

## Guide with practice questions – *encore* (Innovative Interfaces, Inc.)

Use this tool to search for library materials.

### Description

*encore* is an enhanced interface for the library's online catalog and other resources. Using a simple search box, you may search for library materials much as you would search using an internet search engine. From one results screen you can use this tool to locate materials at a Jefferson County Public Library location or at a library in the region. When you conduct a search, *encore* will also look for your keywords in a selection of online resources and an image search engine. Note: This tool has not replaced JCPL's online catalog; it is an additional tool that is currently in development.

### Availability and Use Restrictions


**In-Library Use:** Available at all Library locations

**Remote Use:** Available from any location with an internet connection.

### Searching

#### Basic Search

*encore* uses a basic search box that does not recognize Boolean operators. An "and" search for all of your keywords will automatically be conducted.

1. Enter a word or words in the *encore* search box.
2. Click the Search () button.


#### Notes about Advanced Searching

1. *encore* does not have an Advanced Search feature. However, you may click **Classic Catalog** to access these options in JCPL's existing online catalog.
2. The following shortcuts can be typed into the *encore* search box to limit your search:
  - Use "quotation marks" to search for words together as one phrase
  - Use **t:**, **a:**, **s:** preceding search words to limit to title, author, or subject
  - Use \* to truncate. The "\*" replaces one or more characters at the end of a word (e.g. "drug\*" retrieves drug, drugs, druggist).

#### Displaying Search Results

1. Your results list will display in the middle of the page. Click the links at the top of the list to change how results are ranked.
2. Click **Show all # copies** to see whether copies of a title are available.
3. Click **Request It** to log in to your library account and place a hold for a title. .



4. Click the links in the left navigation to refine your results by criteria such as publication year, language, format and where search words were found. As you click these links, your results list will get smaller.
5. *encore* keeps track of any limits you apply at the top of the results list. To remove any of these limits at any time, click the **X** (  ) next to a criterion at the top of the results list.
6. A preview of an image search will display in the right navigation. Click an image to view a complete list of image results.

## Tags

There are two types of tags in *encore*. Each type of tag will appear with others in a “tag cloud,” a visual grouping of keywords and topics related to a search or title. Tags in a tag cloud are displayed alphabetically. The size of a tag is related to how frequently it is used in comparison to the others for a set of results.

Therefore, tags in large type are assigned more frequently while tags in small type are assigned less frequently.

1. Below the image search preview is a tag cloud. These tags are drawn primarily from catalog records and will refine the search you have already started. If desired, click a tag or click **Show More Tags** to select from all tags associated with your search. Clicking a tag will make your results list shorter.
2. When viewing a catalog record, you will see a section for “Community Tags.” These are tags assigned by other library patrons.
  - a. To add your own tags to titles, click **Add a Tag**.
    - i. You will be asked to log in to your library account.
    - ii. Enter a word or word in the “Add a Tag” box and click **Submit**.
  - b. You may remove your tag by clicking the **X** that appears next to it in the “My Tags” list.
  - c. When you click a Community Tag, *encore* will search titles containing that keyword.

## Reviews

In addition to adding tags, you may also add reviews to share your thoughts on titles in the catalog.

1. Click **Add a Review**.
2. If you have not logged in already, you will be prompted to enter your name and library card number.
3. A new window will open instructions and a space to enter your review. Be sure to enter a review headline and to read the other criteria.
4. Once you have entered your review, click **Submit**.
5. Note that because reviews are moderated by library staff, your review will not appear right away. To see all reviews currently added for a title, click **Community Reviews** toward the bottom of the record.

## Viewing Catalog Records



1. Click a title to view the record. Note that you may also click an author's name to browse a list of other works by that author in the collection.
2. When viewing a record, you may click **More Details** to see descriptive information and subject headings assigned to the title. Click a subject heading to browse a list of titles assigned the same subject. Click a genre to view other titles in that genre.
3. Click **Classic Catalog** to view the catalog record in JCPL's online catalog.
4. Click **Request It** to log in to your library account and place a hold on the item.
5. The other titles in your results list will display in the right navigation. You may scroll through these results and click another title to see more information, or click **Back to Results** to return to the complete results list.
6. When viewing either a list of results or an individual record, you may click **Add to cart** to mark the record for later. At any time, click **My Cart** to the top right of the page to either email this list of titles to yourself, or to add the titles to My Lists so that they can be saved to your account and requested at a later time.

