

## Orbis Library Catalog Help

### Author Search

Author searching in Orbis enables you to locate materials by the name of authors, editors, composers, translators, arrangers, illustrators, and other people associated with a title. Authors can also be organizations, institutions, governments, government bodies, or the names of symposia.

- Search limits are not available for Author searches.
- Boolean operators (and, or, not) do not function in Author (sorted by name) searches.
- Results are displayed in a Search Results List and may be browsed, forward and backward.
- You may also wish to try Author (Sorted by Title) when searching for works by prolific authors or composers, such as Shakespeare or Mozart.

Note:

If you are looking for materials about someone (real or fictional) or about a government body, company, or organization, use the Subject search option.

### Personal author/creator

- Enter the author or creator's last name first, followed by the first name. A comma is not necessary. e.g., verdi giuseppe
- If you are uncertain of the spelling of the last name, enter as much as you know, and omit first names: niet for *nietzsche friedrich wilhelm*
- Retain the hyphen in a hyphenated name:levi-strauss
- For names with connectives (van, von, der), follow the conventions of the person's country or language: le court victor de

### Group authors/creators (government agencies, organizations, conferences)

- As with individual authors, type or enter enough of the name to distinguish it.
- In many instances, department is abbreviated to dept; search using both forms to ensure that all relevant records are retrieved.
- Search hierarchical names in full descending order: catholic church diocese of arras
- Search both acronyms and full names to retrieve all relevant catalog records. Search apa as well as american psychological association.
- Proceedings of conferences, meetings, etc. can be found by searching on the full name of the conference: national symposium on wetlands

### Author Search Examples

Name type . . .	Search Example . . .
personal name	austen jane naipaul v s
compound last name	dos passos john
government agency	united states internal revenue service
organization	john f kennedy center for the performing arts

company	oxford university press
conference	conference on chinese myth and legend

### Alternative Search Options

If you do not find what you are looking for using an Author (lastname firstname) search, try a [Basic search](#) [1] or an [Advanced search](#) [2] and type in whatever information you know. For example, if you do not know the specific name of a conference, try a Basic Keyword search using what you do know (e.g., part of the name of the conference, location, and date:peace and paris and 1920).

## Advanced Search

Use [Advanced Search](#) [2] to perform more complex searches in Orbis, such as restricting a search to a particular field in the catalog record, or limiting to a particular library on campus. You may also combine these elements in searches.

### To perform an advanced search:

1. Type in the search term(s) you want to find in the Search box. (Punctuation, case, and word order are ignored except for as a phrase searches.)
2. Select "any of these", "all of these", or "as a phrase" from the drop-down list to identify how multiple words entered in the search are to be combined.
3. Select a different index from the next drop-down list (title, author, etc) to narrow or widen the scope of your search. Keyword Anywhere searches are the broadest.
4. You may continue adding to your search by selecting a Boolean operator (AND, OR, or NOT) and adding more terms in the 2 additional search boxes provided.
5. Searches may also be limited using the **Advanced Search limits** listed below.

### Advanced Search Limits

To fine tune search results, select search limit options from the drop down list in each section or by entering a date range.

**Year:** Select from Current Material, Last 5 Years, or Last 10 Years  
or enter

**From--To:** Enter one year or range of years in [YYYY] format (e.g. **From:** 1968 **To:** (blank) will search 1968-present)

**Location:** List of libraries and collections within Yale University Library

**Place:** List of countries or states within the United States

**Type:** Category of item (e.g. book, serial, music score, printed map)

**Medium:** Physical format(e.g. video, electronic resource, microform, sound recording)

**Language:** List of languages found in the catalog, most commonly selected on top

**Records per page:** Select from 10, 20, 25, or 50 records as the maximum number of results to display on each page of search results

## Basic Search Help

The [Basic Search](#) [1] screen allows you to select from a drop down list to search by either Keyword, Title, Journal Title, Author, Subject, Call number LC or Local, Author (sorted by title), and Special Collections Subject.

