Aleph Implementation Steering Committee

OPAC Functional Task Force

Recommendations for the Development of the Union Interface

November 1, 2002

Submitted by:

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I. OVERVIEW

The OPAC Functional Task Force (herein referred to as the Task Force) was charged with making recommendations to the ALEPH Implementation Steering Committee (AISC) on the design of the union OPAC interface "that will provide library users with consistent and effective access" to the holdings of the State University and Community College libraries. The Task Force was given a November 1, 2002 deadline to submit a report containing recommendations for the union interface. NOTE: The Indexing Functional Task Force adopted GUC (Giant Union Catalog) to identify this joint entity; this report also uses GUC in the same way.

The Task Force first clarified its charge and goals, and developed a task list. The Task Force's intent was to address key screen layout and terminology issues for all GUC screens that it could within the time available and to recommend a design that, where possible, incorporates the best features of the current Community College and State University OPACS (LINCC and WebLUIS) while maximizing any unique capabilities and features available in ALEPH. As discussions progressed, it became clear that some aspects of the GUC interface would almost certainly need to vary somewhat from the individual catalogs currently beginning their separate development within the State University and Community College systems. The differences can't be predicted reliably until the technical infrastructure for the GUC has been determined. However the GUC interface, to be most effective, should contain elements and terminology that are familiar to all users regardless of the user's home catalog. To accomplish this, the Task Force has made a series of recommendations regarding the GUC interface, noting throughout those key elements which should also be incorporated into individual catalogs in order to provide users with effective and consistent access to ALEPH regardless of what catalog they are using.

II. PROCESS

The Task Force met June 5-6, 2002 at the College Center for Library Automation in Tallahassee along with the AISC Indexing Functional Task Force. Ex Libris staff provided an overview of Ex Libris and demonstrated the generic ALEPH Web OPAC. Following the joint sessions, the Task Force met separately to discuss its charge and outline a plan of action. It was determined that the most efficient way for the Task Force to work was via listserv. FCLA established this listserv for the exclusive use of the Task Force members. It was also decided that it would be best not to solicit reaction to ideas being discussed from outside the Task Force until the report was submitted to the AISC. The Task Force Co-chairs worked together via phone and email, drafting issues and documents before posting them via the listserv for discussion. Task Force members then responded to the issues (often presented as screen mockups) via the listserv. As discussions progressed on an issue, Co-chair Rich Bennett refined screen mockups as needed, and decisions were compiled. These development mock-ups were posted on the University of Florida Libraries' Web server for Task Force review. This system worked superbly. Further meetings or conference calls were not deemed to be necessary. Hundreds of archived listserv messages document Task Force discussions.

To help create a framework for discussion, a document comparing the current LINCC and WebLUIS interface elements was developed (Appendix F). GUC issues were then addressed systematically beginning with the layout of the default (Basic) Search screen. Discussion then turned to the Advanced Search screen, the Results List screen, the Full Record view, Header and Footer design, and, finally, some terminology for all areas discussed. A Web page providing links to selected ALEPH OPACS was created to allow Task Force members to easily connect to and view actual implementations (see Web Links on the Appendices Page). Issues arose throughout the discussions and were designated by the Co-chairs as either areas to address or items for future consideration. The results of our systematic discussions are summarized later in this report as *Recommendations for the Union Interface*.

It became very clear that the technical mechanism for merging the Community College and State University Libraries records into the GUC would not be known before our report would be due on November 1, and that this reality would affect the completeness of the report. It was also increasingly recognized that a clear vision of the purposes of this union catalog interface (and of any special services to be provided through it) would be needed before some specific interface recommendations could be made. Since the existence of the GUC seems to be quite some time in the future (e.g. the last of the State Universities is not scheduled to complete migration to ALEPH until 2005), the Task Force focused on the areas thought to provide the most immediate value as discussion starting points for those who will soon be involved in planning the separate CC (Community College) and SUL (State University Libraries) OPAC implementations. The Task Force also decided that continued interaction on development of the GUC interface after November 1 is needed.

III. GENERAL RECOMMENDATIONS

A. Future Task Forces

1. The primary goals of the Task Force were met but, as mentioned, there are more issues that need to be addressed or need to be addressed more fully before the GUC interface is released. Therefore, the Task Force recommends that **the OPAC Functional Task Force continue to exist in some form after the submission of this report through the development and implementation phases of the GUC interface. Even beyond implementation, a mechanism for continued interaction throughout the life of the GUC to address new features and issues as they arise would be helpful in order to insure continuity.** Membership should be open to all State University and Community College librarians (although current participation on any OPAC-related committees would seem a useful criterion). The oversight committee responsible for the development of ALEPH in the union environment (currently the AISC) would be responsible for appointing members. Applications could aid in the selection of members for the limited number of seats. Co-chair representation from each division should continue as this has worked very well for the current Task Force.

2. It was also determined that decisions regarding services and functions, such as expedited loan, interlibrary loan, live reference, etc. were beyond the scope of this Task Force. The policy and system considerations regarding these features are significant and worthy of much discussion by appropriate staff. Therefore, the Task Force recommends the **creation of a new task force that will address issues regarding services to be offered in the union environment**. As this new task force determines how services and features can be applied in the GUC, the OPAC Functional Task Force will make recommendations regarding the interface design and integration of those new services and features.

B. The GUC Interface and Continuity With Separate Institutional Interfaces

1. It is the understanding of the Task Force that FCLA and CCLA will be maintaining separate servers and that the recommendations that follow will be used to create an interface that will bridge the two servers, resulting in the GUC which will provide access to all of the records they hold. **Users will select the GUC from a link that appears somewhere within their institution's OPAC.** There is no prescribed path to link to the GUC; the link may simply be on an "Other Library Catalogs" page linked from the header area or a direct link from the header if warranted. **The GUC interface will also provide links to each of the individual catalogs.**

2. To ensure some level of continuity of display and user interface between the GUC and individual catalogs, **the Task Force recommends that institutions adopt common**

terminology, iconography and other elements as noted throughout this report when implementing their individual interfaces. Doing so will help users transition between systems. While it seems unnecessary and impractical to seek agreement on every term, example, etc. to be used throughout the different interface screens, messages, etc., it does seem especially desirable for the key screens that have been addressed by this Task Force to be quite consistent.

