

Guide to using the NLAB Online Public Access Catalogue

Log on

If you have a membership card, type in your borrower's ID (i.e. your CPR-number, without hyphen) and your PIN code / borrower barcode to see your loan status, request materials and other functions offered to you by the library. (*Note: These functions will only be implemented by the NLAB once infrastructure is in place.*) If you have no borrower's ID you may also log in and use the catalogue anonymously.

Navigation

A screen of the Library Catalogue is made up of two "frames." The top frame shows the menu actions available to you, and the large frame in the main area is your workspace. Use the Back button of the Catalogue page you are in, or use the Back button of your internet browser, to return to a previous frame. The Web OPAC (Online Public Access Catalogue) uses hypertext links and drop-down menus to guide you through the catalogue. To activate a link, move the mouse pointer over the desired link so that the pointer changes to a hand, then click. To view menu options, click the arrow in the window, or press ALT + down arrow.

Search

The Search function enables you to find records by entering keywords or phrases. A variety of search types are available that provide sophisticated search capabilities.

The Search function will retrieve a maximum of 2000 records per set. If your search request finds more than 2000 records, you will be requested to rephrase your search term.

In addition to the Search Hints at the bottom of each Search screen, following are additional rules for all types of searches:

The ? character or * character (asterisk) may be placed at the left, right or middle of a portion of a word.

The # symbol can be used to find variant spellings in cases where one version of the word has one more character than another version. For example, *colo#r* will find both *color* and *colour*; and *arch#eology* will find both *archaeology* and *archeology*.

The ! character can be used to find variant spellings in cases where a single character may vary. For example, *wom!n* will retrieve both *woman* and *women*. The % symbol, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance from each other, and you don't care what order the words appear in. For example, *england %3 ballads* will retrieve *Ballads of England*, *Ballads of Merry Olde England* and *England and Her Ballads*. The ! character, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance from each other, and in the same order in which you type the words. In this case, *ballads !3 england* will retrieve *Ballads of England* and *Ballads of Merry Olde England* but not *England and Her Ballads*.

It is possible to search several databases at once, choose: '**Multibase search**' under '**Search**' in the menu.

Subject search

You can find books and periodicals by using subject codes from the classification system(s) used by your library.

Command Language (CCL)

Command Search allows you to have maximum control over your search. Using a search language that consists of three-letter commands, you can create a strategy that searches in a wide variety of fields. Command Search may take longer to learn than the other search options, but it is very flexible for users who can work with a complex and arcane search language. Following are the abbreviations used by the ALEPH command language:

Single word indices

- WRD = Words (any field)
- WTI = Words in title
- WVP = Words in title of a serial publication (i.e. journals)
- WFO = Words in author name
- WFU = Illustrator, translator etc.
- WBG = Person as subject of a biography
- WAR = Year of publication
- WUD = Publication data (country, city, publisher, year)
- WEM = Subject words
- WDK = Classification, DK=5
- WKL = Classification, local
- WKS = Classification, international (Dewey and LC)
- WKF = Classification, specific subject bibliographies
- WNO = Notes
- WSP = Language
- WOS = Original language, (translated from ...)
- WMA = Material type (i.e. mono,peri,online,CD=rom...)
- WNR = Numbers (ISBN, ISSN)
- WID = ID=number
- WOP = Shelfmark
- WBS = Instrumentation (music...)
- WMF = Scale (maps and atlas...)
- WBA = Sender of letter
- WBM = Recipient of letter
- WWW = URL (www=link)

Multi word indices = full titles, author names etc.

- LTI = Titles (first word in title)
- LFO = Authors (last name)
- LBG = Last name of person as subject of a biography
- LEM = Subject
- LDK = Classification, DK=5
- LKL = Classification, others
- LSE = Titles of serials (first word in title)
- LMB = Instrumentation, music (first word in title)
- LOP = Shelfmark (first word in title)

Search history

This function will show you a list of the searches you have made and gives you the possibility to:

- Choose a previous search set and see the list of records found by that search.

- Modify a search by combining it with other search words.
- Establish a news list to be informed about the new materials in one or several subject areas.
Read more about news lists below.

News lists

Through the function Search history you have the possibility to create your own news lists. If for example you need to keep up to date with the library's materials on a specific subject or by a specific author, you can have the system check the database automatically and notify you when new materials are registered in the database. You need to be logged on to REX and to be registered with an email address to create a news list.

