOnly, Set size, etc.
How to find the Keyword codes defined?

1. Access the Authority Module
2. Go to the Application Menu. Select KeywordDesc
3. The Keyword codes and descriptions will display
4. The Keyword prefixes (for example: A for Author) are may be different according to your defaults at installation. Prefixes may be typed in UPPER or lower case.

![Keyword Codes Table]

How are these applied to the Catalogue module?

1. Access the Authority Module
2. Go to the Application Menu. Select Marc Tags
3. Check which Keyword codes are used within the Keyword column
4. Note the “N” code used for Notes and the “S” code used for Subject

![Marc Tags Table]
5. To check whether the Subfields are searched for Keywords, highlight the Tag and select **F7 Subfield**

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Subfield Description</th>
<th>Can be Repeated (YN)</th>
<th>Authority (YN)</th>
<th>Used in Search Key (YN)</th>
<th>Used in Marc Display (YN)</th>
<th>Create Keywords (YN)</th>
<th>Seq No</th>
<th>Also Create Tag</th>
<th>Also Create SubF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Topical term</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Active Dates</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>x</td>
<td>General subdivision</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>y</td>
<td>Chronological</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>z</td>
<td>Geographic subd</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Source</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Data</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Data</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WHERE SEARCHES

Where Searches create dynamic SQL (the language used to access the database) based upon your input. SQL stands for Structured Query Language.

Where searches are available in Stockitems and Borrower Modules, and user defined criteria are applied to determine specific results.

The search results can be:

- Counts
- Queries
- Queried to a File (save the query to a file)

Where searches provide extra flexibility for searches compared to those already provided by the system.

1. Choose Search Column
   This box contains a list of column names as held on the Stockitem details record. Use the scroll bar to move up and down this list.

2. Choose Operator

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIKE</td>
<td>Beginning with...</td>
</tr>
<tr>
<td>LIKE</td>
<td>Not beginning with...</td>
</tr>
</tbody>
</table>

Press Special to type the Where Condition.
3. Type the Where Condition and press Paste

**Note:** The **SPECIAL** Button can be used to assist in setting the Where conditions

This button contains useful fields that can be used for any mathematical operand (i.e. $=$, $\neq$, $<$, $\leq$, $>$, $\geq$). For example, **Current date**

4. Click......

<table>
<thead>
<tr>
<th>Paste</th>
<th>Adds the Where Condition to the Query box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Deletes the Highlighted Where Condition from the Query box</td>
</tr>
<tr>
<td>And</td>
<td>Includes the “and” separator to the multiple Where Conditions in the Query box. This is the default</td>
</tr>
<tr>
<td>Or</td>
<td>Includes the “or” separator to the multiple Where Conditions in the Query box</td>
</tr>
<tr>
<td>(</td>
<td>Adds a beginning bracket to the Where Condition in the Query box</td>
</tr>
<tr>
<td>)</td>
<td>Adds a closing bracket to the Where Condition in the Query box</td>
</tr>
</tbody>
</table>

5. Once the Where conditions are complete, queries can be performed by selecting the appropriate button:

- **F5 Query:** View the records contained in the Query
- **F6 Count:** Displays the number of matching Stockitem records
- **F7 Query to File:** Performs the query and save the results in a file. Either select a file or create a new file. The number of records inserted into the file will be displayed

**Note:** If the file already contains data the new records will be added to the file and existing data remains. It is possible to empty the contents of the file by selecting Empty [F2] before selecting the file

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Last Updated: 2 January 2012
Saving Stockitem Where Searches

1. Access the Stockitem Where Search window from Stockitem>Application>StockWhereSearch
2. Enter the Where parameters on the Where Search Window
   a. Choose the Search Column
   b. Choose the Operator
   c. Type the Where Condition and press Paste
3. Repeat as required
4. Once complete choose F2 Insert
5. The Saved Queries Window will display
6. Enter a Description at the bottom of the Window and select F3 Save
7. Once saved, Stockitem Where Searches can be accessed from the Stockitem>Item>Saved Where searches and within Stockitem>Application>Stockitem Wand Change (Hint: Useful during stocktake!). Borrower Where searches can be accessed from Borrower>Borrower Menu>Saved Where searches
SEARCHING FOR CATALOGUE ITEMS

Catalogues may be searched in a number of ways depending upon how parameters have been defined at your installation. You may also find Catalogue records via the Authority and StockItem module.

1. Type all or some of the Catalogue entry for example: Part of a Title, and select F5Query
2. Catalogue records can be searched via Browse or Keywords.
3. If an Enquiry option has previously not been chosen, a listing of options will display
4. To get back to the Enquiry options available select Enquiry Options from the Catalogue Menu

Note: It is possible to create your own Browse search options through Catalogue>Application>CatQueryOptions

CatKeyword Searches in Catalogue

Keyword search is available in Catalogue, Application, CatKeyword. This search gives an indication of the number of results (Type) found in Subject (S), Title (T), Notes (N) for example.

Multiple items can be selected from the Word box by holding down the Control key and clicking with the mouse.
1. Type the search term in Box 1
2. Press Tab
3. Select keywords
4. Press Paste
5. Optional select Stockitems, Periodicals and/or Orders

Cross Query

Once a catalogue is displayed in the Window (that is: Show its active) it is possible to highlight a tag (for example: a particular subject heading. For example Birds - Australia) and select Cross Query
Any items with the particular subject heading are displayed as a table. It is a method of Cross Referencing to other Catalogue records from the Catalogue screen.
SEARCHING FOR AN AUTHORITY WITHIN THE AUTHORITY MODULE

Type all or some of the Authority and select Query [F5]. You may also find Authority records via the Catalogue. When more than one record is found, the search results are shown as a table.

NOTE: It is useful to visually check Authority tags for duplicates by searching e.g. 100 tags as an Author Browse Search for A entries, B etc.

If an Enquiry option has previously not been chosen, a listing of options will display

1. To choose a new Authority search option, go to the Authority menu and choose Authority Enquiry
2. Wildcards can be used in searches for example : %CAT which will search anything that contains the term cat anywhere in the heading
3. When more than one record is found matching a query, results are shown as a table.

4. The display can show all Authority or only those that are used in the Catalogue. [See section on Show Unused / Used Authorities in the Authorities Training Manual]

5. To view a particular Authority, double click the line.

6. The main Authority window will return with the selected Authority displayed.

7. Authorities can be searched for 'like' or 'exact' matches. For example: if the term “Sport and Politics” was being searched, typing in 'Sport and' should find the term. '= Sport' will not find the term because this search will find the exact Authority of Sport.

8. When not using the equal sign anything like the term will be returned. You may add a wildcard '%' anywhere in the term. The system automatically adds one to the end of the term.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD</td>
<td>will return anything starting with ABCD</td>
</tr>
<tr>
<td>=ABC</td>
<td>will only return ABC</td>
</tr>
<tr>
<td>AB%D</td>
<td>will return anything starting with AB and containing a D</td>
</tr>
<tr>
<td>ABC\ABD</td>
<td>will return anything starting with ABC or with ABD. The slash means OR and may be repeated</td>
</tr>
<tr>
<td>=ABC\ABD</td>
<td>will return ABC plus anything starting with ABD</td>
</tr>
</tbody>
</table>
Note: Duplicates can be removed once you have performed your query with the AuthorityReplace option.