3. Since the GUC interface will not actually be implemented until quite some time after implementation of local ALEPH catalogs in both the Community College and State University libraries, the Task Force **recommends that what has been provided in this report serve as the starting point and framework for discussions concerning these separate interface design efforts**. Much broader review of the GUC interface recommendations is desired, and this is essential if the desired level of continuity between all the OPACS is to be achieved. The Task Force expects that the separate CC and SUL discussions and the subsequent use of local catalog interfaces implemented will result in some useful refinements to the GUC. All of the experience with production OPACS should be taken into consideration when making final implementation decisions about the GUC interface.

4. **The recommended GUC interface offers only two search screens linked from the header; Basic and Advanced**. As discussed in Section IV. B, 3b, links to other search types may be presented on the Advanced search screen. However, the Basic and Advanced searches should be the only search links provided in the header. Again, to foster continuity throughout the State University and Community College systems, **the Task Force recommends that this approach be adopted by institutions for their local catalogs**.

IV. RECOMMENDATIONS FOR THE GUC INTERFACE

As mentioned above, the Task Force's discussions proceeded systematically by focusing on the key screens users will see. Recommendations for these screens follow.

A. Connection and Login Screen

The Task Force recommends that users be connected to a default (Basic) search screen rather than to a separate initial screen requiring login or selection of "Guest" to begin searching. Virtually all of the production ALEPH OPACS reviewed follow this approach (although the ALEPH "native" interface does begin a session at a login screen to illustrate this possibility). Even if logging in will ultimately be desirable for users, a prominent login link in the header will be available persistently (and no forced entry through a login option will be necessary). NOTE: The value of logging on to the union interface cannot be judged until services to be offered to users in this environment are known. The Task Force will also need to know if a user's login status is retained as the user switches between his/her local catalog and the GUC or if a separate login is required for each system.

B. Search Screens

The Task Force has determined that there should be only two search screens and that they be called BASIC and ADVANCED. Persistent links in the header to these two search screens will be available.

1. Basic Search Screen -- Appendix A

    a. **General Description**

The Basic Search screen will have two search forms; Keyword and Browse. Only the default search type will appear in each form's drop-down menu (rather than several instantly clickable search types) to provide the "cleanest" possible display. The Keyword search will be in the top position since this is the searching approach most familiar to current Internet users. Captions and instructions will be developed to make the benefits and differences of using each search form clear. As a result, this separation of search types will act as an instruction aid to promote information literacy.

b. Keyword Search Form
The Keyword Search will be presented on top with a heading of "Search for Keyword(s)" and an I-Ball link providing instructions about when to use this approach and what each of the keyword search types searches. A drop-down menu of search options follows and includes:

> Keyword(s) Anywhere *(default selection)*
> Subject Keyword(s)
> Title Keyword(s)
> Author Keyword(s)

The opportunity to designate whether or not the search is for an exact phrase is presented next with the default selection being "No".

Relevant examples would be presented beneath the form and would change to a context-sensitive example when a user selects a different search type in the drop-down. NOTE: Although this approach is not part of "native" ALEPH, the Task Force found it to be an effective approach that is in use in several ALEPH OPACS.

c. Browse Search Form
The Browse Search form follows with the heading "Browse Organized Lists using assigned search terms" and the I-Ball link that provides further instructions. A drop-down menu of options for authority searching follows and includes:

> Author last name, first (default selection)
> Title begins with
> Subject begins with

NOTE: The caption text "Browse Organized Lists using assigned search terms" was crafted to try to quickly convey to users the difference in the concept of searching using this second search form on the Basic Search Screen. Other ideas for text to consider may be developed in the separate CC and SUL discussions. Including something briefer (e.g. just "Browse Lists" and depend on the I-Ball link to explain in more depth) is also a possibility.

Subsequent OPAC Functional Task Force members should decide I-Ball content once they have access to a working model of the GUC. By the time this is necessary, they should also be able to benefit from the work that will have been done to implement the various local catalogs.

The I-Ball icons used throughout the mockups provided in this report are for demonstration purposes only. However, once an I-Ball icon is selected, it should be adopted by all institutions for their local interface to insure continuity among systems.

2. Advanced Search Screen -- Appendix B

   a. Expanded Keyword Search Form
The Advanced Search screen will feature an Expanded Keyword Search form permitting keyword searching of multiple fields combined with Boolean Operators. NOTE: The recommended 3-box approach with optional limits is quite commonly used in ALEPH OPACS (as well as in LINCC and WebLUIS).

Each drop-down menu contains the following search options:

       Keyword(s) Anywhere
       Subject Keyword(s)
       Title Keyword(s)
       Author Keyword(s)
       Keyword(s) in Notes
       Keyword(s) in Series
       Keyword(s) in Publisher

NOTE: In ALEPH, only keyword searches can be combined for the expanded search (unlike WebLUIS, for example, where users may currently combine keyword and browse search types).

A different default is presented in each of the three search boxes to help convey to users the ability to create a more specific search.

Limit drop-down menus should exist in the GUC for FORMAT and LANGUAGE. At this time the Task Force recommends including a short list of the most commonly used limits at the top of each drop-down, followed by a complete list (in the same drop-down). This approach seems to have particular merit for presenting the many language and format options effectively to users.

Limiting to a publication DATE (or range of dates) should also be possible. A LOCATION limit, while important in many local ALEPH catalogs, does not seem appropriate in the GUC.

NOTE: An assessment will need to be made about the technical feasibility of including limits in the GUC (e.g. if response time will be degraded significantly with some limits applied). The Task Force recommends that this functionality be included in the GUC to as great an extent as possible.

