

## Short Guide: How to use the OPAC

- You can find the OPAC of the institute on the website of the library. The library is linked in the Quick Links if you scroll down to the end of each institute website. On the library's website you will find a link to the OPAC either on the left side of each library page or under the option *Catalogues and Databases*.
- Or you can click [here](#).

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## SEARCH

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Search options: there are three options available.

**Max Planck Institute for the Science of Human History**

Search   Results List   Previous searches   My e-Shelf   End Session

Quick search:

**Search**   **Advanced Search**   Electronic & printed books   New acquisitions

**Search / Browse**

Field to search: **All fields** (dropdown menu)  
Title  
Exact title  
Person  
Corporate Author  
Subject

Type word or phrase:      


Search tips:  
arch\*  
?ology  
"... ..\*"

Limit search to:  
Language: all   Year from:  yyyy   Year to:  yyyy   Publication type: all

[Citation Linker \(SFX\)](#)   [Electronic Journals Library \(EZB\)](#)   [MPI Homepage](#)   [MPG.ReNa \(Resource Navigator\)](#)

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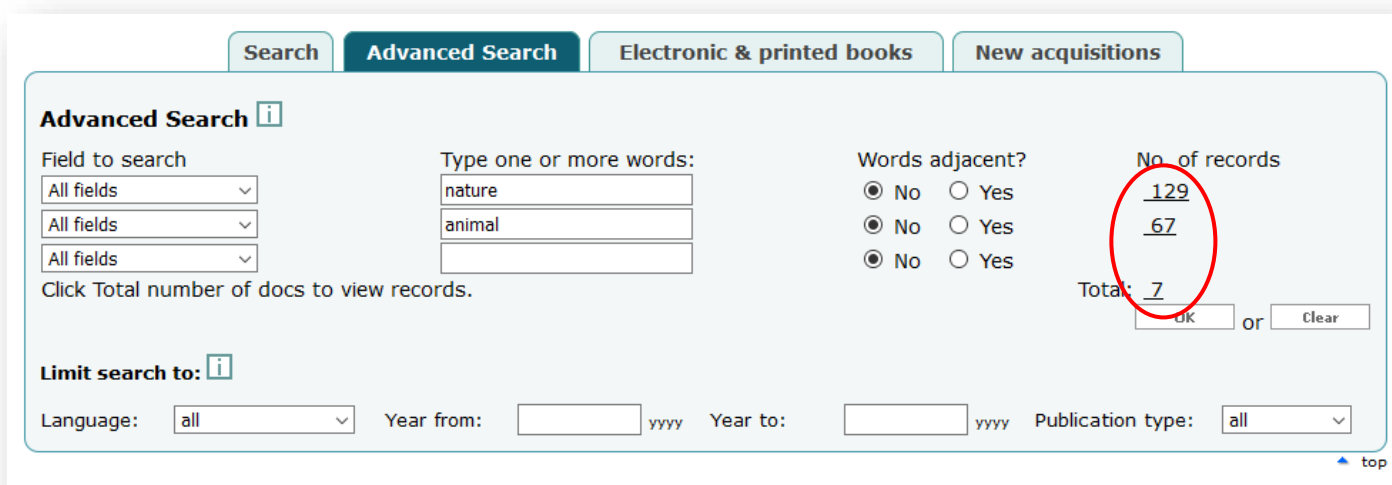
- **1. Quick Search**

- As with a Google Search, please enter a keyword (title, author, years, keyword, etc.) and press enter or the small icon  next to the search bar.
- If you use more than one keyword, the search will be continuous (like the Boolean Operator AND).
- You do NOT need to pay attention to upper and lower case.
- It searches your search term in any field and gives you a possibly longer list of results directly.

- **2. Search**

- Please enter your keyword. Using the pull-down list you can choose in which field the word should be searched.
- If you use more than one keyword, all keywords are searched (like the Boolean operator AND).
- You do NOT have to pay attention to upper and lower case.
- The term you enter is only searched in the selected field, which can limit your results list. The search result is usually more precise.