This procedure can only be performed on Authorities that have the same Tag number.
This procedure can only be performed on Authorities that have the same Tag number.
In the example, all occurrences of Rowling, J. K. will be changed to Rowling, Joanne K., 1965-.

1. Launch the Amlib client
2. Go to Main > Authorities > Authorities – the Authorities screen will display
3. Find the CORRECT term that is to be used as the replacement by typing some or all of the term and clicking the F5 Query button

4. The results will display in the Authority List screen:

5. Double-click the CORRECT tag to select it – the CORRECT tag will display in the Authorities screen – in this example: Rowling, Joanne K., 1965-
6. From the Authorities menu, select **Authority > Authority Replace** – the Heading Replace screen will display:
7. Find the INCORRECT term to alter to the correct term (for example: Rowling, J. K.) using the F5 Query.
8. Highlight the heading to be replaced and click the F3 Replace button.
9. A prompt will display with the following message: Replace 'INCORRECT' with 'CORRECT'. Are you sure?

![Image of the Authority List with Authority details and XReferences]

10. Clicking the Yes button will alter all instances of 'Rowling, J. K.' to be replaced with 'Rowling, Joanne K., 1965-' (the term that is replaced will be deleted).

### XReference Facilities

X References can be accessed from various applications to Authorities (for example, Authorities related to a certain Catalogue can be viewed from the Xreference menu in the Catalogue Application.

From the Authorities module, Catalogues and Stockitems associated with the Authority can be accessed from the X Reference menu.

### Authority Date Greater Less

From the Authority Menu, it is possible to set a Date search, using a From Date and a To Date. To see Authorities that have been changed,

1. Select Authority > Authority Date Greater Less.
2. A Date from/to window will appear.
3. Change the dates or leave the dates which are set to show the last 7 days.
4. Click OK.
5. A table of authorities will be displayed.
See and See Also References

Including cross references can enhance results in searching and provide alternative access points within the catalogue records. These include:

- **See Also** references which direct users from an allowed terms to other related terms (allowed)
- **Use** references which direct the user from a non-allowed term to the authorised (allowed heading)

Libraries can get these XReferences into their database by:

- Importing from an external source – for example: SCIS, Libraries Australia Authority imports
- Importing from another library
- Manually entering headings as the need arises – for example: checking new Subject Headings and adding See Also references if needed

**See Also (BT Broader Term, NT Narrower Term, RT Related Term)**

See Also’s allow reference to other related headings (from preferred headings to other preferred, related headings).

An Authority can have many See Also references.

1. Launch the Amlib client
2. Go to Main > Authorities > Authorities – the Authorities screen will display:
3. In the Search Term box, enter the Authority for which you wish to add See Also cross references (for example: Animals) and click the F5 Query button – the Authority Query Options table will display:

4. Double-click on a type of search, for example: Subject heading (if that is what you search term is) – an Authority List of matching Authorities will display:
5. Double-click on a selection (for example: Animals) – the selected Authority will display on the Authorities screen:

6. From the menu, select Authority > See & See Also – the See & See Also screen will display

7. In the search box, enter the authority that you wish to set as the See Also reference (for example: Birds) and F5 Query button

8. Highlight the term in the Browse List box that is to be the See Also cross reference and select the relevant addition using the table below as a guide
Symbols for Preferred (Allowed) Terms

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>MEANING</th>
<th>EXPLANATION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add BT</td>
<td>Broader Term</td>
<td>Allowed headings which are more general than the term</td>
<td>Fishes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BT Marine Animals</td>
</tr>
<tr>
<td>Add NT</td>
<td>Narrower Term</td>
<td>Allowed headings which are more specific than the term</td>
<td>Fishes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NT Seahorses</td>
</tr>
<tr>
<td>Add RT</td>
<td>Related Term</td>
<td>Allowed headings which are associated with the term in some way</td>
<td>Fishes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RT Aquariums</td>
</tr>
<tr>
<td>Add UF</td>
<td>Use For</td>
<td>Allowed Heading “Seen By” – a Non-Allowed Heading, therefore directing the User to a more appropriate heading</td>
<td>Fishes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UF Fish</td>
</tr>
</tbody>
</table>

9. Click the 2 Way button if the term is to be seen from each heading – for example:

- **Birds**: See also Animals
- **Animals**: See also Birds
10. When all the See Also references have been added, click the **F3 Update** button – an Authorities – Update prompt will display:

![Authorities Update.png](attachment://Authorities_Update.png)

11. Click the **Yes** button

![See & See Also.png](attachment://See_See_Also.png)

12. In the Authority List, the 2-way listing should apply automatically:

![Authority List.png](attachment://Authority_List.png)

**See (Use)**

Allows reference from the entered term (a non-preferred heading) to an alternative heading which is preferred. An Authority may only have one See reference.
Symbols for Non-Preferred (Non-Allowed) Terms

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>MEANING</th>
<th>EXPLANATION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add USE</td>
<td>Use</td>
<td>Non-Allowed Headings have a See Reference (USE Reference) to direct the User to an Allowed heading, which is more appropriate</td>
<td>Fish farming USE Aquaculture</td>
</tr>
</tbody>
</table>

For example: **Australian History SEE Australia – History**

1. Launch the *Amlib* client
2. Go to **Main > Authorities > Authorities** – the Authorities screen will display:

   ![Authorities screen](image)

3. In the Search Term box, enter the non-preferred heading to which you wish to add See cross references (for example: *Australian History*) and click the **F5 Query** button

   **Note:** If the non-preferred heading does not currently exist is will be necessary to *Create the Heading* first. Go to Authority > Authority Create. Choose the Tag – for example 650 Topical Subject Heading. Enter the term in the Subfields as required. Once complete click **F2 Insert** to insert the Heading. Then proceed as from Point 3.

4. Double-click on a selection in the Authority List (for example: *Animals*) – the selected Authority will display on the Authorities screen
5. From the menu, select **Authority > See & See Also** – the **See & See Also** screen will display

6. In the search box, enter the authority that you wish to set as the *See* reference (for example: *Australia - History*) and **F5 Query** button

7. Highlight the term in the **Browse List** box that is to be the *See* cross reference and click the **Add USE** button – the **Authorities - Add USE** prompt will display:

8. Click the **Yes** button
9. Click the **F3 Update** button – an **Authorities – Update** prompt will display:

![Authorities - Update dialog]

10. Click the **Yes** button

![Updated cross references]

11. If a heading is no longer to be a **See** reference, highlight the term and click the **F6 Restore** button

**Seen By (Use For)**

Allows reference from a non-preferred heading to a preferred heading. This would be a one-way match – for example:

- **Australia - History: Seen By Australian History**

Adding a **See** reference automatically creates this – for example: since we added a **See** reference for **Australian History** to see **Australia – History**, if we search for **Australia – History**, the **Seen By** reference will point to **Australian History**:

![Updated cross references]

Similarly, you can have **Cookery: Seen By Cooking**:
This means any attempt to search for **Cooking** in a Catalogue Enquiry will search for **Cookery** instead.

