

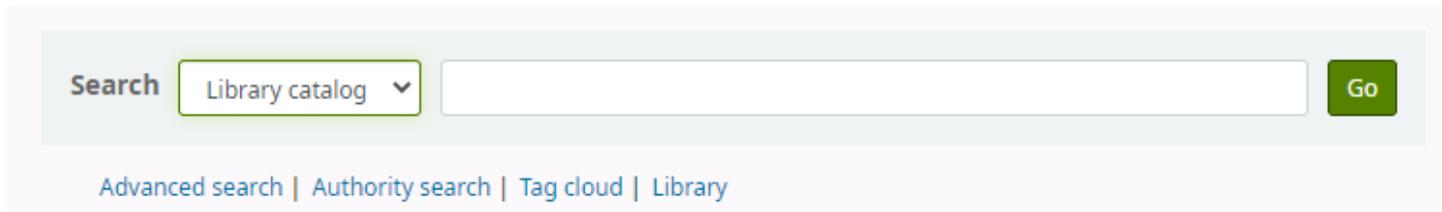
Search The FBC Library at Home

All that is required is a computer, tablet, or smartphone with a web browser and an internet connection. No special software is required. This has been tested with Firefox and Chrome but other browsers should also work.

Just point your web browser at: [http:// 209.87.234.238:8085/](http://209.87.234.238:8085/) to start.. If this fails to work, notify the church office.

You do not need to “log in to your account” to browse and search the collection. You would only need to log in if you wanted to request a hold on an item which is a feature we are currently not supporting.

The library’s patron web interface is called the OPAC. This acronym is used extensively and stands for Online Public Access Catalog. To search the OPAC you can either choose to enter your search words in the box at the top of the OPAC or click on the ‘Advanced search’ link to perform a more detailed search.



The screenshot shows a search interface with a search box containing the text "Library catalog" and a dropdown arrow. To the right of the search box is a green "Go" button. Below the search box are several links: "Advanced search", "Authority search", "Tag cloud", and "Library".

To filter your results, click on the links below the ‘Refine your search’ menu on the left of your screen. Or, you can apply limits before you issue the search. There are several drop down boxes to limit your search by category, media or reading level.

Basic Searching

The search box that library patrons will see most often is the persistent search box at the top of the page. Koha interprets the searches as keyword searches.

You can click the “Library catalog” dropdown and change the default search to any type of keyword to one of seven more specific searches by “Author” or “Title”, etc.

To start a search, you enter a word or multiple words in the search box. When a single word is entered, a keyword search is performed. You can check this out by typing one word into the form and note the number of results located. Then, repeat the search with a minor change. In front of the search word, type ‘kw=’ followed by the same search term. The results will be identical.

When you have more than one word in the search box, Koha will still do a keyword search, but a bit differently. Each word will be searched on its own, then the Boolean connector ‘and’ will narrow your search to those items with all keywords contained in matching records.

Suppose you want to find material about Easter. You’ll select the major words and enter them into the persistent search box.

Search

Library catalog

Jesus Easter

Go

[Advanced search](#) | [Authority search](#) | [Tag cloud](#) | [Library](#)

This search will return 13 matches with some of the titles not containing either or only one of the search words. That is due to the keywords not specifically anchored to the title. This can be done with the advanced search.

Using Lists

At the top of the page you will see a drop-down heading titled Lists. If you open the drop-down you will see one or more lists of titles. Currently you will see a list called "New March 2022". This will display a number of items as if you had searched for the most recently added items in the library's collection. This shows the items added during the pandemic when the library was closed. This list is interactive, and you can click on a title to see more details.

Another list is of books in the library that Pastor Lee has recommended.

Over time additional lists will be created.

Emulating browsing a shelves' contents.

When in the library in person a frequent approach to locating a book is to find the shelf containing the category that interests you. Then you would scan the titles for one that catches your attention. Alternatively, you may have a favourite author and you look for books in alphabetical order on the shelf until to reach books by that author. Both methods can be emulated using the OPAC.

