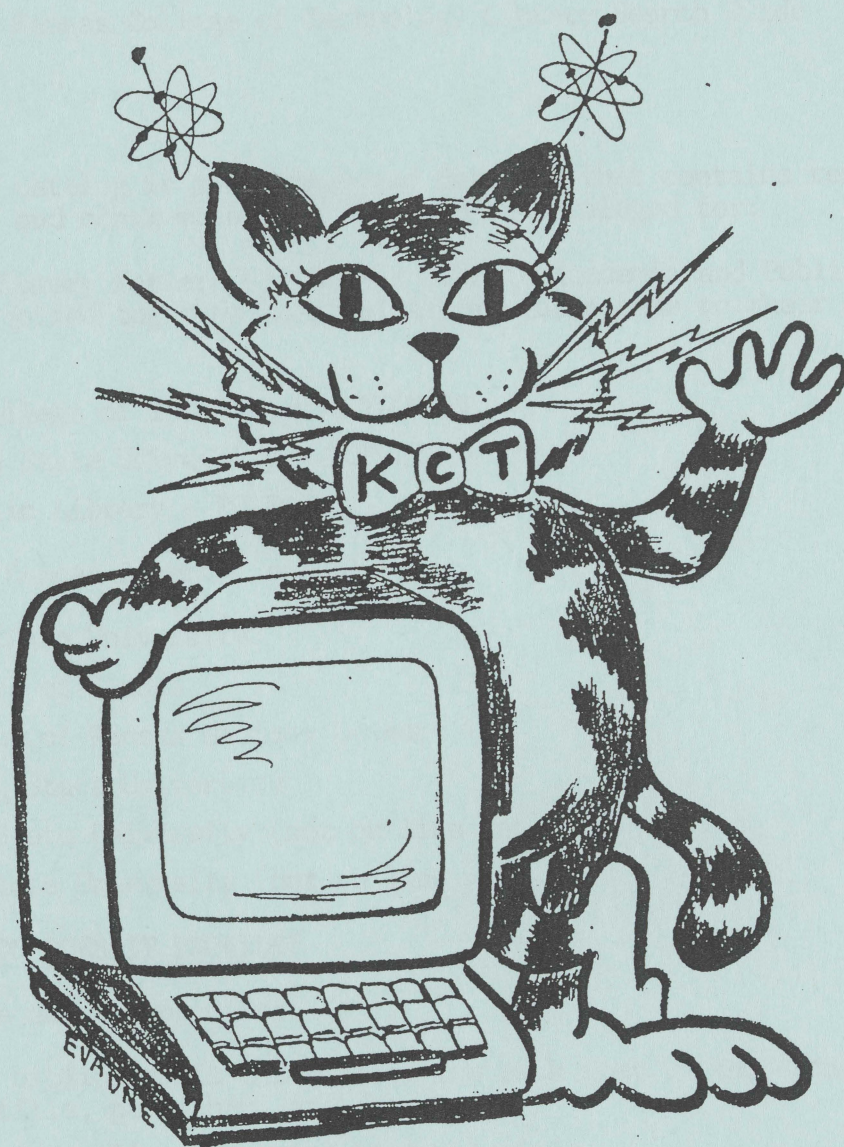




TECHCAT

PUBLIC ONLINE CATALOG

ONLINE CATALOG

Kansas College of Technology Library Search Guide

WHAT IS IT?

The online catalog is a computerized database that contains records for most books and other materials acquired or cataloged for:

The Lynx Library Network - A Kansas First - Academic and Public Libraries joined together to provide computer access to their combined catalogs.

*Kansas College of Technology - TECHCAT

*Fort Hays State University - TOPCAT

*Hays Public Library - POLECAT

And other Kansas Regents' schools:

*Wichita State University

*University of Kansas

*University of Kansas Medical Center

*Pittsburg State University

*Emporia State University (not on line yet)

*Kansas State University (not on line yet)

WHAT INFORMATION DOES IT PROVIDE?

The online catalog provides:

*Complete bibliographic information for each item in the database (including author, title, publisher, and date)

*Location and call numbers for most materials

*The status of most items that have been ordered or that are in the process of being cataloged

The online catalog will also provide circulation information (if a book is out, on loan, or on reserve).

WHAT TYPE OF MATERIALS ARE IN IT?

The online catalog, like the card catalog, contains records for:

*books and serials (such as newspapers & journals)

*Music scores & sound recordings

*Some microform collections, maps, manuscripts, audiovisual materials, and government documents.

COURIER SERVICE WILL BE AVAILABLE FIVE DAYS A WEEK FROM KANSAS REGENTS' LIBRARIES.