The default search is a ranked keyword and the default operator is "and".

### To perform a basic search:

1. Enter your search word or phrase in the box **Search**
2. Then select the type of search you wish to do in the box adjacent to it, **as:** (keyword, title, etc.)
3. Click on **Search** or press the **Enter** key to perform the search.

You may choose another search method by selecting the [Advanced Search](#) [2] tab. If you want to perform a keyword search using Boolean operators (And, Or, Not), you must select the Advanced Search tab.

The "Records per page" drop down list on the lower left controls the number of lines displayed on each screen in your search results.

The "Quick Limits" are used to apply a single limit to your current search. You can only use a Quick Limit with a search in Keyword or in Title. For example, you can limit your search to just books (thereby excluding journals, videorecordings, etc. from your search results), online books and serials, serials and journals, movies/dvds, sound recordings, Archives and Manuscripts, or to materials published in 2007 or after, or those published in English. You may also apply search limits after executing a Basic Search, by using the "Filter your Search" feature on the search results screen.

### Keyword Search Tips

Tip	Example:	Finds:
Use ? to truncate:	econ? ?rport behavi?r	economy, economical, economics, etc. airport, carport, etc. behavior or behaviour
Use % to match a specified character length (a % equals one character):	defen%e	defence and defense
Include any elided articles:	enfant enfant enfant	will retrieve l'enfant will not retrieve l'enfant will retrieve mon enfant
Use quotation marks to search for phrases:	"global warming" "great britain"	
Use + to indicate essential terms:	+cuba +politics	
Use * to indicate important terms:	*renaissance	

**Title or Journal Title**

Tip	Example:	Finds:
Enter as much of the title as you know:	old man and the sea  journal of environmental economics	Old man and the sea; Ernest Hemingway's the old man and the sea, etc.  Journal of environmental economics and management

**Author:**

Tip	Example:
For individuals, enter last name first:	carson rachel
Enter names of organizations or groups:	american psychological association

**Author (Sorted by Title)**

Use this index when the form of the author's name is known or for prolific composers or authors. Use the other Author search for second authors, editors, and translators.

Tip	Example:
Enter author's last name first:	shakespeare william  bach johann

**Subject**

Tip	Example:
Use Library of Congress Subject Headings:	soil erosion
or Medical Subject Headings:	magnetic resonance imaging

**Call Number**

Tip	Example:
Enter as much of the call number as you know, including punctuation and spaces:	PS3537.T32

**Special Collection Subject**

Tip	Example:
Used for information about the origin, binding, date, illustration method, or provenance of items in Yale's <a href="#">Special collections</a> [3]:	incunabula in yale library stein gertrude 1874 1946 ownership  lithography specimens 1844

## Subject Search

The **Subject search** option is used to retrieve records using Library of Congress Subject Headings (LCSH) and Medical Subject Headings (MeSH). The results of this type of search are displayed in a browsable search results list.

### To perform a subject search:

1. Enter a word, or the beginning of a word, that describes your topic (for example, a search on econo would return the topics econometrics, economic, economical, economist, economy, economies, etc.).
2. Review the search results and identify subjects that are relevant to your topic.
3. Select a heading in order to view a title list for that subject.
4. Select a catalog record from the title list.

### Within detailed records, you may:

1. Review the subjects assigned to the catalog record (the subjects should appear as links).
2. Click on the heading which most closely describes your topic to execute a search for that subject.

If you are not successful using the **Subject search** option, try doing a [Keyword search](#) [1] or an [Advanced search](#) [2].

For example, to use keywords to find materials related to demographic census data for poverty rates in cities, enter: census and cities and poverty. Select a record from the Results list that is relevant to your area of interest, and click on it to see the subjects assigned to the item. Then click on the links for the subjects that most closely match your topic, to retrieve a list of other materials with those same subjects.

## New Books

[New Books](#) [4] is a list of new materials received by the library in the last month, including books, CDs, videos, etc. Newspapers, journals, and other serials are not included.