When searching for a commonly used term (for example: **Cooking**) the *NetOpacs* user will be given a result instead of a message that there are no items found for that term:

---

**See and See Also References Across MARC Tags**

It is also possible to set *See* and *See Also* references across different MARC Tags. For instance, it is possible to set some cross references for countries that are topical headings or people – for example: **Spain, see also Bullfighters, see also Queen Isabella 1**.

1. Launch the *Amlib* client

2. Go to **Main > Authorities > Marc Tags** – the *Marc Tags Within the System* screen will display:

3. Locate the Tag you wish to include in the cross referencing – for example: **650**

4. Add a comma (,) in the *Allow Tag Xrefs with these comma sep list* column and the next Tag number, repeating for multiple Tags – for example: to search through **Subject – Topical Term, Subject - Personal Name, Subject – Geographic Term**, the search phrase would be: **650,600,651**

---

Last Updated: 2 January 2012
5. Repeat for the reciprocal Tags – for example: **600, 651**:

<table>
<thead>
<tr>
<th>Tag No</th>
<th>Tag Description</th>
<th>Data Code 1</th>
<th>Data Code 2</th>
<th>Can the Tag be Repeated in a Catalogue (Y/N)</th>
<th>Is the Tag an Authority that is only used in 1 Catalogue (Y/N)</th>
<th>Keyword Search Code</th>
<th>Default Catalogue Sequence</th>
<th>Allow Tag Xrefs with these comma sep list</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>Subject - Personal name</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>600</td>
<td>650,659,651</td>
<td></td>
</tr>
<tr>
<td>610</td>
<td>Subject - Corporate name</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>610</td>
<td>611</td>
<td></td>
</tr>
<tr>
<td>611</td>
<td>Subject - Name</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>611</td>
<td>611</td>
<td></td>
</tr>
<tr>
<td>650</td>
<td>Subject - Topical term</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>650</td>
<td>650,659,651</td>
<td></td>
</tr>
<tr>
<td>651</td>
<td>Subject - Geographical term</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>651</td>
<td>651</td>
<td></td>
</tr>
<tr>
<td>695</td>
<td>Index No - Uncontrolled</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>695</td>
<td>653</td>
<td></td>
</tr>
</tbody>
</table>

6. Click the **F3 Update** button when complete

7. You are then able to select against a range of Tags in the **See & See Also** screen as a result:

8. It is also possible to manually search across Tags, by entering additional Tag numbers after the Tag(s) displayed in the Includes box, separating them with a comma (,), at the bottom of the **See & See Also** screen:
Create your New Authority Enquiry Option

It is possible to define extra **Browse Searches** for use with the Authority module (and a similar one in the Catalogue Module)

1. Launch the *Amlib* client
2. Go to **Main > Authorities > AuthQueryOptions** – the **Heading Query Options Setup** screen will display:

   ![Heading Query Options Setup](image1)

3. Click the **F1 New** button
4. Enter the following:
   - **Description** – for example: **Subject Name - Personal Heading Only (600)**
   - Enter whether you wish to have a **Stoplist** included (for example to ignore **The**, **An** etc.). For Personal Name Subject Headings, the setting would be **N**

![Heading Query Options Setup](image2)
5. Enter the Where conditions (Hint: It is easiest to copy an existing line and then alter it. In this case **Copy** the Subject Heading line – by highlighting the existing line for subject and right-clicking and choosing **Copy**

![Screen capture of search interface](image)

6. Go to the new line created and click into the **WHERE a.AUTH_TAG_NO = nnn AND/OR a.AUTH_TAG_NO= nnn** column, right-click and choose **Paste**
7. The existing Query will be display: alter the WHERE statement to what it should be, for example:

* WHERE A.AUTH_TAG_NO = 600

8. Click the **F3 Update** button to save the new option

9. Log out (**Ctrl-L**) of the **Authorities** module to allow the new query to come into effect
Search Using the New Query Option

1. Go to Main > Authorities > Authorities – the Authorities screen will display:

2. Perform a search – for example: type the letter A into the Search Term box to find all the Name Personal Headings beginning with A

3. Click the F5 Query button – the Authority Query Options screen will display:
4. Double-click the preferred option – for example: **Subject Name – Personal Heading Only** (600)

5. An Authority List will display the results of the query – targeting ONLY the **600** Tag:
Z39.50 Searching

Z39.50 is an international information retrieval standard that enables communication between computer systems, including those that operate on different hardware and use different library software (e.g. Amlib, Spydus, Sirsi, etc.). Searching of other libraries and databases can be performed simultaneously in a single search.

*Amlib* provides an integrated Z39.50 Client (also known as ZClient) within the *Amlib* Catalogue module for easily searching of other libraries and databases. The *Amlib* ZClient has an additional benefit of being able to select a range of records from a search result and *immediately* import into the *Amlib* Catalogue databases – an easy way for creating orders and importing marc records.

**Please Note:** Use of the Bibliographic records via Z39.50 is subject to the terms and conditions of the Source Library.

**To use Z39.50 Searching**

Launch the *Amlib* client

1. Go to **Main > Catalogue > CatZSearch**

   ![Z39.50 Search - STAFF at CleooneLibrary (Live DB: 0.3)](image)

   ![Query](image)

   Note: An ISBN search in rows 1, 2 or 5 will search for both 10 and 13 digit versions. NOT only if the following row is blank. An ISBN search in row 4 will only search for what has been entered.

   4. Click on the **down arrow** and select the **Server** or **Group** you wish to search by highlighting it.

   5. Type in the search term for example: **ISBN, Title, Author, Subject** or combination of these. Click **OK**
You will be returned to the Search window

You will now see the **Server**, **Default** number of items to display and **Found** this many records

To highlight records (hold the Ctrl key and click on records to highlight more than one record) and clicking **F4Import**, the highlighted records will saved to a Marc File shown in the dialogue box, to be imported into Amlib via Marc Takeup.

Marc Takeup will automatically load where the File name will display. Ensure the Folder is the correct Folder e.g. My Documents.

Schools can link to SCIS in this way. You will need to contact SCIS directly to get your IP address authorised and they will supply the details of the SCIS z39.50 details you will need to set them up as a Server to be accessed through Z39.50.
Adding New z39.50 Servers

Servers are the Libraries or databases you wish to search. **F1New** enables you to enter new databases to search. Some useful links include:

- [http://staff.library.mun.ca/staff/toolbox/z3950hosts.htm](http://staff.library.mun.ca/staff/toolbox/z3950hosts.htm)