### Research Pro

1. In the right navigation, you will also see a list and links for *Research Pro* results under "Articles and More." *Research Pro* searches for your keywords in a small selection of JCPL's subscription databases. Click a database title to see results from that database.
2. You may also see the results of your search in these databases by clicking **Articles** above the search box. You may then click a database title in the left navigation to limit your results by source.
3. Click **More Resources** to leave *encore* and access all of the resources available through *Research Pro*. Note that this guide does not cover the full *Research Pro* interface. For more information on *Research Pro*, please see the guide created for that tool.

### Beginning a New Search

Enter a word or words in the *encore* search box and click the **Search** button, or click the *encore* logo at the top of the screen to return to the main search page.

### Practice Worksheet

Goal: To use *encore* to locate library materials.

After using this worksheet, you should be able to:

- Locate and request library materials.
- Use various criteria as well as tags to refine your search.
- View *Research Pro* results retrieved for a particular search.

### Practice Questions/Activities



1. Find information about the French Revolution.
2. Refine this search to retrieve books, written in English and published in 2007.
3. Refine this search to books tagged with “Historical Fiction.”
4. Find information about Medicare and view the Research Pro results from the Health and Wellness Resource Center database.
5. Find the record for the DVD of the film “The Long Goodbye.”
  - Where are copies available?
  - How would you place a hold on a copy of this DVD?
6. Find the Raymond Chandler novel on which the film was based.
7. Find books by James Agee.
8. Which tag seems to be assigned to more of these results, “southern states” or “traffic accident victims”?

### Answers

1. Find information about the French Revolution.
  - Enter “french” and “revolution” in the search box.
  - Click the **Search** button.
2. Refine this search to retrieve books, written in English and published in 2007.
  - In the left navigation, click **Book** under “Format,” click **English** under “Language” and click **2007** under “Publish Date.”
3. Refine this search to books tagged with “Historical Fiction.”
  - Under “Refine by Tag,” click **historical fiction**,
  - OR click **Show More Tags** and find and click **historical fiction**.
4. Find information about Medicare and view the Research Pro results from the Health and Wellness Resource Center database.
  - Enter “medicare” in the search box.
  - Click the **Search** button.
  - Click the **Articles** link above the search box
  - The results located in this database, as well as links to results from other databases, will be displayed.
  - Click a database title to view another set of results.
  - Click the title of an article to enter the database and view the record.
5. Find the record for the DVD of the film “The Long Goodbye.”



- Enter “long goodbye” (with quotes) in the search box.
  - Click the **Search** button.
  - In the left navigation, click **DVD** under “Format.”
  - Locate and click “The long goodbye [videorecording]” in the list of refined results.
  - Are any copies available? If so, where?
    - Click **Show all # copies**. The locations and check-out status of these copies will drop down from where you clicked.
  - How would you place a hold on a copy of this DVD?
    - Click **Request It**.
    - Follow the instructions on the screen. You will be asked to enter your name and library card number and to choose a pickup location for the item.
6. Find the Raymond Chandler novel on which the film was based.
- Click **Back to results** to return to the results list.
  - Click the **X** next to “DVD” at the top of the results list to remove this limiter from your search.
  - Click **Book** under format.
  - Locate and click the record in this newly generated results list.
  - OR Enter “chandler,” “long” and “goodbye” in the search box and click the **Search** button.
7. Find books by James Agee.
- Enter “a: james agee” in the search box.
  - Click the **Search** button.
  - Click **Book** under format.
8. Which tag seems to be assigned to more of these results, “southern states” or “traffic accident victims”?
- Click **Show more tags**.
  - Compare the size of the two tags. The tag in larger type has been assigned to more of your results. You can confirm this by clicking a tag and viewing the refined results list.

