How to Search in Orbit

Summary

You do not need to log in if you just want to do is search to see whether the library has something you would like to borrow or use. If you want to reserve a book, DVD or magazine for example, you will then need to log in.

This guide will show you how to find items in Orbit using the Search and Pick and click.

Using the Search Button in Orbit

1. Click on the Search button.

   2. The Search screen will display.
3. A number of buttons that can be used to do a specific search, for example searching on a Title or Author or a Series can be done by clicking on the search button wanted.

**Using the Author Button Example:**

1. Click on the Author button.
2. Enter the word or words, for example **Moffatt** in the Search field.
3. Click the **Search** button.
4. Only books by that author will display.

![Author Button Example](image)

**Using the Word Button Example:**

1. The **Word** button is the "default" search type. This can be recognised because the button is green.

![Word Button Example](image)
2. Enter the word animals, in the search field.

3. A list of matching words will display in a drop down list. If the word entered in the field is the one you want just click the **Search** button at the end of the field.

4. Any matching items will display.

OR:
1. In the drop down list of matching word click on the word, or words, you want to search on from the drop down list, for example **animals – humour**.

2. The search will automatically start once you have selected the word or words. You will not need to click the Search button.

3. The screen will display any items that match the search term.

Not all of the titles will have copies. Any titles with copies will have a green circle with a Tick; those which are not available will have a red circle with a Cross.

In the screen example above 4 items matched the search. If there was more than 6 you would need to click the right facing Arrow button to go to the next page of results.
The information on each matching item includes the title and author, the classification number (which may help you find where the items are in the library) and a picture of the cover for the DVD or book for example. There may also be a link to existing reviews or a link asking you to be the first to complete a review.

**TIP:**
If there is more than one library branch, and you are permitted to see matching items that are held in other branches, there is a button for each of those branches as well as a Target button on the right hand side of the screen. You can click on one of the other branches button and click the Target button to display a list of all items, that match the term you searched on, that are held in all of the branches.

The title of each resource is underlined. This tells you that the title is a link. Click on the Title to see more information about the item.

The Detail screen of that title will display. In this screen you:

- Will see more information about the item
- If there are any reviews, you can read those reviews but you cannot write a review unless you log in.
- Can click on the More like this link to get a list of items with the same subject
- Can send yourself or friend an email with all the details of the book if you want to
- Can send a Request to the librarian
- Can see what items are next to this one on the shelf by using the left or right facing arrows at each side of the pictures at the bottom of the screen.
Search Using the Pick and Click Button

1. Click on the **Pick and Click** button.

2. A screen with a large number of picture cards will display.
3. Click on the card that matches what you want to search on, for example, **Science and Technology**

4. The screen will change to show the Science and Technology picture card and the **Search** button. In the screen example used below, there are a number of other picture cards included each of which relate to the main picture of Science and Technology.
Note: Not all main picture cards will have other related picture cards.

5. If there is more than one picture card click on the card you want, for example, Space.

6. The screen will now display the Science and Technology button, the Space button and a Search button.

7. Click on the Search button.

8. Any items that match Space will display.
9. The title is underlined. Click on the underlined **Title** to find out more about it.

10. Click on the **Cross** in the top right hand corner of the screen to go back to the list of books returned from the search.