<table>
<thead>
<tr>
<th>Description</th>
<th>Display Seq</th>
<th>Host</th>
<th>Port</th>
<th>Database</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Library</td>
<td>10</td>
<td>localhost</td>
<td>210</td>
<td>AMLIB</td>
<td>Y</td>
</tr>
<tr>
<td>Modline into OCLC First Search</td>
<td>32</td>
<td>r3209001.ocl.org</td>
<td>210</td>
<td>MEDLINE</td>
<td>Y</td>
</tr>
<tr>
<td>Ebscohost Business Source P</td>
<td>35</td>
<td>204.179.122.51</td>
<td>210</td>
<td>EBH</td>
<td>Y</td>
</tr>
<tr>
<td>Libraries Australia Test Serve</td>
<td>40</td>
<td>192.168.239.142</td>
<td>210</td>
<td>EBTEST</td>
<td>Y</td>
</tr>
<tr>
<td>SCIS</td>
<td>42</td>
<td>203.24.26.68</td>
<td>7090</td>
<td>VOYAGER</td>
<td>Y</td>
</tr>
<tr>
<td>State Library WA (LISWA)</td>
<td>50</td>
<td>202.14.152.4</td>
<td>210</td>
<td>WINOPAC</td>
<td>Y</td>
</tr>
<tr>
<td>Library of Congress</td>
<td>60</td>
<td>z39500.loc.gov</td>
<td>210</td>
<td>VOYAGER</td>
<td>Y</td>
</tr>
<tr>
<td>Aust National University</td>
<td>70</td>
<td>library.anu.edu.au</td>
<td>210</td>
<td>WINOPAC</td>
<td>Y</td>
</tr>
<tr>
<td>Sydney Uni - Fisher Library</td>
<td>80</td>
<td>lib7.fisher.usyd.edu.au</td>
<td>210</td>
<td>WINOPAC</td>
<td>Y</td>
</tr>
<tr>
<td>FastSearch via OCLC</td>
<td>90</td>
<td>rus2016001.ocl.org</td>
<td>210</td>
<td>FASTSEARCH</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Description** = the description you will see in Amlib of the Library or database

**Display Seq** = the order in which you wish the list to display eg 1, 2, 3 etc. The number here needs to be unique

**Host** = the Internet Address of the Library or database. If this is not correct, you cannot be connected to perform a search

**Port** = TCP/IP port. The most common port number for Z39.50 is 210.

**Server Type** is generally **Other** unless it is an **Amlib** site

**Database** is the name of the database. This will also need to be supplied by the Library or database being searched

**CatZGroups**

The **Servers** being searched can be grouped together so that parallel searches are performed across multiple databases
When you have entered the Description and sequence, you need to click on the Servers tab and tick the Servers you wish to be in this Group.
Basic Searching in Amlib

NETOPACS

Please Note: The path for the NetOpacs is http://servername/Amlibweb/webquery.dll?

The Server name will depend on how your Server was set up. This can be found in Control Panel, Network on your Server. For example if the Server name was Libserver the path would be http://Libserver/Amlibweb/webquery.dll?

1. The searches are performed within a Net Browser e.g. Internet Explorer or Firefox.

2. The path can be set up as a Favourite so that the Library Search screen can easily be found or as the Default Home Page so that the Search screen automatically displays as soon as the Net Browser is activated.

3. Just like browsing an Internet site, the NetOpacs uses Hyperlinks extensively. A hyperlink is a "hot spot" that allows you to jump to another location. The field includes display text, which is often blue and underlined, that the user clicks to jump to the specified location or extra information.

4. Certain configuration and parameters control the Netopac setup. This includes the amlib.ini within the Netopacs folder, the configuration file that is used to compile the Netopacs and is found amongst the Design htm pages (e.g. ReserveOn.ini but it could be named differently) as well as some Supervisor/Application/Opac Enquiry settings relevant to Netopacs.

5. The Main Menu will vary depending on the Search options for example: Periodicals

6. Click on search option required. Enter the text to be searched and press Enter or click the Search button. Not all the text has to entered. For example Dino will display all items beginning with Dino, for example: Dinosaurs, Dinotopia etc.

All Fields and Title searches will display the Stockitems found as a result of a search.
7. **Author** and **Subject** generally display an Interim Search Result where the Headings found will display first, and then the Stockitem display will follow.
8. The Heading required can then be chosen by clicking on the hyperlink to open the items with that particular heading, choosing several headings or **View All**. The number of items the search has found is displayed in the top left hand corner.

9. The items found display with details of Title, Author, Call Number, Item Type, Status, Location and Floor Location.

The see the bibliographic details of each item, click on the **Title** hyperlink.

The hyperlinks displayed can be clicked to open up alternative searches. For example, Magpies can be clicked to narrow the search to only items with Magpies as a Subject Heading.
You can then go back through your steps by using the back button at the top of the screen. Other Buttons in the Amlib search also navigate you through the displays.

Library Controlled Settings

There are some settings in the Supervisor module (Main > Supervisor > Opac) that can be changed for your NetOPAC pages. It is always important after you’ve made changes to restart WebConsole in order for the changes to take effect.

Form Descriptions

Main > Supervisor > Opacs > OpacFormDesc

This is the place to customise the display of your “Item Type” to be more user friendly! On your ItemsList.htm page you should have a placeholder called STKFORMSTATS which by default displays both the Stockitem Form Code and the Stockitem Stats Code for that item.

In this location you can change that to display something that will mean more to your customers, so “NF BK” can become “Adult Non-Fiction”. Every combination of Form code and Stats code that your library currently uses will already be in the list, it’s just a matter of clicking in the Opac Description column and writing something meaningful.

Displaying Images as Form
You can choose to display jpg images instead of text in the “Item Type”. You need to save your images within the directory that holds your NetOPAC pages, for example C:/Netopacs/Amlibweb/images. Then you can use HTML instead of text in the Opac Description column to display the images:

```html
<img src="images/Picture.jpg" />
```

### Opac Display Tags

**Main > Supervisor > Opacs > OpacDisplayTags**

From this screen you can choose which tags do and do not display on the MarcList.htm page (which is the page users go to when they click on an item title). By using the AuthTag button you can import all current tags with those from Main > Authorities > MarcTags. You can delete the tags that are not required and change the Tag Description for your users.
Opac Enquiry Options

Main > Supervisor > Opacs > OpacEnqOptions

Some of the items in this screen are specific to the OPACs, but the following are items for NetOPACs:

- Colour of location when an item at current location
- Colour of location when an item at not at current location
- Colour of status when an item is 'In Transit'
- Colour of status when an item is 'Not For Loan'
- Colour of status when an item is 'Not On Loan'
- Colour of status when an item is 'On Loan'
- Colour of status when an item is 'On Order'
- Colour of status when an item is 'Reserved'
- Allow a maximum of ### words in a keyword search
- Allow user to renew items up to ### days overdue
- Allow user to reserve on shelf items at current location?
- Display on shelf items as (N)ot on Loan, (A)vailable or (O)n Shelf
Basic Searching in Amlib

- Exact search on any term < ### characters
- Format of all dates shown in OPAC (i.e. dd/MM/yyyy).
  - Due Date display on the Item list uses this parameter. All other Date settings come from Windows settings rather than Amlib (Regional Settings found in Control Panel)
- Hide the borrower’s address when they view their own details
- Is a PIN required?
- Show an item as “In Transit” if the Perm/Temp locations differ
- Show both the Form and Stats in the Form column?
- Show the date due back for daily items on loan?
- Show the last ### days of received items for Bor-Interest (Max Value)
- Show the last ### days of received items for Bor-Interest (Min Value)

History Of Successful & Unsuccessful Searches
The Opac User Query screen in Supervisor > Installation > Library Menu > Opacs > OpacQueries can be used to see all terms used, those not found and those found
At the Top of the Screen set the Query options and select the [F5] Query button.