As the illustration in Appendix B demonstrates, the layout of the Expanded Keyword search form is similar to that of the Basic Keyword Search screen. An I-Ball will link to a screen providing examples and search hints relevant to this more complex search form. Subsequent Task Force members should develop content for those elements once they have access to a working model of the union environment. Examples already developed for use in the local catalogs should be available by that time to assist in this effort.

   b. Command Search Form
The Advanced Search screen will also feature a Command Search form for staff and experienced users. I-Ball links to a list of valid commands and search examples/hints will be provided. NOTE: While some ALEPH OPACS include a Command Search option as a separate search screen, the Task Force believes that this approach to searching, while important to some people, does not need

to be featured persistently in the header along with BASIC and ADVANCED. Simply including it on the ADVANCED Search screen seems adequate.

3. Other Search Screen Issues

a. Default Search Screen Discussion Summary
The Task Force began its discussion of search screens with a review of various default search screen approaches implemented in a number of ALEPH OPACS. Since the current LINCC and WebLUIS interfaces include both keyword and browse search type options within a single drop-down menu, there was some initial thinking that this approach would probably be desirable to retain. The Task Force learned that including these distinct types of search approaches in a single drop-down menu was not possible in "native" ALEPH (although a few ALEPH OPAC implementations have provided this approach as a result of local Javascript programming). Although technical staff assured the Task Force that similar programming could be done for the GUC if desired, the Task Force instead seriously discussed the merits of the separate keyword and browse search forms option that are used in many ALEPH OPACS. In the end the Task Force concluded that this two form approach has significant merit since it allows staff to 1) better feature (and train users on) the unique values of each search type while enforcing the special values and strengths of authority searching, and 2) the initial results retrieved using keyword and browse searches are presented differently (which could potentially confuse users); separating the search entry forms will enable users to learn to expect the different forms of initial results.

Another interesting discussion held concerned the possibility of having a default search screen that would feature only a simple "Google-like" search box. The Task Force concluded that while this simple approach might look inviting to users, current library catalog systems simply cannot retrieve records in this way effectively enough to warrant promoting user dependence on this approach. So while having some appeal, this approach did not seem appropriate to give serious consideration to at this time (although the comparable "Keyword(s) Anywhere" search is the featured search on the top form of the BASIC screen).

b. Numeric Searches
The Task Force has yet to determine if (or which) numeric searches in the union catalog will be feasible or desirable, and how these should be featured if they are available. For example, will call number searches be useful (or even possible) in this environment? The Task Force feels this is an issue that can wait to be resolved until after the system architecture has been determined, and experience with numeric searching in the local catalogs has been gained. In particular, broader solicitation of ideas about the value of the various numeric searches in the union environment should also occur.

If it is determined that numeric searching of the GUC is desirable, the different numeric search types could be included in the basic Browse drop-down menu (to receive a structured search results, the numeric search would have to be included here, not in Keywords). Another option for the numeric search is a separate search form in the GUC (as now exists in LINCC). If this separate numeric search form is adopted, the Task Force then recommends that the Advanced Search screen contain only the Expanded Keyword Search form with links provided to the separate Command and Numeric search forms. (See Appendix B2)

    c. Logical Bases

It is not known if the GUC technical infrastructure will allow creation of any ALEPH logical bases. If possible, it would be desirable to create one for journals. This would enable browse searching for journal titles only (a current WebLUIS search option) that facilitates locating records for these important research materials. While the proposed Expanded Keyword search form should allow limiting results to a format of journals, results will not display using the structured headings format (which the SUL has found extremely helpful).

C. Results List Screen -- Appendix C

1. General Description

The Task Force assessed options for the Results List screen that 1) appears immediately after a keyword search has been performed, or 2) after a user selects a heading from his/her Browse search results. While many ALEPH OPACS use a horizontal table display for the Results List, the Task Force recommends a vertical display of record elements similar to that used in several other ALEPH OPACS and in the current CC and SUL catalogs. This approach allows presentation in an easily readable layout. It appears that local Javascript programming has been used at some institutions to provide this optimal vertical results display; the Task Force feels this local development would be worth the effort.

NOTE: The Task Force did not devote time to assessing the intermediate results screen produced by a Browse search. It was thought that there are probably few (if any) options for displaying these structured results. A fuller review of this should be undertaken at some point to assess any options that may actually exist.

2. Screen Elements

The screen begins with an indication to the user that they are searching the GUC; the search string follows this. Sorting options for the results set are presented next. Filtering options have yet to be determined and will have to wait until the system architecture is known and understood by Task Force members and a working model is available for testing purposes. Brief instructions for marking items and the actions to be taken with those items follow. The number of results is then provided along with navigational aids allowing the user to jump to a particular record or page through the results.

The next section of the Results List screen presents a brief record for each item found. This brief record provides the system's mandatory Results List Number and selection box. An explanatory, textual link to "Display Full Record" follows. The user can view the full record by clicking the number or the textual link.

The brief title, author, publication information and format are then provided for each item as plain text. The Task Force feels providing any search redirect links (e.g. subject headings) at this level is confusing; those links should only be at the Full Record level.

NOTE: No lengthy discussion concerning precisely what fields should appear on the results list for all formats of material (book, serial, music, etc.) was felt to be necessary at this time. As implementation of the GUC nears, those decisions can be made and can be based on decisions already made for the separate OPACS that will have already been implemented.

3. Other Results List Issues

a. Display of Location Information
The Task Force has yet to determine how the location and availability of items should be presented in the GUC. Again, this is an issue that will need to be resolved fully once the system architecture has been determined and a working GUC is make available to the Task Force members. However, with regards to the Results List, this Task Force has determined that either explanatory text should be provided instructing the user to click "Display Full Record" to view the location information, or that a link should be provided that will take users directly to the location information that may appear on its own unique screen.

