



Searching into the library catalog

(4 campuses collections : Gaspé, Madeleine
Îles, Carleton-sur-Mer and ÉPAQ)

The online library catalog gives you access to all the **physical documents** that are available in our collection, based on four (4) campuses at the Cégep de la Gaspésie et des Îles. You can search for books (fiction and documentaries), printed journals and DVDs (movies and documentaries).

Our collection is mostly in french, but we also have documents in english and spanish languages.

Access to the library catalog is always from the library webpage : <https://www.cegepgim.ca/biblio/english-section/guides> by clicking on the koha icon.

Home page overview :

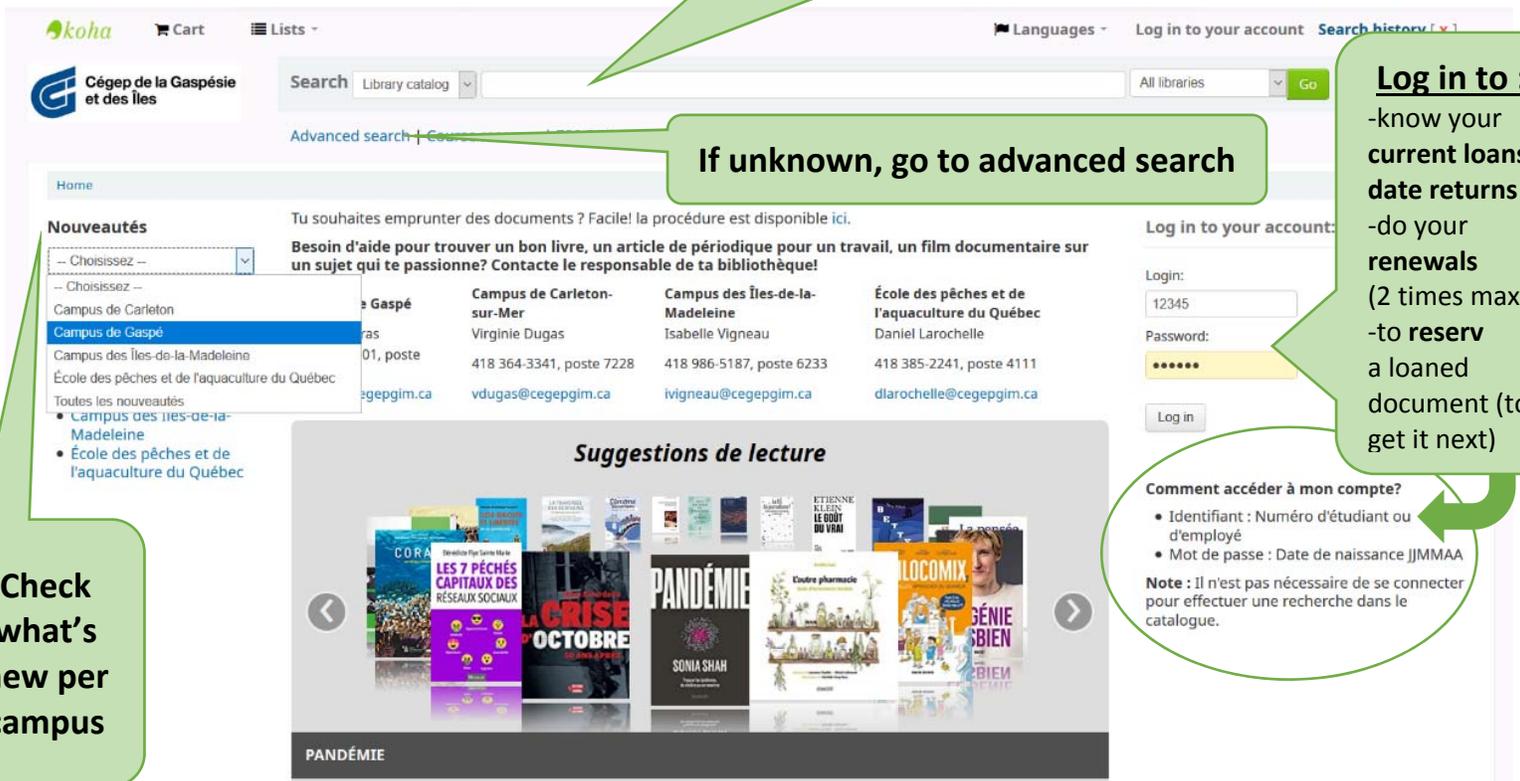
Search a known title or author

If unknown, go to advanced search

Log in to :

-know your
current loans
date returns
-do your
renewals
(2 times max)
-to **reserv**
a loaned
document (to
get it next)

Check
what's
new per
campus



The screenshot shows the Koha library catalog home page. At the top, there is a search bar with a dropdown menu set to 'Library catalog' and a 'Go' button. Below the search bar, there are links for 'Advanced search' and 'Contact us'. The main content area features a 'Nouveautés' (New arrivals) section with a dropdown menu for selecting a campus. Below this, there is a 'Suggestions de lecture' (Reading suggestions) section displaying a carousel of book covers, including titles like 'LES 7 PÉCHÉS CAPITAUX DES RÉSEAUX SOCIAUX', 'LA CRISE', 'PANDÉMIE', and 'LOCOMIX'. On the right side, there is a 'Log in to your account' section with fields for 'Login:' and 'Password:', a 'Log in' button, and a 'Comment accéder à mon compte?' (How to access my account?) section with instructions for identifying oneself as a student or employee and a note that login is not required for searching.