- **3. Advanced Search**



**Advanced Search** [i](#)

Field to search	Type one or more words:	Words adjacent?	No. of records
All fields	nature	<input checked="" type="radio"/> No <input type="radio"/> Yes	<u>129</u>
All fields	animal	<input checked="" type="radio"/> No <input type="radio"/> Yes	<u>67</u>
All fields		<input checked="" type="radio"/> No <input type="radio"/> Yes	

Click Total number of docs to view records. Total: 7  or

**Limit search to:** [i](#)

Language:  Year from:  yyyy Year to:  yyyy Publication type:

[top](#)

- In the Advanced Search, you can combine keywords to search in special fields.
- You do NOT have to pay attention to upper and lower case.
- You will probably get the most narrowed and precise result list.
- You can see which word has the most hits and how many there are in total under Number of records that appears when you click ok or press enter.
  - It can be very helpful in finding out which keyword narrows your search. This way you can find out where a synonym might yield better results.
  - If you click on the underlined number, you will get a result list for each search.

**Boolean operators and truncations** will work in all three search-types.

- **Truncations:**

- Use the ? or \* character to replace any number of letters at the left, right or in the middle of a portion of a word.  
Example: home\* searches *homework*, *homeless*, etc.
- The # sign can be used to find variant spellings in which one version of the word contains more characters than another does.  
Example: colo#r searches *color* and *colour*

- o **Boolean Operators** (AND, OR, NOT)

- Examples:

- *Nature* AND *animal* searches results, that include both words.  
→ it is the default operator, when no one is entered between words in one search line
    - *Nature* OR *animal* searches results that include one of the words, either *Nature* or *animal*
    - *Nature* NOT *animals* searches results, that include *nature*, but do not have the word *animal*

## RESULTS

- After the search, no matter which type of search was chosen, you will get such a result list like below, where you can see all titles that match your keywords.

Results for Words= nature ADJ; Sorted by: Year, then author  
 Sort options: [i](#) [Author/Title as](#) [Author/Title de](#) [Author/Year asc](#) [Title/Year asc](#) [Title/Author as](#) [Year/Author des](#) [Year/Title desc](#) [Year/Title asc](#)  
[Save/Mail](#) [Add to My e-shelf](#) [View selected](#) [Refine](#)  
 Records 1 - 99 of 129 (maximum display and sort is 20000 records) [i](#)  [←](#) [→](#)

#	<input type="checkbox"/>	<input type="checkbox"/>	Author	Title	Year	Location	Items	Photo
1	<input type="checkbox"/>	<input type="checkbox"/>	Anderson, Eugene N.	<u>The East Asian world-system</u>	2019	DS 511 AND 2019	Holdings	
2	<input type="checkbox"/>	<input type="checkbox"/>	Blom, Philipp	<u>Nature's mutiny</u>	2019	QC 903 .2.E85 BLO 2019	Holdings	
3	<input type="checkbox"/>	<input type="checkbox"/>	Olsen, Birgit Anette	<u>Tracing the Indo-Europeans</u>	2019	GN 539 .T72 TRA 2019	Holdings	
4	<input type="checkbox"/>	<input type="checkbox"/>	Rasul, Najeeb M. A	<u>Geological setting, palaeoenvironment and archaeology of the Red Sea</u>	2019	172 (Petraglia Library)	Holdings	
5	<input type="checkbox"/>	<input type="checkbox"/>	Tamminen, Sakari	<u>Biogenetic paradoxes of the nation</u>	2019			
6	<input type="checkbox"/>	<input type="checkbox"/>	Aistara, Guntra A.	<u>Organic sovereignties</u>	2018			

- o If you click on the **underlined title (a)**, you will be taken to the detail page with further information such as subtitles, keywords, publisher, summaries, title pages, etc.
- o Next to author and title, the **location (b)** is listed, which helps you to find the books on the bookshelves.
- o If no location (c) is given, the title is an **eBook**. You can find the link to the eBook on the details page by clicking on the underlined title.
- o The small icon after the location (d) indicates whether the book is available or not.




The book can be borrowed.