There are several reasons a separate locations screen may be desirable in the union environment; 1) the list of locations could be quite lengthy and require quite a bit of screen space; 2) the display of all segments of a particular location could be quite long (e.g. "University of Florida Health Science Center Library Periodicals") and may be able to be presented more effectively, 3) having locations on a separate screen might provide sorting opportunities that would not be available otherwise, and 4) if the location is an institution-specific URL, for example for a subscription journal, the URL could possibly be associated with the authorized location/user group. However, with so many unknowns, the Task Force felt it would be unproductive to speculate further on this issue at this time.

b. Display of URL's
URL's present a unique challenge in the GUC. The Task Force is concerned about displaying subscription URL's in the union environment because it is sure to frustrate users when they are denied access to restricted resources. However, URL's that link to publicly accessible resources, for example government documents, would certainly be valuable to include. Again, it is not known at this time what special options may be possible regarding this issue in the union environment; if a designation can be made between subscription and publicly accessible URL's, if the URL must be part of the full view created from the MARC record or if the URL can be associated with a location's holdings information, etc. Therefore, the Task Force cannot make any firm decisions regarding URL display in the GUC at this point.

c. Local OPAC Presentation of Location and URL Information
While the Results List is an area that may end up needing to have some differences between the local catalogs and the GUC, maintaining as much continuity as possible seems desirable. The Task Force recommends that location, availability, call number and URL (and its associated notes) be included in the brief view provided on the Results List of an individual catalog where practicable. This physical and "virtual" location information should appear to the user along with any physical location information after as few clicks as possible. However, if doing so would require a very lengthy display for each result entry, then the information will need to be placed elsewhere; the amount of screen space devoted to any single entry on the Results List should never be long.

D. Full Record View -- Appendix D

1. Screen Elements
The Full Record begins with a clear indication at the top that it is the "Full Record" that is currently displayed to the user. Options for putting the record in the basket (for batching and later saving/emailing), saving/emailing the record immediately, and printing are provided. Navigational aids are provided next using icons allowing users

to return to the results list, go the next record or return to the previous record. It was determined that including a link to the results list along with the next and previous icons was desirable since the eye is already there ready to navigate. The Results List link should also appear persistently in the Header, but this is addressed later in this report. Navigation icons used in the illustration provided in Appendix D are for demonstration purposes only. As with the I-Ball, it would be most beneficial for all institutions to adopt similar or identical icons in this area for the sake of continuity.

The fields included in Appendix D mockup represent a fairly simple single-volume monograph. Author, Title, Published, Format, Description, Notes, ISBN, and Subject are shown. Unlike the entries on the Results List, the Author, Title and Subject are hot-linked fields that would execute searches when clicked.

NOTE: As mentioned in the Results List section above, no lengthy discussion concerning precisely what fields should appear for all formats of material (book, serial, music, etc.) was felt to be necessary at this time. As implementation of the GUC nears, those decisions can be made based on decisions already made for the separate OPACS that will have been in use.

After the fields, navigation elements are presented again. The user is then presented with options to link to other views of the same record. MARC Tags is the only alternate view option illustrated; when viewing "MARC Tags", clicking "Standard" would bring the user to the original Full Record. NOTE: Other views are available in ALEPH but were not deemed necessary for inclusion at this time by the Task Force. This may be an area that merits further discussion once a working GUC is available for testing and experience with the separate catalogs has been gained.

Instructions shown in Appendix D at the bottom of the Full Record screen may or may not be necessary depending on whether the ultimate union catalog design has locations provided right on the Full Record (as illustrated) or on a separate screen. The illustration provides an example of how instructions could be included. A future Task Force should decide if this element is needed after experimenting with a working version of the GUC.

2. Other Issues
As discussed in the Results List section of this report, the Task Force cannot yet firmly recommend how locations or URLs should be displayed since not enough is known about the GUC system architecture at this time. Locations may be presented on the full record as illustrated in Appendix D or a link to locations may substituted for the list. Whichever option is more feasible for the union catalog, an I-Ball link to local library information (currently a feature in ALEPH OPACS) should be provided. If URLs are involved, I-Ball help should also be drafted explaining the possible need for a username and password to access said resources.

E. Header -- Appendix E

Following a review of elements currently found in many ALEPH OPAC headers, a GUC header including navigational elements and links to ALEPH features was developed and approved by the Task Force. As the time for GUC implementation nears, the Task Force recommends that technical staff propose a union catalog logo and alternative presentation approaches (text links, image map, buttons etc.) for displaying the elements of the header. The mockup attempts to logically group related elements (which seems important to do when so many links must be included). The first row of the header contains individual options, the second row contains services, and the third contains session search and results actions. However, until such time as a working GUC is in

place for experimentation purposes and the Task Force is provided with guidelines regarding the viability of services and features in the union environment, final recommendations regarding the Header cannot be made.

The header mockup shows a link to "Other Library Catalogs". That link could lead to a page providing links to each of the CC and SUL library OPACS. Another option is to include a drop-down menu in the header providing links to each individual catalog; this could be developed by technical staff as GUC implementation nears.

The header is an area in which consistency between the GUC and individual catalogs regarding terminology, navigation, and presentation of available services is extremely desirable (although some flexibility to include relevant local links in local catalogs seems important). Decisions regarding the local OPAC headers should be made with this consideration in mind.
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F. Footer

The Task Force recommends that a good use of the GUC footer space would be to include information about the managing organizations involved with the production and maintenance of the union environment, copyright statement, etc.

Other possible uses of this space include repeating text links to some/all of the options included in the header, and/or drop-down menus having links to the local library OPACS.

V. OTHER ISSUES

1. The Indexing Functional Task Force has recommended (in its 10/20/2002 report to the AISC) that the OPAC Functional Task Force (or other group(s)) decide:

   a. Display labels used in OPACs
   b. Tags/subfields that should not display in public view
   c. Indexes to exclude from OPAC pulldown menus
   d. Text for the GUC that alerts users when to use the GUC vs. a lower catalog
   e. Which tags should be hotlinked in the OPAC, whether to serve as redirects to other searches in the catalog (author, previous title, etc.) or to link outside the catalog via a URL/URI/DOI.

