To get to the PrairieCat Encore catalog for searching, go to:
http://search.prairiecat.info

© 2014 Innovative Interfaces, Inc.

Last PrairieCat Revision Date: 3/23/15
Searching

Encore uses a single search box to allow users to search. Once you conduct a search, you will see a list of brief results which is default sorted by relevance. The search results can be sorted in three ways: relevance, title, and date (note: date is the date the record was added to PrairieCat, not the publication date).

A brief result record includes the title, author and brief publication information. You can click on see all to see a list of the libraries that have that item. On the left of the brief result, you see cover art, if available, as well a graphic of the format of the item. There is also a Request It button to place a hold. When you hover over a brief result, additional actions include adding the result to a book cart, emailing the result, or adding a personal tag.

Facets

Facets are located on the left hand side of the screen. Encore works like an inverted pyramid. It allows the searcher to drill down from broad topics and eliminate items that are not relevant. It does this with the use of facets which allow the searcher to drill down in the results. Multiple facets can be used at the same time to help refine the results. All facet choices are arranged by frequency in the search results, with a number in parentheses that indicates the matching results. Here is a list of the facets available in Encore:

- **Availability**- shows whether an item currently has the status of “Available.” This allows the searcher to only see items that are (hopefully) on shelf at that given moment. If the user is looking for only online materials, the results can be limited to that as well.
**Format** - Choose the format you are looking for and click it. Now you will only see the search results for that format!

**Libraries** - Use this facet to select a specific library to search.

**Found In** - This facet allows searchers to see where the search term was found and drill down. For instance, a search for J.K. Rowling might mean someone is looking for a biography or for Harry Potter. Select results where Rowling is the author to find the Harry Potter works, or select results where Rowling is the subject to find works about J.K. Rowling.

**Language** - Looking for a foreign language book? Pick the language you are looking for to easily find titles.

**Tag** - Pulled from the subject field, this shows subjects pulled from the records in your search results. Refine your search results by selecting the subject that most closely matches what you are looking for.

**Publish Date** - Looking for an item from a specific date? Use this facet to limit by publication date.

**Place** - The setting of the book. Use this to find mysteries set in England, for instance.

**Related Searches**
In addition to the facets, Encore also supplies suggestions for additional searches in the form of Established Terms and Additional Suggestions. These terms are pulled from the authority record and subject headings.

**Advanced Search**
In Advanced Search, you can use boolean operators to execute a search. Add as many as you like by clicking on “Add,” “Or,” and “Not.” Then, further specify your
search by selecting Format, Collection, Location, Language, and Year Published. You can add additional formats, collections, locations, and languages.

**Advanced Search**

You can add additional formats, collections, locations, and languages.

**Book Cart**

To create a cart, click on the shopping basket under Additional actions. You do not have to be logged in to add items to the book cart. The link at the top of the screen now indicates how many items you have in your book cart. The brief record also indicates the item is in your book cart.

Click on My Book Cart to see a list of the titles you have saved. Once you have added items to your book cart, you can do several things:
- Request all the items in your cart at once. You can choose your pick-up location as well as set a date you need the items by.

- Remove items
- Save to a list in My Account that can be accessed later. You can either add items to an existing list, or create a new list. You can name the new list and give it a description. It is then stored in My Account.

- Add a community tag
- Email the list to someone

You can also mouse over an item and see the same options displayed to the right.
**Detailed Record**

By clicking on the title of a result or the cover art, it will bring up a detailed record with more information. You can see the full list of items in PrairieCat with current status. You can scroll down to see more bibliographic details including (when available in the record) a summary, series information, audience and study program information, genre. You can add titles to your book cart, email them, tag them or request them from this screen as well. Tags are moderated and will not post to the public catalog until they have been approved, and only then if at least 200 have used the same tag. Some records have a Google Preview button which allows the user to see a preview of the title in Google Books. On the right, you can click on the next or previous result as well as see a selection of the most popular searches for the search.

Click on the cover art from this screen to go into the enriched content from Syndetics that PrairieCat subscribes to, which includes a summary and professional reviews. Use the Back button on the enriched content screen to go back to Encore.
Novelist Select Content

Scroll down on the detailed record screen and under the heading You Might Also Like may be content from Novelist Select, a reader’s advisory product that PrairieCat also subscribes to. Novelist Select can provide series information, similar series, authors or titles, as well as a link to reader reviews in Goodreads.

Languages

In Encore, you can display the OPAC in one of three languages:

- English (this is the default)
- Spanish
- Polish
To choose a different language, scroll to the bottom of the screen and click on the Language Settings.

Once the screen refreshes, the OPAC will show in that language:

Some items will not change language. However, it does change most of the command terminology which will make it much easier for patrons that speak a foreign language to use.

**My Account**

*Edit Account*

Patrons have the option of modifying their personal information. They are not allowed to modify all personal information, but can add an ALT ID (like a user ID for logging in), or can add or change their email address and phone numbers. It is in Edit Account that a patron can also opt in to receive notices via SMS/Texting. They must have a Mobile Phone Number to opt in to SMS/Texting.

*Edit Pin*

Patrons have the option of changing their PIN themselves. If they change it, and then can’t remember it in the future to login, library staff can change their PIN back to the last four digits of their barcode in Sierra.
Messages
If library staff adds a Web Message field to a patron’s record, that message will appear in the user’s account. This can be used if the patron needs to contact the library to update their information, or any other brief information to share with the patron. The Web Message must be deleted in the patron’s record in Sierra for the message to go away.

Checkouts
Patrons can see a list of items they currently have checked out which includes title, author, barcode, date due and call number. The list can be sorted by due date. Patrons can renew items from this screen as well. They can renew all items or select items. They will be asked to confirm if they want to renew the item. Once the item has been renewed, it will show on the screen how many times they have renewed the item and whether the item is overdue.

Fines/Fees
With eCommerce, patrons can choose to pay fines and bills in My Account.

The payment is deposited in the PrairieCat bank account, and checks are issued to member libraries quarterly. The minimum transaction for eCommerce is $1.00. Fines and bills are paid to the owning library of the item. A monthly report of eCommerce transactions is provided on the PrairieCat support website.

Holds
In My Account, you can view the items you have on hold as well as cancel holds (if they are not In Transit), freeze holds and see the status of your holds.
**Reading History**
Patrons have the option to keep a history of any items they have previously checked out. In order to do this, the patron must opt in. They also can opt out at any time, but their reading history will be lost when they opt out. Staff are not able to see reading history in Sierra and can do so only if a patron shares their My Account login.

**ILL**
If a patron’s library uses the ILL Module in Sierra, their pending ILL requests from outside of PrairieCat will show in My Account. Once an ILL item is received and checked out to the patron, the ILL moves to the Checkouts list in My Account. If the patron’s home library does not use the ILL Module, there will be no information under the ILL link.

**My Lists**
When you are logged in and create a book cart, it allows you to save a list in My Account. Patrons can then manipulate the list in My Account. The list can be:
- Exported to email, computer or an HTML page. You can choose to have either a full display, brief display, pro-cite, MARC record, or End-Note
- Move marked items to a different list
- Change the list name
- Delete the list or individual titles on a list
Additional Information

- You can see recently looked at items at the bottom of the screen.
- Change your language to Polish or Spanish at the bottom of the screen.
- Recent searches are also listed at the bottom of the screen.
- An exclamation point will appear when you are logged in to tell you that there is an alert for your account.
- Persistent URLs are available for all searches.