

# **OPAC**

# Minerva

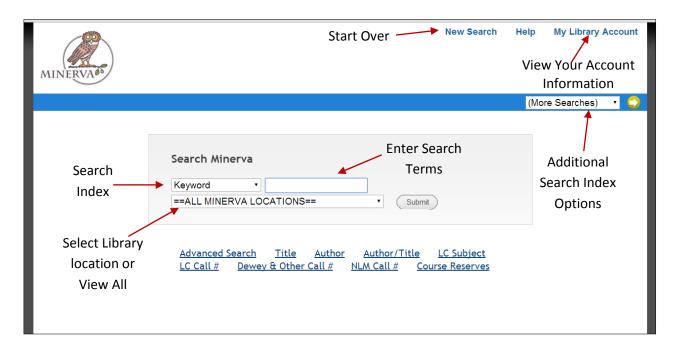
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# **TABLE OF CONTENTS**

To Begin Searching	3
Additional Searches	3
View Your Library Account	4
Advanced Keyword Search	4
Requesting an Item	

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



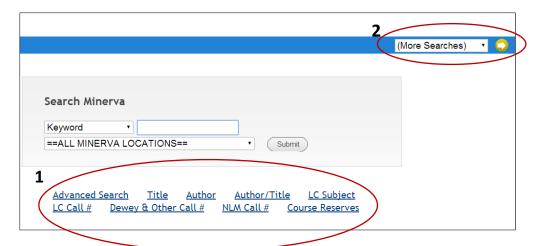
## To begin searching

- 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.

Rev. 05-02-2014



#### **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.

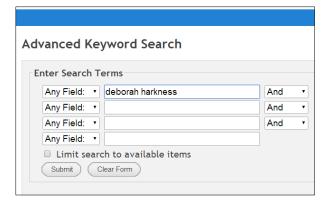


#### **Advanced Keyword Search**

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

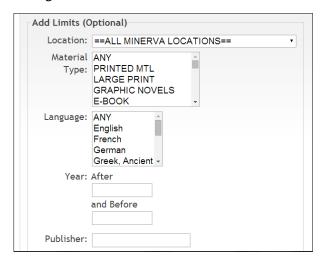
- 1. Select the *Modify Search* button at the middle top of the screen.
- 2. Narrow your results by:
  - a. entering in additional search terms

Rev. 05-02-2014 4



-OR-

### b. adding *limits*.



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).

Rev. 05-02-2014 5

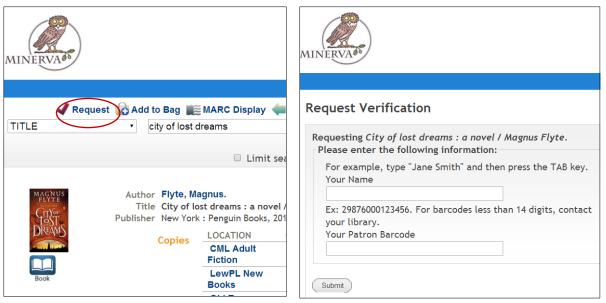


Figure 1 Figure 2

4. Enter the account name and library barcode number on the Request Verification screen (Figure 2).

5. Select the *Submit* button

Rev. 05-02-2014 6