



# VOYAGER

## FAQs

[ Frequently Asked Questions ]

October 2000

### *Top Ten Reasons Why the Voyager Online Catalog is Student-Friendly*

#### **1. You can search it from home !**

Simply go the Library Home Page < [www.worcester.edu/library](http://www.worcester.edu/library) > and then make a bookmark for faster access next time you're online. Click on the index tab that reads "Library Catalog" and you're searching ! Couldn't be easier.

#### **2. You can renew online.**

Why drag those books and videos back to the Library when you can renew online? Go to the link on the Library Home Page for directions to renew, and print out if needed. Just follow these easy directions - and don't forget to click the "logoff" button at the top of the screen after you've finished so that your personal information is cleared from the computer's browser.

#### **3. Use keyword searching because you get a search list returned that is ranked by relevance.**

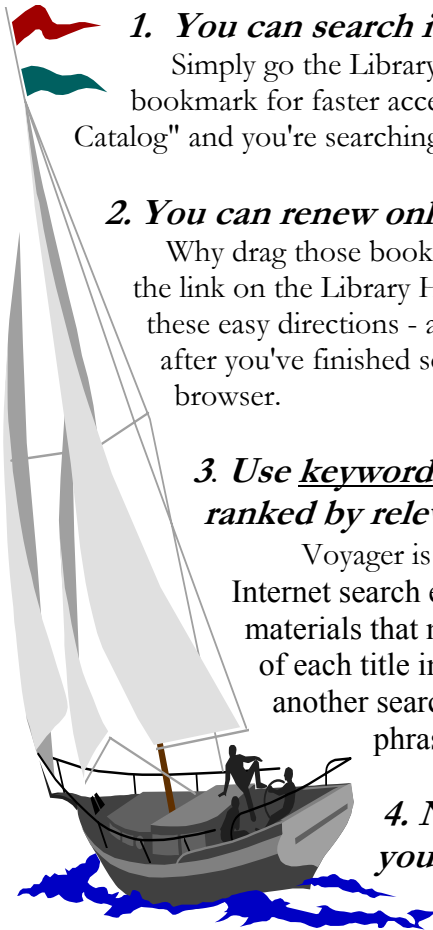
Voyager is the **only** online library catalog that does this! Just like some Internet search engines, your list starts at the top of the page with the most useful materials that match your search terms. The color and number of buttons to the left of each title indicate the best matches. If you don't get good results at first, try another search by adding new terms, put your terms in quotes to search as a phrase, or follow the on-screen suggestions on the keyword search page.

#### **4. Need more precise searching? Use **BUILDER** - a "build your own Boolean" search.**

On the main catalog page, click on the large **Builder** button. A form will appear where you type in your terms and select Boolean operators such as AND, OR, NOT.

#### **5. You can limit your search further.**

Rather watch Hamlet than read it? Click the **Limits** box at the bottom of a search screen, and you can limit (qualify) the search by a range of dates (such as most recent), language (French only, perhaps?) or type of material (such as video). *P.S. - we have 3 different versions of Hamlet videos.*



***6. You don't have to know official, standard subject headings in order to search by them.***

How do you accomplish this trick? Use **keyword** to find something close to your topic. Then scroll down a title screen until you come to the blue underlined subject heading links. Click on the most useful one, and you will bring up another list of titles on your topic. Think of this process as a "go find more like this one" search.

***7. You can place a "hold" reservation on items already charged out to someone else.***

When you are viewing the screen with the title you are interested in "holding," click on the **request** button at the top of the screen. You'll see online instructions for each step of the process. You can enter a date beyond which you will no longer need the title. You'll be notified by the Circulation staff if the item is returned by your "need by" date.

***8. You can find a list of titles that your professor has put on reserve.***

Lost your syllabus? No problem. On any catalog search screen, click on the large **Reserve** button. You can get a list of titles by professor name, course name, and name of department.

***9. There is always online help available.***

Click on the small **help** button at the top of the screen. The resulting help screens offer complete instructions and give examples to help you better find what you need.

***10. You can always return to the Library Web Page with a click of the mouse.***

Click on the **exit** button at the top of the screen and you will return to the Library Home Page for access to more online resources such as databases, free reference sites, and subject guides.



***Bright Idea!*** If you would like to learn more about the Voyager online catalog, consider taking a mini-course in October. We're offering a short (40 minutes) course to help you feel more confident using Voyager. Ask for the course calendar at the Circulation Desk for days and times.

E-mail: [library@worchester.edu](mailto:library@worchester.edu)



**More Questions?**

We're always happy to answer any questions that you might have about the Endeavor Information System's **Voyager** product, or about accessing the Library Web Page.

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