**Select Location:** To view New Books, first select a library location. If you do not see the specific location you are interested in, select 'All locations'.

**Note:** Library Locations represent the physical location(s) where the books or other materials are shelved. Books and other materials from a specific discipline or subject area may be in more than one location.

**Period:** Select a Period to include new materials acquired last week, in the last 2 weeks, 3 weeks, or 4 weeks. If you select 'last 4 weeks,' you will see all materials selected in the last month.

**Sort by:** You can indicate whether your list is sorted by Title, Author or Call Number in the Sort by list. Note that some of the titles on the New Books list do not yet have call numbers assigned. For New Books in the Government Documents & Information Center, sort by Call Number for best results.

**Search for:** You can refine your list by entering a title word (such as 'Ecuador,') an author name, or a call number.

## Search History

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[Search History](#) [5] allows you to re-run or edit searches you have performed in your current session. The most recent 20 searches are displayed. The search history will reset each time the current session times out (i.e. the screen returns to the new search page, approximately every 10 min.).

### The Search History screen displays

- the type of search (author, keyword, title, etc.) and the words or phrases entered
- the Search Type (Basic or Advanced)
- the number of items found for each search (Results)
- available actions (re-run, edit, save)

### To view search history:

1. Click on the [Search History](#) [5] link in the upper right hand corner of the page
2. Choose an action :

- re-run to perform a search again
- edit to modify a search before searching again
- or to save search results for future visits, log in to [My Account](#) [6] and follow instructions for [My Searches](#) [7]

## Searching in non-Roman script

### General Recommendations for Searching

#### Search by Romanization

For research in languages using non-Roman scripts, such as Arabic, Chinese, Hebrew, Japanese, Korean, and Russian, searching by Romanization is usually the most effective and reliable way to find non-roman language materials in Orbis.

#### Dictionary

Use an authoritative dictionary as reference for transliteration/Romanization; Yale University Library catalogers follow the [Library of Congress rules for Romanization](#). [8] Please note that Romanization standards have changed over the years, so you may need to try variants, especially for older items.

#### Characters

Searching by the vernacular script (i.e. characters) is recommended as a good starting point for users who are unfamiliar with Romanization and can be a more efficient way for finding known titles than searching with Romanization, especially for those more comfortable with the language. Non-Roman characters can be searched as keyword, author names, & titles. All *subject headings*, however, use English-language terms. Not all items have vernacular script in the record.

#### Word Division

Pay special attention to the word division rules; word division can be challenging, both for non-native speakers and native speakers of each language.

*Example 1: articles are included in Arabic and Hebrew searches; prepositions use a dash in Romanization of Hebrew*

*Example 2: Sanskrit, Prakrit, and Pali compounds are transliterated irregularly. They will sometimes be transliterated as a single word, they will sometimes have dashes between the parts of the compound, and they will sometimes be broken up into their constituent parts with spaces between them.*

### Alternatives

Be flexible--try a different transliteration or word division if no result is returned. Start small and expand the search to narrow results.

### Known issues

#### Variation in spelling:

Titles, Authors, etc. can have a variety of spellings within the catalog and only the specific spelling will retrieve that search result. For example, the variants of Mao Zedong are: ??? ( Traditional Chinese) and ??? (Simplified Chinese) as well as ??? ( Japanese Kanji). All of these variants may be used in the library system, but search in one form cannot find records that have another variant.

#### Solution

Try a variant of the character, alternate spelling, or other letters.

#### Searching for phrases:

Orbis cannot interpret the search phrase in Basic Search without quotation marks.

#### Solution

Either use quotation marks (from an English keyboard) or use Advanced Search and select "as a phrase."