If for example you wish to be kept up to date on the subject *political science*, you can proceed as follows:

- News lists are based on a search of the system.
Execute a search with "political science" as subject word.
- Go to Search history and mark that search set.
In this case the search *WEM = (political science)*.
- Press the button 'Create News list' and a form to be filled in for the new news list will open.
- In the form you can write the following information:
 - Name for the list: Here you can give your news list a title.
 - Choose format: You can choose the format in which you want to receive information on the new materials.
If, for example, you choose 'Standard', you will receive an email message containing the relevant records in the Standard format.
 - Interval: Here you state how often the system is to check the database for your search words.
'Every 7th day' will mean that the system repeats your search every 7th day counted from the day you create the news list.
 - Subject: Here you can state a subject for your news list.
 - Database: Here you can state in which database you want the news list to work.
- When you have filled in the form, click 'Go' and the news list will be established.
- You can view and edit your news lists under 'User status'.
Under User status you need to state which email address your messages are to be sent to by the system.

Browse index

The search function 'Browse index' gives you the possibility to browse through an alphabetical index. Some of the accessible indices are the Author index, the Title index, the subject index and others.

Choose the index you wish to browse through and write the word from which to start browsing. This word will be the first on the list. For example by writing *a*, you will get an alphabetically ordered list starting with *a*. If you write *great* your alphabetical list will start with *great*. You can then scroll down to records such as *Great Apes* and *The Great Gatsby*.

There are three ways of finding an index list:

- Use the search function 'Browse index', and then choose the index you want to browse. After typing the text you want to see at the top of the list, the index list will be shown.
- Use the Search function. When looking at a record, you can click on one of the underlined fields. This will lead to a list of records from this field. If for example you click on the author field, you will be shown an alphabetical list of authors starting with the currently shown author.
- Look at a cross reference list. If you click on an underlined field, you will be shown an index list.

Results list

A list of records will be shown as the result of a Search or via an Index list, by clicking on the underlined text. You can also choose a previous list by selecting Search history.

A list of records can be viewed in several formats. The Standard format is set by using the 'Settings' function. Regardless of which standard you choose, you will always be able to see the record in the full format by clicking on an underlined record number in a list of records.

You can mail / download or save your lists.

Full format

In the Full format it is possible to see the record in a number of different formats that change MARC-codes to name tags or alpha-numeric codes. The catalogue card format can be chosen as well.

The Full format includes hyperlinks, which gives you the possibility to:

- Browse through an index list with the marked word as starting point.
- Find other records containing the same word.
- View item information.
- Go to an external WEB site i.e. containing the record in full text.

Placing requests

If it is not possible for you to find the material on the shelf or if the book is kept in one of the closed stacks, it must be requested through REX. All books with a barcode can be requested online.

When you have found the book you wish to borrow, you can see if it is available in the right hand column,

'Request (Copies: total / out)'. (1/0) means the book is at the library, while (1/1) means the book is on loan by somebody else.

Choose the book you want to request by clicking on the link in right hand column 'Request...'. REX will go to a new window, in which you can see more about the items status.

- If you want to request the item, click 'Request item'.
- If you would like a photocopy, click 'Request photocopy'.

Before you can confirm your request, you need to identify yourself as a user of the library. Read more about [User Identification](#) here.

Afterwards you can confirm your request. When confirming the request you also need to choose the place where you want to pick up the materials. When you have requested the material, it will be ready for use in accordance to the library's delivery schedule.

If the material is on loan by another user, you will be notified as soon as it is ready again. You can view the items you have requested under User status via the REX-menu.

Reservation, see [Placing Requests](#)

It is possible that the item you wish to request cannot be requested the normal way.

Basket

When viewing your search results in a Results list or in the Full format you can add them to your own personal list of saved records in the 'Basket'. Later you can keep on working with these records by clicking on 'Basket'. Here you can download / mail or print the list. You can send requests for the items or for photocopies as well.

Please note: The contents of the 'Basket' will be deleted once you log off or close the browser.

User status.

This function gives you the possibility to see the library's information on the materials which you have on loan, your requests, photocopy requests and cash transactions. Also you can renew your loans, update your email address and phone number, and manage your news lists.

You must be logged on to the system to be able to use these functions.