   As indicated throughout this report, the OPAC Functional Task Force believes that specific decisions about many issues like these should be made much nearer the time of actual GUC implementation, when they can be made based on experience with implementations of the separate CC and SUL OPACS. All of the above appear likely to be easily configurable and changeable in Web OPAC tables. In addition, while there may be some value in coming to agreement before the first local implementation of ALEPH on text to be used for display labels of a few key record fields (discussed throughout this report), there seems no need to seek agreement on every field at any point for continuity purposes. However, a comparison of field labels now used in LINCC and WebLUIS could certainly be undertaken at any time; there seems no need to abandon what has been previously decided just because we are moving to ALEPH.

2. The Task Force has focused its attention on the interface elements felt to be most critical for achieving continuity at the GUC and local levels to benefit users. As the separate CC and SUL interface discussions progress (hopefully using the Task Force's recommendations as a framework for beginning discussion), the Task Force expects

broader feedback to the initial recommendations presented in this report, and certainly experience with actual local catalog implementations will lead to refinements in the GUC interface before it is implemented. In addition, there are many other less-often seen screens, messages, etc. for which GUC decisions will ultimately need to be made. While consensus on these will need to be achieved prior to GUC implementation, these do not seem critical to have in place before the separate CC and SUL interface development occurs. As we all become more familiar with the myriad of interface elements, judgments about where continuity seems most critical can be made. Certainly screens related to any special services to be offered in this environment will require discussion and consensus (hence this Task Force's recommendation for a new task force to serve this purpose).

3. The Task Force did not discuss whether the implementation and availability of MetaLib and SFX would play any role in the GUC interface. This issue should become clear as these products are implemented and as a greater vision for services to be provided through the GUC is developed.

4. While the Task Force did not test ALEPH's compatibility with assistive technology software, the Task Force feels accessibility is an important issue that should be considered throughout the implementation process, both locally and for the union catalog.

5. Due to local firewalls, some Task Force members could not access ALEPH catalogs that included a specific port number in the address. Although not specifically an "interface" issue, this is certainly a critical issue affecting user accessibility and satisfaction. Therefore, the Task Force recommends that technical staff consider all avenues of user access when implementing the GUC and local catalogs.

6. Insuring user account security should also be a high priority when implementing ALEPH catalogs. As services offered through the GUC are determined, specific issues related to user accounts in the union environment can be addressed. More immediately, local catalogs should be configured so that logged in (e.g. from in-library workstations) are automatically logged out after a given time period if the user fails to do so.

Appendices

Appendix A2 – Basic Screen
When selecting the I-Ball, a pop-up window appears
(Sample screen includes content developed by Notre Dame)
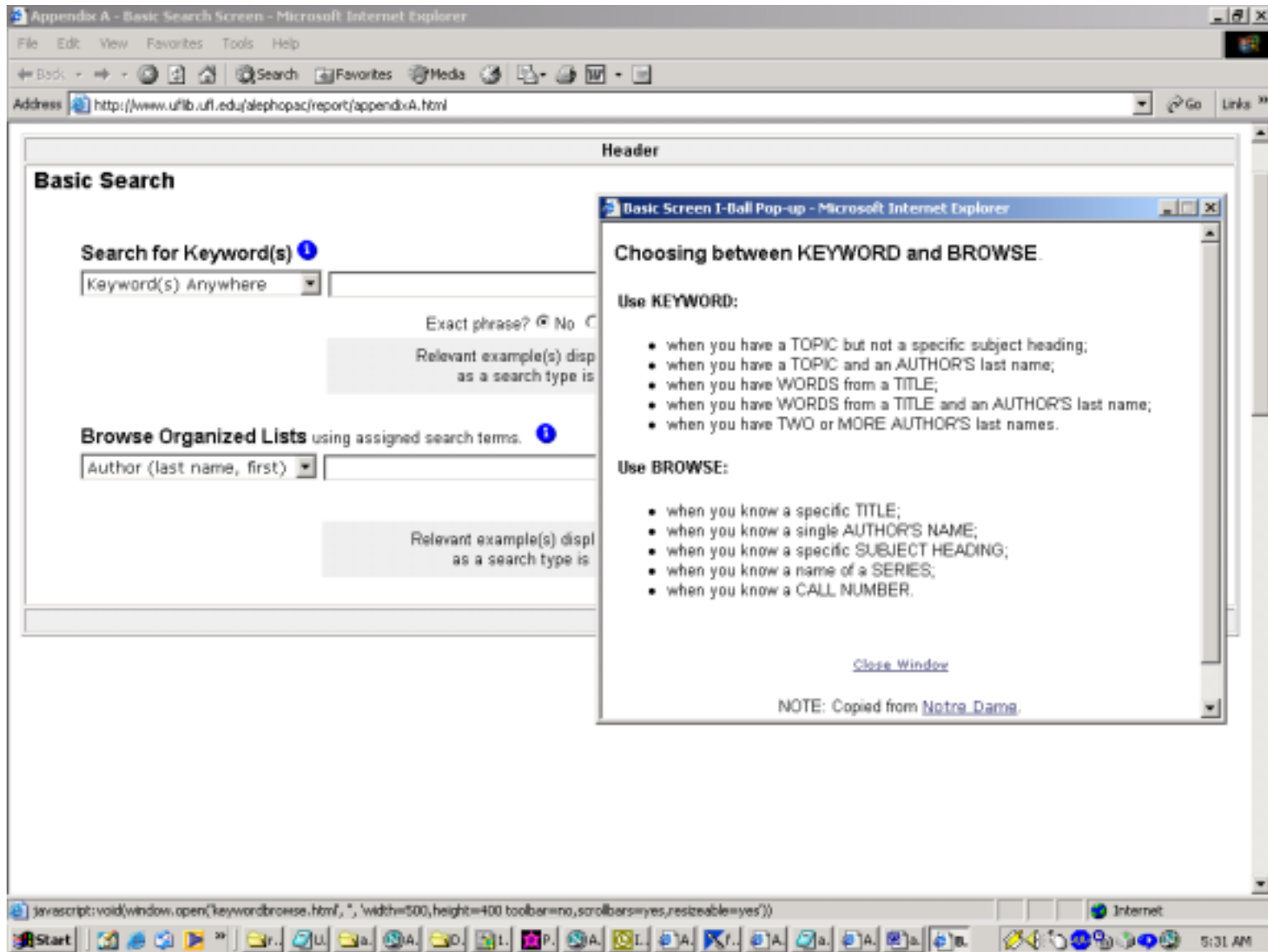
Appendix B – Advanced Search Screen
http://www.uflib.ufl.edu/alephopac/report/appendixB.html