The Query buttons include:

**Query used**

a. Netopacs  
b. Opacs (traditional style)

**Search**

These are set by the Stats Params for Netopacs and the Button Numbers for Opac. For example:

a. 500 WebAuthor  
b. 501 WebTitle

**Dates**

Enter the Date range (Date from and the Date to Note: Amlib will enter the / if the correct format is used e.g. 01/08/07)

**Found**

Arrow down to find the correct setting

a. All (Left blank)  
b. Y (Only finds the successful search terms)  
c. N (Only finds the unsuccessful search terms)
Please Note: Unsuccessful Searches can be used as a basis for Cross References, so that the terms typed can be directed to a preferred term, for example: Teenagers SEE Adolescents or Car Repairs SEE Motor Vehicles – Maintenance and Repairs or Cooking SEE Cookery
SEARCH TIPS IN AMLIB

Expanded Searching

The whole term does not have to be typed (Note though that exact searches will be done on a certain number of characters – set in Supervisor e.g. 2) Other than that, if a set of characters is typed in, the search will bring back any items with that set of characters or an expansion on that.

For example search for Din and if Enter is pressed the search will bring back everything that starts with Din.

DINOSAURS
DINNER
DINGHY

And if Dino and Enter is then pressed the search will bring back everything that starts with Dino

DINOSAURS
DINOTOPIA

*Basically the more you type, the narrower the search...*

Plurals/Fuzzy matches

(set up in Supervisor) allow rules to be applied to Search terms to aid situations where a term may be entered in several ways – for example colour and color

This setup usually also allows plurals to be included in the search for example by typing in Helicopter will also result all the items with the term Helicopters to be included in the results listing
Punctuation

Punctuation is stripped from the Term for the search. - Basically, it is not necessary to search any punctuation but usually does not matter if it is included.

Boolean Searching

Advanced Searching: Only available on some Netopac screen designs

Boolean Operands can be used for example AND, OR, NOT

Boolean Searching

Searching for “Cat OR Dog will” return results that have either cats or dogs or both.
Searching for “Cat AND Dog” will bring up items that only have both cats and dogs.

Searching for “Cat NOT Dog” will return results that only contain cats and do not contain dogs.

Boolean NOT Searches restrict the search by a Term e.g. Fish NOT Marine restricts the search to items that include the term Fish but where Marine is not included as a term

a. Typing more than one term invokes an “AND” Boolean search which narrows the search. They do not have to be typed in any specific order
b. Other Boolean Searching can be done in Keyword searches, using OR and NOT
c. NetOpac Keyword allows NOT Boolean searches, which restrict the search e.g. Fish NOT Freshwater
d. NetOpacs allows for OR searching in Keyword searches e.g. United Kingdom OR England, Purple OR Mauve. Or searches broaden the search allowing the incidence or EITHER term.

Search Terms
a. If a search term is not successful, it may be necessary to try a broader term. For example, if nothing is found for Trout, try Freshwater Fish. If nothing is found for Canaries, try Cage Birds or Aviaries etc.
b. If too many results are found, try entering a narrower term or adding a term to the Search string to limit the results. For example: you search for Astronomy and you get too many hits? Then analyse what terms will be of interest, for example: Stars, Planets etc. and either add this term to the original search term or search for the alternative term.
c. If you then search for Planets and you still get too many hits? Then analyse what will be of particular interest and try a narrower term, for example: Mars, Venus, Pluto (Note: with the
these Planet names it could be wise to keep Astronomy in the search string to eliminate Greek Myths and chocolate bars from appearing in your search results!

d. Adding See and See also references can assist students by allowing entry of non preferred terms – for example Cooking – See Cookery. This allows the term Cooking to be typed and for the results of the Cookery heading to display seamlessly!

**Getting More Details - Netopacs**

Checking out the Catalogue record or Display (Item Details) give more information about the item.

Click the Hyperlink in the Title in the Catalogue being displayed with detailed Bibliographic information – clicking on hyperlinks within the Catalogue, for example: Subjects or Author allows searching on these headings. You can always go back through to the original search results by using the back buttons!!

**Stoplists - Leading Articles and Ignoring Common Terms**

Words like “An, A, The” are stripped out of searches and not searched, as are single characters and certain common words within **Keyword** searches (e.g. Book, Print etc.) These are known as **StopList** inclusions and are set through the system.

Keyword Stoplist: Found in Authorities > Application > Keyword Stoplist

![Stop Words for keyword creation or search: STAFF at Lastville (ITZ DB v5.3)](image)

Stockitem Stoplist for Browse Searches – in Stockitem > Application > Stoplist.

![Stockitem Stop List - STAFF at Lastville (ITZ DB v5.3)](image)
Refining searches

Special Searches can be defined using the Restricted Search facility. This enable searches on particular Form codes, Stats codes, Locations, new items etc. using the normal search features.

For example: search for Sport but only within the Video Collection.

APPENDIX 1 : Amlib Configuration Settings (Amlib.ini settings in the Netopacs folder)

There are a lot of items in the Amlib.ini file contained in the NetOpacs folder that can be altered to change how your pages work. Below are items that you may already have or wish to use, along with an example to show how it should be displayed and a description of what it does. These can be added to your Amlib.ini under the heading [Netopacs].

You can get disable current options without deleting the line by adding a semicolon (;) to the start of the line, which turns the setting into a comment – for example: ;AllowResLocChange=Y

IMPORTANT: Whenever you edit your Amlib.ini file, the NetOpacs WebConsole (or FireDaemon service) must be restarted for the updated settings to take effect.

Authorities

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AuthNoteHeight</td>
<td>Controls the height of the scope note window (Default = 0)</td>
</tr>
<tr>
<td>AuthNoteNewWindow</td>
<td>Controls whether or not the Authority Note opens in a new Window (Default = Y)</td>
</tr>
<tr>
<td>AuthNoteText</td>
<td>Defines the text that is displayed for the link to the Authority notes (Default = View Notes)</td>
</tr>
<tr>
<td>AuthNoteWidth</td>
<td>Controls the width of the scope note window (Default = 0)</td>
</tr>
<tr>
<td>AuthToAuth</td>
<td>If set to Y, selection of a See or See Also Authority heading display by the end user effectively results in a new authority search using that heading as a search term</td>
</tr>
<tr>
<td>CatsPerAuth</td>
<td>If supplied causes a count of the number of catalogue records associated with a heading. This is shown in brackets on the authority list screen. If the count is 1, nothing is shown.</td>
</tr>
<tr>
<td>MergeAuths</td>
<td>If set to Y, any authorities contained in more than one Marc tag will appear only once on the Authorities list</td>
</tr>
<tr>
<td>SAAuthIndent</td>
<td>See Also headings will be indented by the number of pixels entered – for example: SAAuthIndent=20 to indent from the other headings by 20 pixels. To enable ease of viewing of the Headings</td>
</tr>
</tbody>
</table>
Basic Searching in Amlib

**StraightToList**  
(=Y or =N)  
If set to Y, any Authority search will go to the results without displaying the Authorities if there is only one matching result for example: Looking for an Author, if an exact Author is found, goes straight to the results rather than displaying the Authority for that Author