### Tips for Searching Specific Languages

<a href="#">East Asian Languages</a> [9] (Chinese, Japanese, and Korean)
<a href="#">Hebrew Languages</a> [10] (Hebrew, Yiddish, Ladino, Judeo-Arabic, Aramaic, and any other language using the Hebrew alphabet)
<a href="#">Near East Languages</a> [11]
<a href="#">Slavic and East European Languages</a> [12]
South Asia <a href="#">Contact Subject Specialist</a> [13] (Languages supported: Hindi, Urdu, Sanskrit, Pali, Prakrit, Tamil, Bengali, Assamese, Arabic, Sinhala, Gujarati, Telugu, & Persian)
Southeast Asian Languages <a href="#">Contact Subject Specialist</a> [14]
Others? Find the <a href="#">Subject Specialist</a> [15]

## Help with Special Collections in Orbis

In addition to keyword, author, title, and subject searches, the following searches and limits may be helpful in locating rare books, archives, manuscripts, visual materials, and other special collections materials in Orbis.

### Format limits

On the [Basic Search](#) [1] screen, the "Quick Limits" option allows you to apply a limit—to keyword and title searches—for some of the most common material formats, including "Archives or Manuscripts." You may also apply a format limit **after** executing a Basic Search, by using the "Filter your Search" feature on the search results screen.

On the [Advanced Search](#) [2] screen, the "Type" limit allows you to select from a number of special collections formats, including:

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- Archives or Manuscripts
- Print or Manuscript Maps
- Print or Manuscript Music
- Sound Recordings
- Three-Dimensional Artifacts
- Visual Material

### Location limits

On the [Advanced Search](#) [2] screen, you may limit your search to a specific library by selecting a repository in the “Location” limit. Yale special collections repositories include:

- Beinecke Rare Book and Manuscript Library
- British Art Center
- Divinity Library
- Haas Arts Library
- Lewis Walpole Library
- Manuscripts and Archives
- Medical Historical Library
- Music Library

The “Location” limit also allows you to select specific collections within some of these repositories.

### Genre/form searches

You may search within the “Genre/form” field on the [Advanced Search](#) [2] screen by selecting it on the pull-down menu to the right of the search box.

Genre/Form:	Example:
Printed Material	Broadsides, Poems, Songs, Sermons
Manuscript material	Diaries, Albums, Recipes, Scrapbooks, Account books, Sketch books
Visual material	Photographs, Drawings, Engravings, Mezzotints, Satires (Visual works), Genre prints, Caricatures, Portraits, Landscapes
Cartographic material	Atlases, Military maps, Nautical charts, Strip maps
Bindings	Armorial bindings, Chained bindings, Pigskin bindings
Provenance	Annotations, Armorial bookplates, Extra-illustrated copies

### Special collections subject searches

You may search within the “Special Collections Subject” field on the [Advanced Search](#) [2] screen by selecting it on the pull-down menu to the right of the search box.

### Binders

You may search for binders by name, within the “Author” field or the “Special Collections Subject” field.

Example:

Sangorski & Sutcliffe
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**Provenance**

To find items previously owned by an individual or corporate entity, search for the name within the “Special Collections Subject” field.

Examples:
Van Vechten Carl
G. & C. Merriam Company

You may also search for items with provenance by combining a person’s name and certain provenance terms within the “Special Collections Subject” field.

Examples:
Murdoch Iris <i>autograph</i>
Mellon Mary Conover <i>bookplate</i>
Nabokov Vladimir <i>inscription</i>
Walpole Horace <i>Ms. notes</i>

**Incunabula**

To find incunabula (books printed before 1501) at Yale, search for the following terms, as a phrase, within the “Special Collections Subject” field.

Example:
Incunabula in Yale Library

To find incunabula, you may also search for the country, city, printer, and date (in that order) within the “Special Collections Subject” field.

Example:
England London Pynson Richard

**Early publications**

To find early publications at the Beinecke Library and the Lewis Walpole Library, search key terms (as a phrase) within the “Special Collections Subject” field.

To find:	Search:	Example:
American imprints before 1820	[place] [year]	Massachusetts Boston 1720
Connecticut imprints before 1851	[place] [publisher or printer] [year]	Connecticut Hartford James Riley 1817
Confederate States imprints between 1861 and 1865	[place] [year]	
States west of the Mississippi River imprints through 1865 or 1890	[place] [year]	
Mexico imprints before 1865	[place] [year]	

**Pamphlets (tracts)**

To find tracts (works with fewer than 100 pages) at the Beinecke Library and the Lewis Walpole Library, search key

terms (as a phrase) within the "Special Collections Subject" field.