Appendix C – Results List Screen
http://www.uflib.ufl.edu/alephopac/report/appendixC.html

Header

Full Record

Add to Basket | Save/Email this Record Now | Print Record

Record 7 out of 10   Results List   ◀ Previous Record   Next Record ▶

Library Locations

Author : Toffler, Alvin.

Title : Future shock / by Alvin Toffler.

Published : Toronto ; New York : Bantam, 1971, c1970.

Format : Book.

Description : 561 p. ; 18 cm.

Notes : Reprint. Originally published: New York: Random House, c1970.

Notes : Bibliography: p. 522-540.

ISBN : 0553206265 (pbk.)

0553246496 (pbk. : cover)

0553101501

Subject : Social history -- 1945-

Social change.

Civilization, Modern -- 1950-

Med. Subject : Social Change

Location : SANTA FE CC/MAIN/CIRCULATION ❶ HN17.5 .T64 1971 Availability

Location : UF LIBRARY WEST ❶ HN17.5 .T64 1971 Availability

Location : MDCC/KENDALL/CIRCULATION ❶ HM 101 T571 1971 Availability

Location : UCF General Collection ❶ HN17.5 .T64 1971 Availability

Results List   ◀ Previous Record   Next Record ▶

Choose Record View: *Standard* | MARC Tags
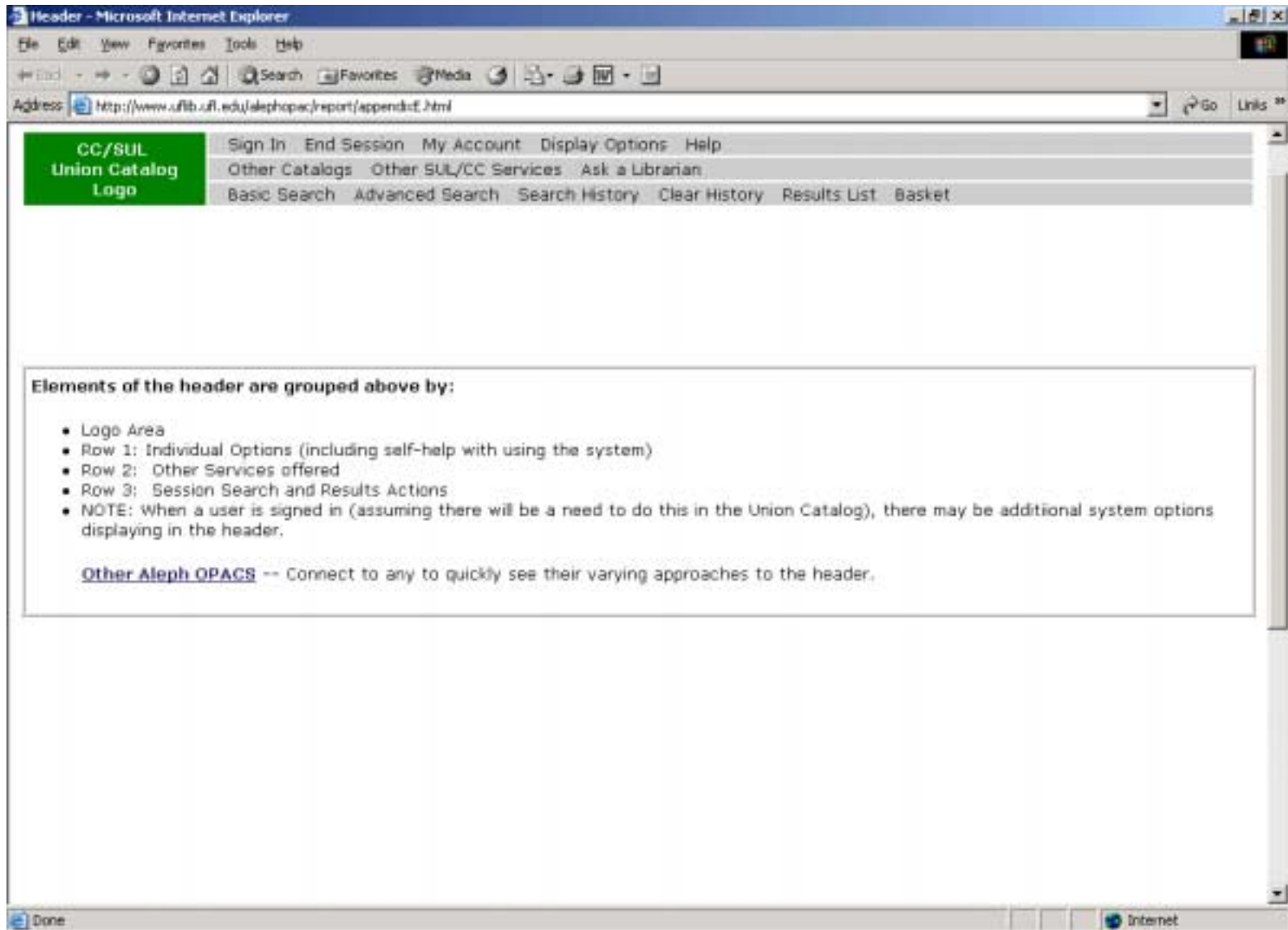
Click underlined text to locate more materials assigned the same subject, etc. terms.
Click the "Availability" links to see what is owned and to place a request for the item.
Click the ❶ to view information about the library (hours, etc.).