---

### Bookings

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking</td>
<td>The text that is displayed on the Item List for booking an item</td>
</tr>
<tr>
<td>BookingForms</td>
<td>You can list here the Form types you wish to allow patrons to book</td>
</tr>
</tbody>
</table>

---

### Book Reviews

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BookReview</td>
<td>Link text to be displayed when linking to the page for leaving a book review</td>
</tr>
<tr>
<td>ReadReview</td>
<td>Link text to be displayed when linking to the page to read other patron's book reviews</td>
</tr>
</tbody>
</table>

---

### Borrower Screen (My Details)

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChangeDetsDesc</td>
<td>Text displayed for the link to the Borrower Change Details (Address/Email) form – inserted where the CHANGEDETAILS placeholder is located on the My Details screen</td>
</tr>
<tr>
<td>DefaultILLMsg</td>
<td>The text to be displayed in the pop up box when someone submits an ILL request</td>
</tr>
<tr>
<td>ILLDesc</td>
<td>Text displayed for the link to the Borrower Purchase/ILL request form – inserted where the ILLREQUEST placeholder is located on the My Details screen</td>
</tr>
<tr>
<td>OpacSugDesc</td>
<td>The link text to be displayed when linking to the Opac Suggest page</td>
</tr>
<tr>
<td>SubjectIntsDesc</td>
<td>Description to display for the Subject Interests Setup link on the My Details screen</td>
</tr>
</tbody>
</table>

---

Last Updated: 2 January 2012
### Content Enrichment

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon</td>
<td>Defines the link text for Amazon links (Default = More Information)</td>
</tr>
<tr>
<td>CheckForImageFiles (=Y or =N)</td>
<td>If set to Y, this ensures that NetOpacs checks the database for any images added into Amlib and copies them over to the appropriate NetOpacs directories</td>
</tr>
<tr>
<td>ContentCafe</td>
<td>The link text used for the Content Café hyperlink</td>
</tr>
<tr>
<td>ContentCafeUser</td>
<td>The Content Café Username (available from Baker &amp; Taylor when you subscribe)</td>
</tr>
<tr>
<td>ContentCafePass</td>
<td>The Content Café Password (available from Baker &amp; Taylor when you subscribe). If omitted any links will be disabled</td>
</tr>
<tr>
<td>ContentCafeReturn (=1 or =0)</td>
<td>Used when building Image links. If set to 1 will display a generic image if no image is available. If set to 0, will display nothing if no image is available.</td>
</tr>
<tr>
<td>FirstImageDisplay (=ACTUAL050)</td>
<td>Any image present can be indicated with an icon - the default being a camera or a thumbnail (smaller version of the image). If you choose the latter (which only works with .JPGs and .GIFs) you also need to supply the width of the image in pixels (Default image to show on first display is ‘ACTUALnnn’ for thumbnail of actual first image where nnn is width in pixels for example: ACTUAL050 (approx 3 cms) or for example: amlibweb/PICS/image.gif to show camera)</td>
</tr>
<tr>
<td>ImageEmbed (=Y or =N)</td>
<td>Embedded images. If not embedded, user will need to select again after display. This mainly refers to .PDF files where certain browsers (Netscape) have trouble with embedded files.</td>
</tr>
<tr>
<td>ImgBgrColour</td>
<td>This is the background colour of the screen when viewing an image linked to a Catalogue record.</td>
</tr>
<tr>
<td>LibraryThingImageDevKey</td>
<td>This is the Developer Key you receive from LibraryThing</td>
</tr>
<tr>
<td>LibraryThingImageSize (=small, =medium or =large)</td>
<td>This is the size of the image from LibraryThing that you wish to display</td>
</tr>
<tr>
<td>NoCatPictureImage (=pics/book.gif)</td>
<td>If you have the Catalogue image placeholder added to your page, but no image attached to a specific Catalogue, this is the image that will show by default.</td>
</tr>
<tr>
<td>Syndetics</td>
<td>Defines the link text used for a Syndetics hyperlinks (Default = More information)</td>
</tr>
</tbody>
</table>
**SyndeticsClient**  
(for example: =1234)  
Defines the client code used for the Syndetics website. If omitted, Syndetics links will be disabled

**SyndetricsType**  
Defines the Display Type options of the URL. Can be `type=rw12`, `Type=rw12&popup=Yes` or `type=rm12` (Default = `type=rw12&popup=Yes`)

**WebPicThumbs**  
(for example: =4)  
Thumb nails: if 4 or more images for a record, thumbnails will be produced as a first display - this only applies to native image formats (.GIF and .JPG).

### Item List

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>856Subfields</strong></td>
<td>The subfield in the 856 Marc tag used to keep the link text when displayed a link. <strong>Can now be used in Item and Catalogue List!</strong></td>
</tr>
<tr>
<td>For example: =z</td>
<td></td>
</tr>
<tr>
<td><strong>AllowResultSummary</strong></td>
<td>If set to Y, this allows patrons to view a printable version of their search results</td>
</tr>
<tr>
<td>(=Y or =N)</td>
<td></td>
</tr>
<tr>
<td><strong>CatOnly</strong></td>
<td>If set to Y, this assumes that your Amlib contains only Catalogue records and not Stockitems, so any item restrictions will be ignored</td>
</tr>
<tr>
<td>(=Y or =N)</td>
<td></td>
</tr>
<tr>
<td><strong>CatRestrict</strong></td>
<td>This enables the Opac View Restriction in the Catalogue screen to control whether or not a record is displayed in NetOpacs</td>
</tr>
<tr>
<td>(=Y or =N)</td>
<td></td>
</tr>
<tr>
<td><strong>GroupItems</strong></td>
<td>If set to Y then <strong>Group</strong> the output of Items in the Item Results List so that that rather than repeating all the Item information for each copy of the same Catalogue (for example: with the same CatRef) - it now displays Title, Author, Publisher only once, and then displays the holdings data – Location, Call, Status (for example: Onloan), # Reserves, and Format for each copy</td>
</tr>
<tr>
<td>(=Y or =N)</td>
<td></td>
</tr>
</tbody>
</table>
| **DefaultImageDisplay**      | Icon to display if catalogue has electronic documents attached that are NOT images (for example: PDF documents).  
This will be a relative URL (default is Icons/AttachedDocs.gif) to the icon, and this setting is only applicable if FirstImageDisplay is set to ACTUALXXX where XXX is the width of the image. |
| For example: =Icons/Attached.gif |                                                                                                                                             |
| **EmailResults**             | If set to Y, this allows patrons to email search results to themselves or a friend.                                                          |
| (=Y or =N)                   |                                                                                                                                             |
### Basic Searching in Amlib

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ItemViaCat</strong></td>
<td>For example: =Holdings If supplied will cause the system to create a link between a catalogue screen and an item screen – the Type 4 screen for the display must be defined as the output of the Type 14</td>
</tr>
<tr>
<td><strong>RecentReturn</strong></td>
<td>For example: =Recently Returned Text to be displayed when using the placeholder (STKRECENTRETURN) for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusAvailable</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusInTransit</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusNotForLoan</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusNotOnLoan</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusOnLoan</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusOnOrder</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusOnShelf</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
<tr>
<td><strong>StatusReserved</strong></td>
<td>Text to be displayed when using the placeholder STKRECENTRETURN for a recently returned item</td>
</tr>
</tbody>
</table>