The book is not available. Another user has already borrowed the book.  
Please contact the librarians at library@shh.mpg.de if you need the book urgently.

- o On the right side above the result list you will find a flashing lettering with found eBooks from the **MPG eBooks Catalog (e)**. If you click on the lettering, a new window will open and you will be forwarded to the MPG eBooks Catalog with the results of your search.


## USER ACCOUNT

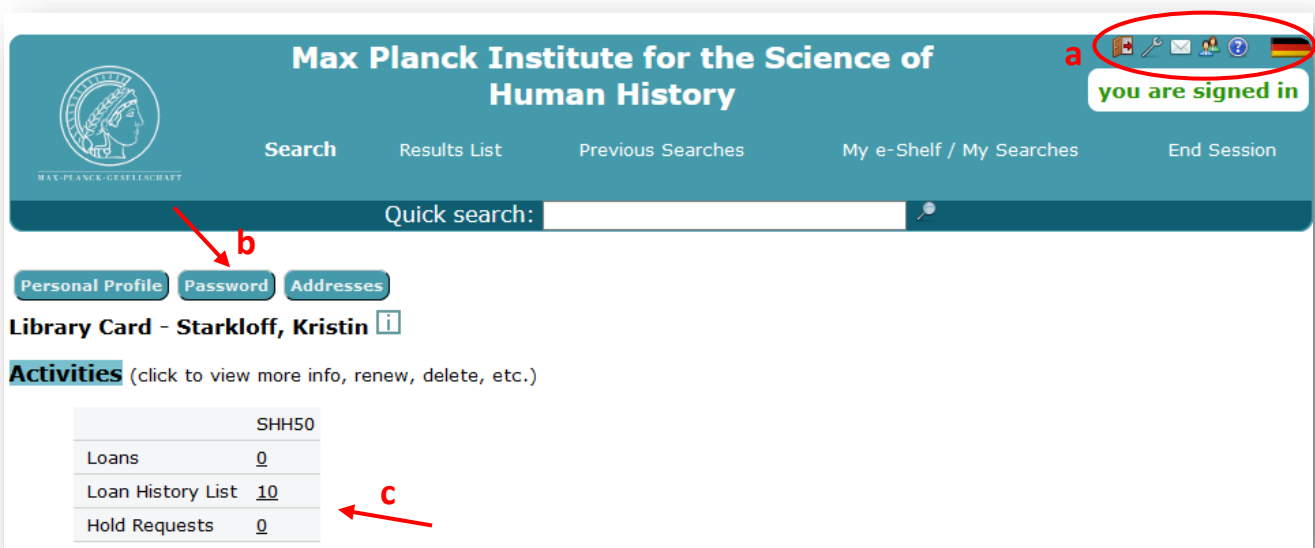
- You can find your user account by clicking on the small icon  in the upper menu on the right side (a).
- The login for the user account is (by default) the barcode of the library card as user name and verification.



- After Login you can save your search, view previous searches and save favorites to my e-shelf, etc.

### Personal Account

- You can also take a look at your account to see all your loans by clicking on the  -icon in the top menu on the right side (a).




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Search Results List Previous Searches My e-Shelf / My Searches End Session

Quick search:

Personal Profile Password Addresses

Library Card - Starkloff, Kristin 

Activities (click to view more info, renew, delete, etc.)

	SHH50
Loans	<u>0</u>
Loan History List	<u>10</u>
Hold Requests	<u>0</u>

- Of course you can change your **password (b)** to something other than the default barcode verification at any time by clicking on password.
- You can see your **list of loans** or **loan history (c)** by clicking on the underlined number.

For details about a loan, click on the underlined number.

No.	Author	Title	Year	<u>Due date</u>	Location	2nd Location	Item Desc
<u>1</u>	<input type="checkbox"/> Kesteloot, Lilyan	Contes et mythes wolof	1983	12/10/20	OR 352	.72.W64	KES -1

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- Please note that the due date is not important for you, as all books are **automatically renewed** by the library staff. Of course you are welcome to return books any time if you no longer need them. However, it is only absolutely necessary if you leave the institute