Click on 'Log on'. Type your borrower's ID, i.e. your CPR-number without the hyphen and a 12-digit barcode or the PIN-code of your own choice.

When you have identified yourself as a user, click 'Loan'. Click on the material you want to renew. Then click 'Renew' in the following window.

The material is now renewed.

Please note the new return date!

When renewing loans you must be aware of the following limitations:

- It is not possible to renew a loan if another user has requested the item.
- It is not possible to renew loans from other libraries.

Choose database

Here you can choose in which database to search.

Comments

This form gives you the possibility to send your comments to the library.

We will gladly receive your constructive feedback.

Log off

This step takes you back to the first window, where you can restart at the beginning.

Notice: When you click off at this point, you will be logged off the system. This will result in the deletion of your search history and the records you have copied to your 'Basket'.

Information on photocopies

Request of photocopies through REX:

It is possible to request a photocopy through REX.

If the requested material is on loan by another user, a photocopy request will always be registered as no. 1 in the queue of requests.

Messages:

You will be notified as soon as the copies are ready. Please check your library for opening hours and addresses.

Price list:

Please refer to your library's Price list.

Delivery time:

The delivery time for photocopies can vary from just under a week till three weeks, depending on the size and type of the requested material.

To cancel a photocopy request:

If you wish to cancel a request for a photocopy, please contact your library.

Enquiries:

For enquiries related to photocopies, please contact your library.

Settings

In 'Settings' you can adjust the way your search results are presented.

This gives you also the possibility to choose the set up of information displays.

For example you can choose the language of the displays by clicking on the language button in the top right hand corner. You can also choose the display format for the records in your result lists.

Access to REX via Z39.50-protocol

It is possible to search REX by using the so called Z39.50-protocol, which amongst others is supported by programmes such as [Bookwhere](#) and [EndNote](#).

Address for the Det Kongelige Bibliotek's databases	z3950.kb.dk
Address for other libraries' catalogues	aleph16.kb.dk
Portnumber	2100
User name	(none)
Password	(none)
Characters	danMARC2 (ISO latin-1 with additions)
Post syntax	DANMARC
Services	search, present, delSet, scan, sort, concurrentOperations, namedResultSets
Supported bib-1 USE-attributes	1, 4, 7-8, 12-14, 16, 20-21, 30-31, 63, 1003-1004, 1009, 1016-1018, 1031-1033
Databases	Database code Description

[Det Kongelige Bibliotek's own databases in REX](#)

BGF01	Bibliographies
BHS01	Book Historical Collections
DRA01	Theatre texts
KBB01	Picture database
KBH01	Manuscripts
KGL01	Books and periodicals
MUS01	Printed music and phonogrammes

Other libraries' catalogues in REX

DPC01	Polar base
GRB01	Grundtvig-Library
KAB01	Art Library, Denmark
KAB02	Bibl. o. Danish Art
KDM01	The Royal Danish Academy of Music
KUI01	Institute libraries at the University of Copenhagen (law,pol.,theo.)
NIA01	NIAS Asiana
KIB01	Decorative Arts Libr.
SAB01	Sct. Andreas Library
HDD01	KU-Dialectology
NCG01	Ny Carlsb. Glyptotek
MMB01	Libr. of the Museum of Music History
DDB01	Denmark's Design Libr.
HNA01	KU-Name Research
HAR01	KU-Arnemagnæan
HFM01	KU-Film and Media
HRE01	KU-History of Religion
HAA01	KU-IAAS
DRH01	H.M. the Queen's Reference Libr.
HFP01	KU-Phil., Paed., Rhet.
HPS01	KU-Psychology
KON01	School of Conservation
HRO01	KU-Romance
HTN01	KU-Germanic
HSL01	KU-Slavic Libr.
HNG01	KU-New Greek Libr.

HMU01	KU-Musicology
HAS01	KU-Asia Institute
HHI01	KU-History
HKU01	KU-Art History
HTE01	KU-Theatre Studies
HGL01	KU-Greek and Latin
HEL01	KU-Elementary Course
HNF01	KU-Nordic Finnish
HNM01	KU-Nordic-Minorities
HNO01	KU-Nordic BIB
DTV01	ALIS - Technical Knowledge Center of Denmark
ARK01	School of Architecture Libr.
HCN01	KU-Carsten Niebuhr
HAE01	KU-Archaeol., Ethnol.
HEN01	KU-English
HLT01	KU-Literature