To find:	Search:	Example:
American tracts	amer tracts [year]	amer tracts 1776
British tracts,	brit tracts [year]	
European	euro tracts [year]	
Latin American	lat amer tracts [year]	

### Local Call number searches (*Basic Search screen only*)

Most of the special collections libraries at Yale use locally devised call numbers that are indexed separately from Library of Congress (LC) call numbers. If you know a Yale-assigned call number, you may begin browsing a collection by entering the call number in the search box and then selecting the "Call Number (Local)" index from the pull-down menu to the right.

To learn more about locally assigned call numbers, contact reference staff in the [special collections](#) [16] library.

## Titles Index

### Title List

The title list summarizes your search results. To display the record details associated with a title, click on the underlined title to jump to the details. You can page through your results by using the scroll bar located along the right edge of the screen or the Next button located at the lower right corner.

### To save or print information from specific records:

1. Mark the record(s) you are interested in by clicking the checkbox on the left side of the screen by the title.
2. Click an option button at the top or bottom of the list.
3. Follow the instructions on the page that follows.
4. Clicking the **Select Page** or **All** checkbox will allow you to select all results on the page or from the search for [printing](#) [17] or [exporting](#) [18].

To place a request for a specific item, open the record details and follow the instructions to [Request Recall or Delivery](#) [19].

## Headings Index

The headings index summarizes your Subject Browse search results in groupings of subject headings. Each heading may have one or more titles, and also may provide cross-reference information.

To display the titles associated with a heading, click on the underlined heading to jump to a list.

To follow the See or See Also reference(s) related to the Heading, click on the blue highlighted link. This will take you to a new headings index where you can select more relevant headings and titles.

Example:

[Twain, Mark, 1835-1910](#) [20] (1211) personal name

- Search Also Under: For works of this author written under other names, search also under Clemens, Samuel Langhorne, 1835-1910, Snodgrass, Quintus Curtius, 1835-1910 Louis de Conte, 1835-1910
- See Also: [Clemens, Samuel Langhorne, 1835-1910](#) [21]

## Call Number Index

Two types of call numbers are available for searching in Orbis: LC (Library of Congress) call numbers and Local call numbers (which include Yale classification, film, microfilm, and others).

Enter the call number (may or may not contain alphabetical characters) starting with the first character, and include all punctuation and spaces. Case does not matter. Complete or partial call numbers may be entered:

- E 184.I6 .M117 1996: this is a complete Library of Congress call number for *Angela's ashes: a memoir*
- Mb 60: this is a partial local Yale call number for catalog records relating to a certain subject, in this case slavery in America.

Search results are listed in call number order. Results are displayed in Brief format (Call Number, Author, Title, Publisher) and are browsable, forward and backward. The first record is the one that most closely matches the call number you entered.

Click on the blue highlighted link to access the [detailed record](#) [22] for a specific call number.

## Detailed Record View

This page displays details about each title and its availability. A [staff](#) [23] view is also available.

You may request delivery by clicking on [Request recall or delivery](#) [19], or visit the appropriate library on campus and locate the material by call number.

You may also [print](#) [17], [email](#) [24], [export](#) [18] or add to a [list](#) [25] of saved titles in Orbis. Just click on the available links under Actions.

## Staff View

The Staff (MARC) View record display provides the fullest possible view of the catalog record for all materials in Orbis. The Staff View is mainly used by library staff.

Consult the staff view display for a thoroughly labeled display of bibliographic information, which includes almost every field in the catalog record, but not all of them. Choose the full (basic) view display for the most basic information about the work.

## Email Search Results

Enter an email address for sending Orbis records. Note that the message will appear to come from "Voyager Owner". You can alter the subject line text by typing in that box.