This guide is a traduction and an adaptation from le « Guide d'utilisation Koha » created by the library staff members of the Cégep Saint-Jean-sur-Richelieu.

Simple Search :

When you just want to verify if your campus library has a copy of a document that you'd like to loan, you can search fast and easy by **title** or **author**.



If you are pressed on time and can't rely on interlibrary loans, you can even **limit to the library campus** you are from.

Good to know from the start!



When you are searching for a **book**, you can't access the « full text » of the document, so you can only search in specific **bibliographic fields**, like author, title, subjects (3 to 5 principal ones), publisher information and abstract (if there is one in the notice). This means that you can't search the **table of content** or **index**. For this, you need to check directly into the book, so you can see if your search terms are part of the subjects discussed in the book.



If you are searching for a **journal article**, you won't be able to access that information directly into Koha. You will only find the **journal titles** that we subscribed to a printed edition, but to know which year and number contains an article on your subject research, then you will need to search into the indexes of Érudit, Repère or Eureka.cc electronic databases.

When you found the document you are looking for, check if it's **available** at which **location** (site) and take note of the **title** and the **call number** information, before accessing the library shelves.

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus de Gaspé Collection générale Gaspé	614.56 W241p (Browse shelf)	Available		100005576	

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Some **callnumbers** gives you a hint of their location the library :

- 000 to 999 : books classified by subjects (C800 : canadian literature)
- BD : graphic novels and comics
- ESP : spanish bookshelf
- FICTION : movies on DVD (documentaries on DVD uses numbers)
- FOLIO : oversized books at the end of the 700 section
- REF : reference section (dictionaries, encyclopedias and such)

Advanced Search :

When you don't know the author or title yet, you need to **search then by subject** so you can discover everything the library has to offer.

Since it is pretty difficult to be sure what **search terms the author might have used as a title**, it is very useful to combine different **synonyms** (and even **antonyms**) to try to grab in your results every possibility that could effectively describe your search subject.

For example, if you only type in « covid-19 » in the search box and at least one author used the term « coronavirus » instead, you won't have it in your results. So you need to combine « covid-19 » with « coronavirus » using the **OR boolean operator**, telling the information system that if at least one of those two terms is present, you want it in your results.

Also, using a more **general term** like « pandemic » can be fruitful since there may be a chapter on « covid-19 », if the document is recent enough.

[Home](#) > [Advanced search](#)

Search for:

Keyword	▼	<input type="text" value="pandemic*"/>			
or	▼	Keyword	▼	<input type="text" value="covid-19"/>	[+] [-]
or	▼	Keyword	▼	<input type="text" value="coronavirus"/>	[+] [-]
<input type="button" value="Search"/> <input type="button" value="Fewer options"/> <input type="button" value="New search"/>					

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By default, the advanced search is set up with the **AND boolean operator** so you can add precision, when you have too many results. If you want both search terms to be present in your results, it is a good idea to combine them this way. For example : women AND vote ; blacks AND discrimination.

Be careful not to combine too many search terms with AND, because with each one, you reduce the number of results very fast!

Limitations (document types, publication dates, language, sites) :

If you need more precision, you can limit your results here.

The screenshot shows the Koha search interface with several filter sections:

- Item type:** A tab for "Collection" is selected.
- Limit to any of the following:** A grid of checkboxes for document types: Audiovisuel, Divers, Jeu de société, Monographies, Objet, Périodiques, and Réserve de cours.
- Publication date range:** A text input field for "Date range:" with an example: "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."
- Language:** A dropdown menu currently set to "No limit".
- Location and availability:** A dropdown menu for "Library:" set to "All libraries" and a checkbox for "Only items currently available for loan or reference".
- Sorting:** A dropdown menu for "Sort by:" set to "Publication/Copyright date: Ne".
- Buttons:** "Search", "Fewer options", and "New search".

Filters :

But if you don't use limitations, you can always refine your search after.

The screenshot shows the search results page with several annotations:

- Filters :** A callout box on the left lists filter categories: "Currently available only", "By specific authors", "Genres form", "Item types", "Series", and "Topics".
- Refine your search:** A sidebar on the left shows the "Refine your search" panel with various filter options.
- Your search returned 18 results:** A green arrow points to the result count at the top of the results list.
- Return to the last advanced search:** A green arrow points to the "Return to the last advanced search" link.
- Publication/Copyright date: Newest to oldest:** A green oval highlights the sorting dropdown menu.
- Presentation of the results :** A callout box on the right lists sorting options: "Publication date (most recent first)", "Relevance", "Popularity", "Authors (A to Z)", and "Titles (A to Z)".