Footer

CC/SUL
Union Catalog
Logo

Sign In   End Session   My Account   Display Options   Help

Other Catalogs   Other SUL/CC Services   Ask a Librarian

Basic Search   Advanced Search   Search History   Clear History   Results List   Basket

Elements of the header are grouped above by:

- Logo Area
- Row 1: Individual Options (including self-help with using the system)
- Row 2: Other Services offered
- Row 3: Session Search and Results Actions
- NOTE: When a user is signed in (assuming there will be a need to do this in the Union Catalog), there may be additional system options displaying in the header.

  Other Aleph OPACS -- Connect to any to quickly see their varying approaches to the header.

Appendix F

LINCC and WebLUIS Interface Comparison

LINCC BASIC SEARCH	WEBLUIS BASIC SEARCH
Search Types Included All Fields Author (last name, first) Author Keyword Subject Browse Subject Keyword *(default)* Title (begins with) Title Keyword Only the default search type displays upon connection. Each institution can choose it's own default search type.	**Search Types Included** Keyword(s) *(default)* Author's Name Title Subject Journal/Magazine Title All five search types display persistently in an open drop-down menu. Default is the same in all
LIMITS (Same as on EXPANDED Search) **Location** Choose a Community College – or all CC **Year** *(Type year or range)* **Language** All Languages English French German Italian Spanish **Material** All Materials Audiobook Audio/Visual Books Computer File Maps Music Manuscript Music Recording Musical Score Serials	**LIMITS** **Location** Only FAU and USF have included this on the BASIC Search Screen. Locations in WebLUIS library catalogs represent branch libraries or campuses (i.e. not other universities). **No other limits on the BASIC Search**

LINCC EXPANDED SEARCH	WEBLUIS ADVANCED SEARCH

Search Types
3 drop-down search-type boxes with AND/OR/NOT in drop-down.
    All Fields
    Author Keyword
    Subject Keyword
    Title Keyword
    Notes
    Publisher
    Series
    Uniform Title (In boxes 2 & 3 only)
 	
NOTE: The author, title, and subject browse searches available on the BASIC Search are not available on the EXPANDED Search.
 	
There is a separate NUMERIC Search screen that includes:
    Call Number
    ISBN
    ISSN
    LC Card Number
    DBCN
	Search Types
	3 drop-down search-type boxes with AND/OR/NOT radio buttons.
	    Keywords
	    Subject Keywords
	    Title Keywords
	    Author Keywords
	    Browse Keywords
	    Title
	    Journal Title
	    Author
	    Subject Headings
	    Subjects, LC
	    Subjects, Medical
	    Subjects, Children's
	    Subjects, Local
	    Subjects, Geographic
	    Browse A/T/S Index
	    Keywords, Notes/Abstracts
	    Call Numbers, LC
	    Call Numbers, Dewey
	    Call Numbers, Local
	    Call Numbers, Sudocs
	    ISBN
	    ISSN
	    OCLC Control Number
	    LC Control Number

LIMITS (Same as on BASIC Search) **Location** Choose a Community College – or all CC **Year** *(Type year or range)* **Language** All Languages English French German Italian Spanish **Material** All Materials Audiobook Audio/Visual Books Computer File Maps Music Manuscript Music Recording Musical Score Serials	**LIMITS** **Location** – Institutional Location Group (Branch Library, etc.) – Any location codes can be grouped to form a a "Location Group" **Date** *(Type year or range)* **Language** – included if in institution's catalog records; the number will vary but all will include more than LINCC. NOTE: "English" is not an option on the drop-down. Limiting by this uses a lot of system resources. It is possible to enter an "English" language limit in the COMMAND Search. **Format** All A-V Braille Computer File Film Globe Govt. Pub. Kit Large Print Loose-leaf Manuscript

Appendix F

	Map
	Microform
	Music
	Newspaper
	Online
	Periodical
	Score
	Slide
	Sound (all formats)
	Sound (cassette)
	Sound (CD)
	Sound (LP)
	2D Graphic
	3D Graphic
	Video (all formats)
	Video (DVD)
	Video (laserdisk)
	Video (VHS)
	NOTE: "Book" is not an option on the drop-down. Limiting by this uses a lot of system resources. It is possible to enter a "Book" format limit in the COMMAND Search.

Appendix F

LINCC – Additional Search Screens	WEBLUIS – Additional Search Screens

NUMERIC Search
    Call Number
    ISBN
    ISSN
    LC Card Number
    DBCN
 	
NOTE: These numbers must be entered completely.
 	
Record level includes **clickable subject and other headings** to easily re-direct a search using these structured headings.
 	
RESERVE Room Search
	NOTE: The following NUMERIC searches are an option on the ADVANCED Search or by entering a COMMAND Search.
	    Call Numbers, LC
	    Call Numbers, Dewey
	    Call Numbers, Local
	    Call Numbers, Sudocs
	    ISBN
	    ISSN
	    OCLC Control Number
	    LC Control Number
	
	NOTE: Only the beginning part of a number need be entered. You can then browse forward/backward as far as you want.
	
	COMMAND Search – allows searching with traditional LUIS commands. Options for "power users" to mine data are greater than is possible with the drop-down menus on other search screens.
	
	Record level includes **clickable subject and other headings** to easily re-direct a search using these structured headings.
	
	History
	    Allows repeating, revising, or combining previous searches within the current session (including in another library catalog).
	
	NOTE: RESERVE Index links are available directly from library home pages, from customized header areas in library catalogs, or from the WebLUIS Home Page. Each institution decides.