### Join Online

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OnlineJoinType</strong></td>
<td>For example: =S Borrower Type to assign to new borrowers who use the new NetOpacs Join Online facility</td>
</tr>
<tr>
<td><strong>OnlineJoinStatus</strong></td>
<td>For example: =OK Borrower Status to assign to new borrowers who use the new NetOpacs Join Online facility</td>
</tr>
</tbody>
</table>

### Marc List

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CatRefSequence</strong></td>
<td>(=Y or =N) Controls whether or not the Marc list uses the default order to display the Marc details (N) or the order as defined in the Catalogue module (Y)</td>
</tr>
</tbody>
</table>

### PDFs

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WebPdf</strong></td>
<td>(=Y or =N) PDF viewer licensed - .TIF images can be converted to PDF files if you have purchased the .PDF view licence</td>
</tr>
<tr>
<td><strong>WebTif</strong></td>
<td>(=Y or =N) TIF viewer licensed – a product Tiffsurfer may be used to view .TIF images in a browser – this must be licensed</td>
</tr>
<tr>
<td><strong>WebWidth</strong></td>
<td>For example: =800 PDF usage only typical screen width for example: 800 x600 for image scaling</td>
</tr>
</tbody>
</table>

### Periodicals/Magazine Search

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
</table>
### PerCopies
**For example:** =Check Availability

Description to use for link text an issue display to an item display

### Marc
**For example:** =Full Details

Description to use for link text to full details to Marc record in Periodical windows

### Reservations

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AllowResLocChange (=Y or =N)</td>
<td>If this is set to Y, a drop-down list of locations will appear next to each reserved item in the Borrower Details screen, allowing the Borrower to change the collect Location of the reservation.</td>
</tr>
<tr>
<td></td>
<td><strong>Placeholder (INSERTCHANGEHOLDLOCHERE) needed on page</strong></td>
</tr>
<tr>
<td>DisallowOnLoanReserves (=Y or =N)</td>
<td>If this is set to Y, borrowers are prevented from reserving other copies of an item already out on loan to them</td>
</tr>
<tr>
<td>AllowCancel (=Y or =N)</td>
<td>If this is set to Y, a Cancel link will appear next to each reserved item in the My Details screen, allowing the Borrower to cancel the reservation.</td>
</tr>
<tr>
<td></td>
<td>If ReserveByItem = N, the reservation for the selected item and each alternate copy is cancelled. The Stockitem History is updated with the details of the cancellation.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Stockitem History has a History included with an action of RESCANCEL and comment of Cancelled by Borrower (Name) in NetOpacs (Date) so that the items can be queried using a Where search.</td>
</tr>
<tr>
<td></td>
<td><strong>Please Note:</strong> Borrowers are given a credit (if they were charged) when cancelling their reservations.</td>
</tr>
<tr>
<td></td>
<td><strong>Placeholder (INSERTCANCELHOLDHERE) needed on page.</strong></td>
</tr>
<tr>
<td>OnlyReserveOnLoan (=Y or =N)</td>
<td>If set to Y the reserve option will be only available if the item is marked on loan, reserved or on order, regardless of the location or IP address.</td>
</tr>
<tr>
<td></td>
<td>It will override the Allow users to reserve on shelf items at current location in Main &gt; Supervisor &gt; Opac &gt; EnquiryOptions in the Amlib client.</td>
</tr>
<tr>
<td>RefundReserve (=Y or =N)</td>
<td>For libraries that charge patrons for placing a reservation, this allows you to determine if the reservation charge should be cancelled when a reservation is cancelled. Y will cancel the charge</td>
</tr>
<tr>
<td>ResAllPerCopies (=Y or =N)</td>
<td>By default, only the selected copy of a periodical will be reserved. Setting this to Y will reserve all copies</td>
</tr>
</tbody>
</table>

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Basic Searching in Amlib

<table>
<thead>
<tr>
<th><strong>Reserve</strong> (=Reserve this item)</th>
<th>The text supplied here is what will display on the <em>NetOpacs</em> results screen when an item is able to be reserved.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ReserveAutoClose</strong> (=Y or =N)</td>
<td>Will cause the reserve window to close after a reserve has been attempted. This will only work if both SecureId=Y and DialogBoxError=Y</td>
</tr>
<tr>
<td><strong>ReserveByItem</strong> (=Y or =N)</td>
<td>If set to Y, reservations in <em>NetOpacs</em> will be for the specific copy/item selected ONLY. By default when an item is reserved in <em>NetOpacs</em> all items with the same catalogue reference and the same FORM code are reserved for the borrower (Default = N)</td>
</tr>
<tr>
<td><strong>ReserveMessage</strong></td>
<td>The text supplied here is what will display in the pop up box when a patron successfully reserves an item via the <em>NetOpacs</em></td>
</tr>
<tr>
<td>For example: =Your item has been reserved</td>
<td></td>
</tr>
<tr>
<td><strong>ResOper</strong></td>
<td>When a patron reserves an item via the <em>NetOpacs</em> that is currently on shelf, the staff member entered here will get a <em>Notepad</em> message letting them know to collect the item</td>
</tr>
<tr>
<td>For example: =STAFF</td>
<td></td>
</tr>
<tr>
<td><strong>ResretColumn</strong></td>
<td>The <em>stk_item</em> field that is used to define the current location. If no column is specified, then STK_LOC_TEMP is used</td>
</tr>
<tr>
<td><strong>ResretWait</strong> (=Y or =N)</td>
<td>Will only display RESRET memos to Borrowers when the item’s current location is equal to the collection location</td>
</tr>
<tr>
<td><strong>ValidateLocation</strong> (=Y or =N)</td>
<td>Allows users to determine if the collect from location on the reserve screen is validated. In order to properly implement this functionality, a select form field with every collect from location needs to be created on the reserve template. This should be named v33</td>
</tr>
</tbody>
</table>

**Renewals**

<table>
<thead>
<tr>
<th><strong>SETTING</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Renew</strong></td>
<td>Renewals are permitted if the Renew parameter has been supplied. The data following the equal sign is used for the link text for the renewal option. Renewals are generally permitted if an item is not overdue, is not reserved, if member does not owe money and item is not stopped by ILL memo</td>
</tr>
<tr>
<td>For example: =Renew this</td>
<td></td>
</tr>
<tr>
<td><strong>Renewdays</strong></td>
<td>Allows renewals of an item by a borrower if item up to xx days overdue and not otherwise reserved, etc</td>
</tr>
<tr>
<td>For example: =14</td>
<td></td>
</tr>
<tr>
<td><strong>Renewcents</strong></td>
<td>Threshold limit in CENTS that a borrower has owing to renew items on loan via <em>NetOpacs</em>. For example: Renewcents=500 will enable a borrower to renewal items on loan if borrower owes $5.00 or less.</td>
</tr>
<tr>
<td>For example: =500</td>
<td></td>
</tr>
</tbody>
</table>
## Basic Searching in Amlib