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Reading the bibliographic notice :

If you used the field « **keyword** », then the search terms you used can appear anywhere in the notice (all fields) as shown by the example below (terms are highlighted in yellow by the information system).

But if you selected the field « **subject** », then it will only search for the terms in the « **sujet(s)** » section!

Title field

Author field

Publication, ISBN (unique id number) and description (number of pages, illustrations) fields

**This is very rare!
Table of content.**

Abstract

Topic field

Holdings (1) Title notes Comments (0)

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus de Gaspé Collection générale Gaspé	614.56 W241p (Browse shelf)	Available		100005576	

Total holds: 0

So, if your specific subject is **epidemics**, you can click on epidemics in the sujet(s) zone, so you can find all the notices that uses that exact subject term to find all documents on the same subject. This is the **pearl** technique.

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Not all bibliographic notice are the same or uses the same description for the subject field or even the author field can vary.

This example shows that there isn't even a « sujet.s » (subject/topic) field in this bibliographic notice, so it is always better to search in the field « keywords » so it searches everywhere.

Epidemics and Society Normal view MARC view ISBD view



Epidemics and society : from the black death to the present / Frank M. Snowden.
Auteur : Snowden, Frank M author.
 Publication : New Haven : Yale University Press, 2020.
 Édition : Paperback.
 ISBN(s) : 9780300256390 ((trade paperback))

Collection(s) :
 The open yale courses series

Description(s) : xvii, 582 pages cm.

Résumé : "A wide-ranging study that illuminates the connection between epidemic diseases and societal change, from the Black Death to the **coronavirus**. This sweeping exploration of the impact of epidemic diseases looks at how mass infectious outbreaks have shaped society, from the Black Death to today. Frank M. Snowden reveals the ways that diseases have not only influenced medical science and public health, but also transformed the arts, religion, intellectual history, and warfare. Snowden touches on themes such as the evolution of medical therapy, plague literature, poverty, the environment, and mass hysteria. In addition to providing historical perspective on diseases such as smallpox, cholera, and tuberculosis, Snowden examines the fallout from recent epidemics and the question of the world's preparedness for the next generation of diseases, and in a new preface addresses the global threat of **COVID-19**"--

Holdings (1) Title notes Comments (0)

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus de Gaspé Collection générale Gaspé	362.10289 S674e (Browse shelf)	Available		100004273	

This example is even more limited in the choice of keywords we can use to obtain it in our results.

Pandemic 1918 : Eyewitness Accounts from the Greatest Medical Holocaust in Modern History.
Auteur : Arnold, Catharine
 Publication : St Martins Pr 2020.
 ISBN(s) : 9781250784452 : PAP ; 125078445X : PAP

Description(s) : 357 p.

Holdings (1) Comments (0)

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus de Gaspé Collection générale Gaspé	909 A752p (Browse shelf)	Available		100005577	

Tricks of the trade :

- **Simplify** your search terms (use only significant words)
- Collect more **synonyms** as you read on your subject and use them
- Be **flexible** with the terms you use to obtain just enough results (using more or less synonyms ; using more generic or specific terms, etc.), so adjust your strategy depending of what you see appear in your results.
- **Pearl technique** : when you find a document that is exactly on your subject, click on the subject terms in the notice and also, check if there is other documents by this author or his collaborators that could be interesting
- Don't forget to check the bibliography section to discover new experts

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Loans, reservations and interlibrary loans (Prêts Entre Campus) :

When you have found the document (book, journal or DVD) that you need to loan, there is different ways to obtain it.

First, you verify the **status** of the document and the **current location** :

Is it **available**? Then take note of the **call number** and find it in our collection.



Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus de Gaspé Collection générale Gaspé	614.56 W241p (Browse shelf)	Available		100005576	

Total holds: 0

Or already **checked out**?



Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus de Gaspé Collection générale Gaspé	364.152309763 M393f (Browse shelf)	Checked out	2021-03-08	100005583	

If the document isn't available, then you can ask for a **reservation**, so you can obtain it next (when the document is returned) with the **Place hold** request. You **can't reserv** an available document.

Is it available, but in **another campus**?



Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Monographie	Campus des Îles-de-la-Madeleine Collection générale	917.1047 C843d (Browse shelf)	Available		6000001216	

Total holds: 0

You have to make sure that the library campus you are from **doesn't already have a copy** of the document in their collection, but if not, you can ask for an **interlibrary loan** (ask your librarian) or you can fill the form available on the right of the notice.

- Place hold
- Print
- Add to your cart
- Save record -
- More searches -
- Formulaire - Prêt entre campus

Finally, you can also check if the document is available in **Scholarvox (online eBooks)**. If not, you can verify if it is available with the **Prêt numérique** service from the **BAnQ**, or within their printed collection in their **library catalog**. **Please note that it can take as fast as **1 week** or as slow as **2 months** to obtain a document with the **BAnQ interlibrary loan service** depending if it is easily accessible or has been put in their storage.**

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