LINCC – Results Screens	**WebLUIS – Results Screens**
10 entries per screen **Results Display Options** BRIEF Results – brief bib info only; no copy holdings info HOLDINGS Results – adds location, call number, volume, and status FULL Results – adds all bibliographic and holdings info listed for 10 records at a time. BROWSE Results – Initial screen when searching by an author, title, or subject heading. Select an entry to display above options (BRIEF Results…)	25 entries per screen **Results List Display Options** RESULTS LIST -- includes brief bib and copy holdings info (location, call number, status). NOTE: If a multi-volume or serial, STATUS "Library Has" link displays detailed holdings in the full record. Results List level also includes links to Web resources (i.e. no need to display the record). Results HEADINGS Results – Initial screen when searching by an author, title, or subject heading. Select an entry to display the RESULTS LIST. NOTE: Also possible to display a Results GUIDE that lists only the

	primary headings (i.e. no sub-headings).
Graphic icons are used on Results Lists to indicate material type/format.	
Record (FULL DISPLAY) Individual record with full details for a single record at a time.	**Record** Individual record with full details for a single record at a time.
Results Navigation Next and Previous text links for moving between consecutive Results and Record screens	**Results Navigation** Next and Previous graphic ARROW links for moving between consecutive Results and Record screens. May also JUMP forward or back a designated number of entries on a long Results List.

LINCC - Toolbar & Commands	**WebLUIS - Toolbar & Commands**

No common "Toolbar" on all screens as in WebLUIS.
 	
However, a prominent "Revise Search" option quickly displays the last search with the Expanded, etc. search screens. Also, a new search box with the active search displayed is included at the bottom of each Results screen (but not on Record screens).
 	
The equivalents of the WebLUIS Home and User Guide are in the LINCC header area.
 	
Results and Record Screens include appropriate commands from the list (displayed horizontally)
 	
    Revise Search
    Browse Results
    Brief Results
    Holdings Results
    Full Results
    Holdings Display
    Full Display
    MARC Display
 	
Results may be SORTED by selecting: Author, title, subject, material, date (ascending), date (descending)
 	
Other *"Click here to submit request"* link at the bottom of a Record "allows you to request an item that is currently checked out, or to request an item from another campus or community college"
	A common "Toolbar" appears at the Top and Bottom of every screen (search and results) and includes the following choices:
	    Restart
	    Search Options
	        Basic
	        Advanced
	        Command
	        History
	    WebLUIS Home
	    User Guide
	    Exit
	
	There is a "Command Options" Area on the right side of each screen (displays vertically). Contents change depending on whether the user is on a Search, Results, or Record screen.
	
	    Results Guide
	    Results Headings
	    Results List
	    Last Search
	    At Any SUS Lib?
	    ILL Request
	    Email Marked
	    Print Marked
	    Unmark ALL
	    Technical View
	
	Other *"Recall/Hold Request"* link appears beneath status info on the Record when an item is checked out (for single volume items only). NOTE: ILL command on record screens allows sending a request to ones own ILL Office (i.e. not direct to another institution).

Appendix F

LINCC – Header	WebLUIS - Header
Graphic Links to: LINCCWeb LINCCSearch LINCCPlus (Some Restricted) Electronic Resources (Restricted) Ebooks (Restricted) My Account (Restricted) Help Ask a Librarian	Customizable by each Institution (everything above the top Toolbar). Includes such things as the library's home page, e-resources, online renewal, ILL, course reserve, SUS Catalog, etc.
LINCC – Footer	**WebLUIS - Footer**
Text Links to: LINCCWeb LINCCSearch LINCCPlus (Restricted) Electronic Resources (Restricted) Ebooks (Restricted) Internet Reference Resources Florida Libraries CCLA Library Staff Resources	Customizable by each Institution (everything above the top Toolbar) Links similar to those on the LINCC Toolbar are available on the WebLUIS Home Page
LINCC – User Help	**WebLUIS – User Help**
BASIC Search – I-Ball link into relevant section of "Help" "Year" limit example appears. ADVANCED Search – I-Ball link into relevant section of "Help". "Year" limit example appears. NUMERIC Search – I-Ball link into relevant section of "Help" Header link to comprehensive "Help"	BASIC Search – On-screen links to quick "Search Examples and Hints" for each of the available search types. ADVANCED Search – I-Ball link into the relevant section of the User Guide. "Date" limit caption is linked to provide instructions for entering dates. COMMAND Search -- I-Ball link into the relevant section of the User Guide Toolbar link to comprehensive "User Guide"
LINCCWeb Home Page	**WebLUIS Home Page**
Also known as the "Information Portal" - Some colleges emphasize it as the primary point of entrance; many others do not. CCLA provides direct library catalog URLs for use on local web sites and in-house start pages.	Emphasized as a primary entry point in varying ways by each university. Generally direct links to a university's library catalog are on library home pages and bypass the WebLUIS Home Page for entry to the system. When searching a WebLUIS catalog/database, the toolbar command "Change Databases" does take users to this page as a switching point. This enables users to stay within a session and re-use previous searches in another catalog/database.

Appendix G

Web Links

The following links are available at **http://www.uflib.ufl.edu/alephopac/report/**

Report and Appendices [Right-click Word links to download to your desktop]	
Report [Word] November 1,2002	NA
Appendix A [Word] – Basic Search Screen	**HTML**
Appendix A2 [Word] – Basic Search Screen (with I-Ball pop-up window)	NA
Appendix B [Word] – Advanced Search Screen	**HTML**
Appendix B2 [Word] – Advanced Search Screen (Alternate)	**HTML**
Appendix C [Word] – Results List	**HTML**
Appendix D [Word] – Full Record	**HTML**
Appendix E [Word] – Header	**HTML**
Appendix F [Word] – Comparison of LINCC and WebLUIS Interfaces	NA
Appendices A-E focus on the specific screen content without the header. **HTML versions** open in new windows. Each screen allows opening drop-down menus, etc. included in the mockup. Text from the report about the screen is then included beneath the HTML mockup.	

See Screen Mockups <u>With</u> Headers -- *Links at bottom of each to all screens*
Basic Search Screen | Advanced Search Screen - Alternate | Results List Screen | Full Record Screen

Selected Aleph OPACS -- Connect to several OPACS reviewed by the Task Force for ideas