## Export Search Results

Catalog records may be exported to bibliographic management programs such as EndNote, RefWorks and Zotero. To export an individual catalog record, select the Export links under Actions, then select a format for exporting results. For more information on using these programs, see <http://guides.library.yale.edu/citationmanagement> [26].

## Print Search Results

You can print either a list of multiple titles selected from a search set or an individual title.

### To print a list of multiple titles:

Select each title from the result set by checking off those you want to print. You can select items from multiple pages. Click on Print at the top or bottom of the page. From this next screen, there is a drop down menu where you can choose to print either the Brief Records (Title, Author, Call Number) or the Full Records (All Fields) for the multiple titles you selected.

### To print an individual title:

From the individual title view, click Print under Actions on the right hand side of the page. From the next screen, there is a drop down menu where you can choose to print either the Brief Record (Title, Author, Call Number) or Full Record (All Fields) for the individual title.

## Where is this?

From the detailed record view, click on the blue Where is this? link to open the location page for the item or book stacks floor map, when available.

- For items in Sterling Memorial Library (SML), the floor map will list the floor and highlight the call number section on that floor where the book should be found. Printed copies of the [stack directory](#) [27] can also be found at the service desks (circulation and information) and floor maps are posted next to the elevators in the book stacks of SML.
- Items at LSF (Library Shelving Facility) or in Special Collections will not have a link to Where is this?

As always, if you have difficulty finding a book on the shelf, use the [Request recall or delivery](#) [28] link for staff search and delivery.

Example

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## Yale Holdings

- Location: SML, Stacks, LC Classification (New) [Request scan of article/chapter](#) [29]  
[Request recall or delivery](#) [28]
- Call Number: PS3515 E37 O419 1970
- Status: Not Checked Out

## Z39.50 Access

### Orbis Z39.50 Access

Z39.50 access will allow you to connect to Orbis (Yale Library Catalog) using client software such as EndNote. A preconfigured EndNote connection file for Orbis is available from the [EndNote Help Page](#) [30].

Note: Bibliographic records harvested from the Yale Library Catalog are not available for commercial use.

### Orbis Z39.50 Parameters

System	Endeavor Voyager
Server Address	z3950.library.yale.edu
Port:	7090
Database	voyager
Record Syntax	USMARC or OPAC

[Voyager Z39.50 attributes](#) [31]

## How to request recall or delivery

### Use Request recall or delivery to:

- Recall items that are checked out or have the status *In Process* (including UNCAT call numbers)
- Request items for delivery to another library
- Page an item at libraries with paging services
- Retrieve an item from the Library Shelving Facility (LSF)
- Request that Library staff search for an item that is not on the shelf

### To request an item:

1. **Find the detailed record for the title that you want to request and note the "Status"**

(e.g. Checked Out or Not Checked Out, needed for Step 4)

1. **Select the "Request recall or delivery" button**

2. **Log in**

3. **Select whichever type of request matches the "Status":**

Select <b>Recall items checked</b> out for status of:	Checked Out  UNCAT  In Process
Select <b>Request staff search or delivery</b> for status of:	Checked In or Not Checked Out  On Order: select to be notified when a title On Order arrives  Request a search by library staff for items not found on the shelf

4. **Select an item:**

For multi-volume titles:	<ol style="list-style-type: none"><li>1. In Step 1, verify that the Library owns the needed volume in the "Library has:" portion of the Orbis catalog record</li><li>2. Use the drop down list to select a volume number.</li><li>3. If the needed volume is not listed, use the "Specify an issue" feature*.</li><li>4. Fill in the required fields.</li></ol> <p>*Note: Use the drop down list for items at LSF to avoid delays in processing &amp; delivery.</p>
For single volume titles:	<ol style="list-style-type: none"><li>1. Use the drop down list to choose a copy.</li><li>2. Skip "specify an issue."</li></ol>

5. **Select pick up location**

6. **Re-enter your Yale library login information, if requested**

7. **Click "Submit"**

For both types of requests, you will receive an e-mail notification or a notice through the mail informing you when your item is available for pick up. You can also look at [My Account](#) [32] to check on the status of your request.