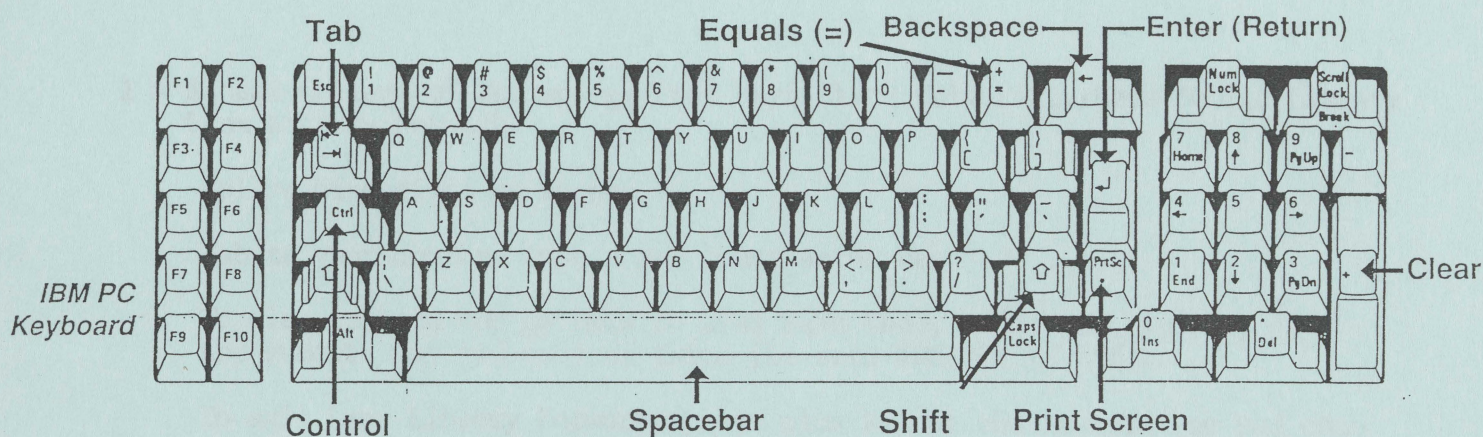
WHEN IS IT AVAILABLE?

The online catalog is available during library hours. However, due to computer maintenance, it is sometimes inoperative.

The Keyboard

Other keyboards might have the command keys in different locations.

To type numbers, use the number keys **1** and **0**, not the letters **L** and **O**.



To print, hold down the **<SHIFT>** key and press **<PRTSC>**. Only one screen at a time will print. Other keyboards require pressing only the **<PRINT>** key. Accent marks and non-roman characters will appear as colons in displays on some computer terminals and most printers. *Note:* Some terminals might not have printers.

To reset (unfreeze) the terminal, hold down the **<CTRL>** key and press **G** or **Q**. Pressing the **<TAB>**, **<CLEAR>**, or **<ENTER>** key might also help. Reset the terminal when it emits a beeping sound, when the cursor won't move, or when letters you type don't appear on the screen.

BEGINNING A SEARCH.

At Main Menu, press number 5 - Online Catalog.

At the Online Catalog window (second screen) choose a library and press that number.

1 = Kansas College of Technology/Fort Hays State University/Hays Public Library (The Lynx Library Network)

2 = Wichita State University

3 = University of Kansas

4 = Kansas University Medical Center

5 = Pittsburg State University

6 = Emporia State University (not on line yet)

7 = Kansas State University (not on line yet)

1 = Kansas College of Technology/Fort Hays State University/Hays Public Library
Lynx Library Network

Follow directions on screen.

Tab to your choice, type x and press enter key.

To clear screen and go back to Lynx Main Menu, press the plus key on the numeric key pad once or twice (be sure NUMLOCK is off).

To exit Lynx Library Network, press plus key on the numeric key pad once or twice to get back to the Lynx Main Menu, then press the Alternate key and the x key simultaneously. Answer Y to "Exit to DOS?" question. You will return to Main Menu. Press number 5 to return to Online Catalog.

2 = Wichita State University

Follow directions on screen.

Type LUIS and press the enter key twice.

To clear screen and go back to Wichita State's Main Menu, press the plus key on the numeric key pad once or twice (be sure NUMLOCK is off).

To exit to Main Menu, press the Alternate key and the x key simultaneously. Answer Y to "Exit to DOS?" question. You will return to the Main Menu.

3 = University of Kansas

Follow directions on screen.

Type Q to return to Kansas University's Main Menu.

To exit to Main Menu, type logoff, then press the Alternate key and the x key simultaneously. Answer Y to "Exit to Dos?" question. You will return to the Main Menu.

4 = Kansas University Medical Center

Follow directions on screen.

To return to Kansas University Medical Center's Main Menu, press n for new search.

To exit to Main Menu, press the d key for disconnect, then press the Alternate key and the x key simultaneously. Answer Y to "Exit to DOS?" question. You will return to the Main Menu.

5 = Pittsburg State University

Follow directions on screen.

To return to Pittsburg State University's Main Menu, press return, then press the x key, then press return twice.

To exit to Main Menu, type "QUIT", then press the Alternate key and the x key simultaneously. Answer Y to "Exit to DOS?" question. You will return to Main Menu.