Click on "Advanced search". Scroll down to the category drop down box and choose a category, for example choose "Christian Living". Also check the boxes "Hard cover books" and "Paperback books" so that you only have books and not DVDs or audio CDs in your results. Then hit search. You will have a long list of all the titles on the shelf. If you click the "Sort By" drop down and then select "Call number (0-9 to A-Z)" then the results will be sorted in the same order as they are on the shelf. You can do this either before the search or after by clicking "Relevance" when the results are visible.

If you find there are too many, and you would like to see only the books by Max Lucado, click the "Return to the last advanced search" and then click on the first box dropdown box that is labeled

“Keyword” and choose Author. Next in the box to the right enter Lucado and then hit search. Then you will get a more manageable 27 matches. This is illustrated in the next picture.

Home > Advanced search

Advanced search

Search for:

Author

and Keyword

and Keyword

Item type

Limit to any of the following:

<input type="checkbox"/>  Audio CD	<input type="checkbox"/>  Audio CD Entertainment	<input type="checkbox"/>  DVD entertainment short loan period	<input type="checkbox"/>  DVD video
<input checked="" type="checkbox"/>  Hard cover books	<input checked="" type="checkbox"/>  Paper back book	<input type="checkbox"/>  Picture book for pre-reading children	<input type="checkbox"/>  audio cassette

Availability:
 Only items currently available for loan or reference

Sort by:
Call number (0-9 to A-Z)

Publication date range

For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

Audience
Any audience

Category
Christian Living

Advanced Searching

When you can't find the most appropriate material with a general search, you can move to the Advanced Search page by clicking on the Search option on the persistent toolbar.

The Advanced Search page offers many ways to limit the results of your search. You can search using the Boolean operators AND, OR and NOT; limit by item type; limit by year and language; limit by subtypes audience, content, format, or additional content types; by location and by availability.

Restating the previous search with the following:

Home > Advanced search

Advanced search

Search for:

	Title	Jesus Easter
and	Keyword	
and	Keyword	

This search returns 2 titles, one with both words in the title, and the 2nd with Jesus in the series which is also searched by the keyword title.

The first limiting section on the Advanced Search page provides a quick and simple way to use the Boolean operators in your search. You need to click on “more options” to enable ‘or’ and ‘not’ searches.

Search for

Keyword		Scan indexes <input type="checkbox"/>
and	Keyword	
and	Keyword	[+]

In this section you can choose among the many indexes by clicking on the arrow in the first box. The blank box that follows is where you enter your first search term or terms. On the second line, you can choose the Boolean operator you want to use in your search. The options are ‘and’, ‘or’ and ‘not’. Then you would again choose the index to search, followed by the second term or terms. If you have more concepts you want to include in your search, you can click the [+] to add another line for your search.

A sample search is shown next, followed by its results:

Advanced search

Search for:

	Title phrase	wonder	<input type="button" value="+"/> <input type="button" value="-"/>
or	Title phrase	nails	<input type="button" value="+"/> <input type="button" value="-"/>
and	Personal name	Lucado	<input type="button" value="+"/> <input type="button" value="-"/>

This search was intended to find 2 books, and by only remembering one word of each title. If the search keys were done in the opposite order with the author first, 3 books would be found, one not by Max Lucado.

Advanced Search Prefixes [3](#)

The following prefixes can be added to search terms in the keyword search box to limit items returned

- ti: title search
 - ex. ti:cross
- su: subject search
 - ex. su:faith
- pb: publisher search
 - ex. pb:tommy nelson
- au: author search
 - ex. au:graham

Once you have done a search using the Advanced Search page then that shows the multiple kinds of limits that can be applied to your search results. Either check a box or select from the drop down menus to narrow your search.

