



OPAC

Minerva

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On the Home Page you can link to all areas of the OPAC.

The screenshot shows the MINERVA OPAC Home Page. At the top left is the MINERVA logo featuring an owl. To the right of the logo are links: "Start Over", "New Search", "Help", and "My Library Account". Below these links is a section titled "View Your Account Information" with a "(More Searches)" dropdown menu and a yellow arrow icon. In the center is a "Search Minerva" box containing a "Keyword" dropdown menu, a text input field, a dropdown menu with "=="ALL MINERVA LOCATIONS==" selected, and a "Submit" button. To the left of the search box is a "Search Index" label with a red arrow pointing to the "Keyword" dropdown. Below the search box is a "Select Library location or View All" label with a red arrow pointing to the "=="ALL MINERVA LOCATIONS==" dropdown. To the right of the search box is an "Enter Search Terms" label with a red arrow pointing to the text input field. Below the search box is a section titled "Additional Search Index Options" with a red arrow pointing to the "(More Searches)" dropdown. At the bottom of the page are several links: "Advanced Search", "Title", "Author", "Author/Title", "LC Subject", "LC Call #", "Dewey & Other Call #", "NLM Call #", and "Course Reserves".

To begin searching

1. Select the type of search by selecting an index from the drop down menu on the **Search Index** box.
2. Begin by typing in the terms of your search into the Search Terms box.
3. To view all locations, retain the **==ALL MINERVA LOCATION==** option. Otherwise, select the library institution from the drop down menu.
4. Click the **Submit** button.

Additional Searches

1. Click on one of the links at the bottom of the page. -OR-
2. Choose one of the options from the **(More Searches)** drop down menu near the upper right corner of the screen.

2

(More Searches) ▼

Search Minerva

Keyword ▼

==ALL MINERVA LOCATIONS== ▼

1

[Advanced Search](#) [Title](#) [Author](#) [Author/Title](#) [LC Subject](#)
[LC Call #](#) [Dewey & Other Call #](#) [NLM Call #](#) [Course Reserves](#)

View Your Library Account

1. To view your library account, select the ***My Library Account*** link at the top right of the screen.
2. Enter the name on the account and the library barcode number.
3. Click the Submit button.

Login

Please enter the following information:

Your Name *For example, type "Jane Smith" and then press the TAB key.*

Your Patron Barcode *Ex: 29876000123456. For barcodes less than 14 digits, contact your library.*

Advanced Keyword Search

When using the Keyword Search index you can narrow or modify your search.

1. Select the ***Modify Search*** button at the middle top of the screen.
2. Narrow your results by:
 - a. entering in additional ***search terms***

Advanced Keyword Search

Enter Search Terms

Any Field: And

Any Field: And

Any Field: And

Any Field:

☐ Limit search to available items

-OR-

- b. adding *limits*.

Add Limits (Optional)

Location:

Material Type:

Language:

Year: After

and Before

Publisher:

3. Select Submit.

Requesting an Item

1. Search for the item of interest.
2. Enter the record by clicking on the title.
3. Select the Request link at the near top left corner (Figure 1).



Figure 1

MINERVA

Request Verification

Requesting *City of lost dreams : a novel / Magnus Flyte.*
 Please enter the following information:

For example, type "Jane Smith" and then press the TAB key.
 Your Name

Ex: 29876000123456. For barcodes less than 14 digits, contact your library.
 Your Patron Barcode

Submit

Figure 2

4. Enter the account name and library barcode number on the Request Verification screen (Figure 2).
5. Select the **Submit** button