### Searches

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOLExact (=Y or =N)</td>
<td>Authority restrictions on Boolean searches to match the Marc data exactly against the selected item. This prevents situations where a restriction on Engineering will pick up Chemical Engineering as well.</td>
</tr>
<tr>
<td>KeywordProcess</td>
<td>Matching of keywords. If set to EQUAL then exact match for example: FISH only finds FISH else will find FISHERIES, FISHING, FISHES, etc.</td>
</tr>
</tbody>
</table>

### Technical and/or Default Settings

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMorLIB</td>
<td>Use LIB if the NetOpacs is to look at the Library (AMLIB) database (default). Use COM if the NetOpacs is to look at the Comminfo database (no longer is use).</td>
</tr>
<tr>
<td>ConnectionRetries (=1)</td>
<td>The number of times NetOpacs will attempt to reconnect to the databases when it has been disconnected</td>
</tr>
<tr>
<td>DatabaseLib</td>
<td>The names of the Amlib databases (also used by the NetOpacs)</td>
</tr>
<tr>
<td>DatabaseCat</td>
<td>Please Note: Database web is used for temporary work areas for NetOpacs</td>
</tr>
</tbody>
</table>
| DatabaseLocal | Examples: DatabaseCat=Amcat
DatabaseLocal=Amlocal                                                                                                      |
| DatabaseStats |                                                                                                                                            |
| DatabaseWeb |                                                                                                                                            |
| DatabaseUser | The database user must be a (SQL Server or Oracle) database owner (login) with permission to create and edit tables on the database       |
| DatabasePw |                                                                                                                                            |
| DialogBoxError (=Y or =N) | Errors will display in a dialogue box rather than in the top left hand corner of the screen. Makes it more obvious for Users who have to read the box and action it |
| Disconnect (=30) | Disconnect after no activity from database The parameter (shown in minutes) causes NetOpacs to disconnect from the Database if no activity |
| FormDataDelim (=*) | Oracle sites only – allows sites to override the delimiter used by NetOpacs to separate Form data stored in the database. This option should be set to a single character that is unlikely to be used by any record in the database |
### Basic Searching in Amlib

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FullHost</strong></td>
<td>For example: FullHost=Amlibweb/webquery.dll? Executable hostname</td>
</tr>
<tr>
<td><strong>HideWindow</strong></td>
<td>(=&quot;Y&quot; or =&quot;N&quot;) This determines if the WebConsole screen (with the Halt and Reload buttons) is hidden</td>
</tr>
<tr>
<td><strong>Hostname</strong></td>
<td>For example: Hostname=Name.organisation.local/amlibweb The hostname and directory for the service</td>
</tr>
<tr>
<td><strong>ImmediateConnect</strong></td>
<td>(=&quot;Y&quot; or =&quot;N&quot;) If ImmediateConnect=&quot;Y&quot; NetOpacs will immediately connect to the database to obtain NetOpacs parameters (instead of waiting for the first search connection – handy for SQL Server sites which can take more than 2 minutes to load the parameters)</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>For example: =WEB A location code must be supplied - this can be any defined location and is used for statistics and in the reserve process.</td>
</tr>
<tr>
<td><strong>Retain</strong></td>
<td>For example: =7 Retain 7 days of searches so user can go back to previous searches. NetOpacs saves search info on the AMWEB database. This enables it to continue an interrupted session. The number of day/s worth of restartable data to keep. This value is also used to destroy any temporary tables that may have been used in searches</td>
</tr>
<tr>
<td><strong>ScriptName</strong></td>
<td>(=&quot;WebQuery.dll&quot;) This is the name of the script that runs NetOpacs</td>
</tr>
<tr>
<td><strong>SecureID</strong></td>
<td>(=&quot;Y&quot; or =&quot;N&quot;) If SecureID=&quot;Y&quot; then NetOpacs opens a new browser window when the patron enters a Barcode and PIN. When the patron is finished the window can be closed and thus not viewed by subsequent users of the terminal</td>
</tr>
<tr>
<td><strong>SecureIDWidth</strong></td>
<td>For example: =800 If SecureID=&quot;Y&quot;, these are used to determine the width and height of the new browser window</td>
</tr>
<tr>
<td><strong>SecureIDHeight</strong></td>
<td>For example: =600 If above are 0, the browser window is opened as per the previously used width (The maximize button is enabled)</td>
</tr>
<tr>
<td><strong>ShareName</strong></td>
<td>For example: ShareName=APP:/AMLIBWEB/WEBQUERY Required for WebConsole</td>
</tr>
<tr>
<td><strong>SqlIniFile</strong></td>
<td>(=&quot;\Amlib\NetOpacs&quot;) This is the file path to where your SQL.ini file is located</td>
</tr>
</tbody>
</table>

---

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<table>
<thead>
<tr>
<th><strong>UserParamCode</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: =a</td>
</tr>
<tr>
<td>User code - this is the one character code referring to a particular NetOpacs instance (a set of NetOpac pages). Multiple instances can be stored in the Amlib database (up to 26).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>VirtualDir</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: =amlibweb</td>
</tr>
<tr>
<td>This is the name of the virtual directory set up in IIS for your NetOpacs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WebPicturesBase</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: =webpics</td>
</tr>
<tr>
<td>Path for AMCAT images - this is the web directory from which images may be copied and subsequently displayed. NetOpacs always shows a copy of the image - and never refers to the actual permanent file</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WebPicturesBaseCopy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: WebPicturesBaseCopy=C:/Netopacs/amlibweb/webpics</td>
</tr>
<tr>
<td>Path for AMCAT images to create temporary viewable images (.JPGs). Because NetOpacs shows only copies of images it must have a directory to which they can be copied</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WebIconsPath</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: =icons/</td>
</tr>
<tr>
<td>Path for icon files - this defines the directory in which icons used in the design can be found</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WebPics</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: = WebPics/</td>
</tr>
<tr>
<td>This is the path for the Webpics folder</td>
</tr>
</tbody>
</table>

**APPENDIX 2: Compile Configuration File**

The File that is used to compile the Netopacs sets the Keyword codes and Tags to browse so is VERY IMPORTANT to the success of the searches.

This configuration File is usually named ItemResults.ini, ReserveOn.ini, ReserveOff.ini or *LibraryName*.ini. In any case, it will be an .ini file located in the same directory as your .htm pages.

There are two ways of modifying this file – either directly editing the text in Notepad, or through the Amlib client in Main > Supervisor > WebParams – the Web Opac Parameters table

**Editing With Notepad**

It is possible to check or edit the Configuration file within the by editing the .ini file directly in Notepad (or Notepad++). For example check which Keyword codes are used to search when All Fields is selected. % indicates ALL Keywords but it may be more suitable to just search S (Subject), T (Title), N (Notes) and A (Author) so it is possible to replace the % with S,T,N,A
It will make it easier for you to read if you enter new lines between search types. The [NetOpacs] section at the top contains the general items for your NetOpacs:

- The name of the Main Menu template
- The Marc List template
- The Reserve template and statistics code
- The Join Online template
- Whether or not to allow an Items List page to cross reference at a Catalogue List page
- A template for Authority Notes
- The number of search items beneath it

Each search/page type will be in its own section – [Search#] – which will contain the same data as from the NetOpacs Setup screen earlier.

When you have edited the compilation .ini file, you then need to recompile the NetOpacs – see following section for more details.