Advanced search

Search for:

	Keyword	<input type="text"/>
and	Keyword	<input type="text"/>
and	Keyword	<input type="text"/>

Item type

Limit to any of the following:

<input type="checkbox"/>  Audio CD	<input type="checkbox"/>  Audio CD Entertainment	<input type="checkbox"/>  DVD entertainment short loan period	<input type="checkbox"/>  DVD video
<input type="checkbox"/>  Hard cover books	<input type="checkbox"/>  Paper back book	<input type="checkbox"/>  Picture book for pre-reading children	<input type="checkbox"/>  audio cassette

<p>Availability:</p> <p><input type="checkbox"/> Only items currently available for loan or reference</p>	<p>Sort by:</p> <p>Relevance <input type="text"/></p>	<p>Publication date range</p> <p><input type="text"/></p> <p><small>For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.</small></p>
<p>Audience</p> <p>Any audience <input type="text"/></p>	<p>Category</p> <p>Any category <input type="text"/></p>	<p><input type="button" value="Search"/> <input type="button" value="More options"/> <input type="button" value="New search"/></p>

You can limit your search by Audience which is the reading level required. Another choice would be by "Categories". If you were looking for a topic such as Theology, you use this drop-down box and choose "Theology".

If you click on the "more options" some more choices will be available to limit your search, where the choices when you use the keyword drop-down boxes are more specific.

If for instance you were only looking for VeggieTales series DVDs, you could fill in the advanced search page this way: It will find DVDs with the word VeggieTales in either the title or series fields and only shows items that are available to borrow.

Advanced search

Search for:

	Keyword	▼	veggietales
and	Keyword	▼	
and	Keyword	▼	

[Search](#) [More options](#) [New search](#)

Item type

Limit to any of the following:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/>  Audio CD | <input type="checkbox"/>  Audio CD
Entertainment | <input checked="" type="checkbox"/>  DVD entertainment
short loan period | <input type="checkbox"/>  DVD video |
| <input type="checkbox"/>  Hard cover books | <input type="checkbox"/>  Paper back book | <input type="checkbox"/>  Picture book for pre-reading children | <input type="checkbox"/>  audio cassette |

Availability:

Only items currently available for loan or reference

Sort by:

Relevance ▼

Publication date range

For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

Audience

Any audience ▼

Category

Any category ▼

[Search](#) [More options](#) [New search](#)

Advanced search

Search for:

	Keyword	▼	veggietales
and	Keyword	▼	
and	Keyword	▼	

Search More options New search

Item type

Limit to any of the following:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/>  Audio CD | <input type="checkbox"/>  Audio CD
Entertainment | <input checked="" type="checkbox"/>  DVD entertainment
short loan period | <input type="checkbox"/>  DVD video |
| <input type="checkbox"/>  Hard cover books | <input type="checkbox"/>  Paper back book | <input type="checkbox"/>  Picture book for pre-reading children | <input type="checkbox"/>  audio cassette |

Availability:

Only items currently available for loan or reference

Sort by:

Relevance ▼

Publication date range

For example: 1999-2001. You could also use "-1987" for everything published in and before 1987 or "2008-" for everything published in 2008 and after.

Audience

Any audience ▼

Category

Any category ▼

Search More options New search

Your search returned 62 results. 

[Return to the last advanced search](#)

1 2 3 4 Next > Last >	Relevance ▼
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Sorting

Sort by: Relevance ▼

The default sort is by relevance, although you can choose to sort by author, by title, by call number, by dates, or by popularity (which uses the information on total issues found in the items table).

After you search and have your results, you can still sort the results with the “Relevance” drop-down box located at the top right of the results area.

Your search returned 62 results. 

[Return to the last advanced search](#)

1 2 3 4 Next > Last >	Relevance ▼
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When you find the results that you wish, you can either print the web page by a control P keystroke, or you can do a screen capture and then email it to someone or print it later.

Presently the online hold feature is not in use at FBC but it may be in the future if there is sufficient interest in advanced reservations. It will also require each patron to ask for a username and password for the OPAC interface. Currently, this is done by sending an email with the 7 digit barcode number for each title you wish to reserve.

More detailed manual

At the web site <https://koha-community.org/manual/latest/en/html/opac.html> you will find the far more exhaustive manual for this software.