## **Problems with your request**

### **Common reasons why your request could not be processed:**

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Reason:	Detail:	Try:
<b>Course reserve:</b>	not eligible for request or delivery	visit the listed library location
<b>Item status is "checked out":</b>	wrong type of request was submitted	go back and change request type to <i>Recall items checked out</i> instead of <i>Request staff search or delivery</i>
<b>Status "In Process":</b>	item is checked out to a library department	Use Request recall or delivery, choose <i>Recall items checked out</i> option
<b>Non-Circulating:</b>	either the title or selected edition cannot be requested	either request a circulating edition or visit the location (i.e. Beinecke)
<b>Arts Library Collection:</b>	not available for request	visit <a href="#">Haas Arts Library</a> [33]
<b>Bass Library YCC DVD Collection:</b>	not available for request	visit <a href="#">Bass Library</a> [34]
<b>Bass Library Travel Collection:</b>	travel books do not circulate	visit <a href="#">Bass Library</a> [34]
<b>Block on your library account:</b>	overdue recalled items, maximum fine amounts and other reasons will block you from using the library	See <a href="#">My Account</a> [6] for block reason and contact the <a href="#">Privileges Office</a> [35] or a circulation desk at one of the <a href="#">libraries</a> [36] for assistance.
<b>Already checked out to you or on hold for you:</b>	cannot be requested	View in <a href="#">My Account</a> [6]. Please check your home and/or office area for this book.
<b>Already recalled by you:</b>	the reader has been notified of the recall and there are no additional actions we can take for this item at the present time. You will be notified as soon as the book becomes available	Try alternatives such as <a href="#">Borrow Direct or ILL</a> [37]
<b>Film Study Center:</b>	item is housed at the Film Study Center at 53 Wall St. in the Whitney Humanities Center, and is not available for request	consult the Film Studies web site at <a href="http://www.yale.edu/filmstudy/">http://www.yale.edu/filmstudy/</a> [38] for information about hours and loan policies

### Available Actions:

- If you would like to review or modify your request, use your browser's back button to return to the item information.
- To continue your request for missing or lost materials, or for any other materials, click on the *Request form* link (on the page with the message "Your request could not be processed"), enter the appropriate information and *Submit*. Your request will be queued for manual support.
- For more information about requests, please visit [How to request recall or delivery](#) [19] and [Requests FAQ](#)

[39].

## Request FAQ

### Recall vs. Request staff search or delivery

Recall Items Checked Out:

- Request an item that is checked out to another reader
- Allows the current user to keep the book for approximately 10 days from when the recall is placed, or until the due date if it is sooner
- When the item is returned, it will be placed on the Hold shelf for you at the Circulation Desk of your choice and you will be notified
- The recalled item will be returned to the book stacks if not picked up within approximately 10 days after notification
- All materials are subject to recall immediately after check out
- Items with a status of 'in process' are charged to a library department and may normally be recalled, with expedited processing

Request Staff Search or Delivery: By choosing this option, patrons will be able to:

- Choose a pickup location for the book they are requesting
- Request an item shelved at the Library Shelving Facility (LSF)
- Request an item be paged (retrieved from the stacks and brought to the circulation desk for you) at libraries where this service is offered
- Submit comments or details about the request

### For items not available at the library:

- Use the [Purchase Request Form](#) [40] to request that the Library purchase material not owned or on order. The request will be forwarded to a library selector for review.
- Use the [ILL/Borrow Direct](#) [41] to request materials through the Borrow Direct or ILL system, for materials not currently available at Yale Library.

## How to request scan of article/chapter

### To request a scanned copy of a chapter or article:

1. Find the item in Orbis.
2. Click on the link to "Request scan of article/chapter."
3. Log in with your NetID and password or ILL account login.
4. Complete all fields and submit the request form.
5. Once your request is available, follow the link in the email notification you receive to download the PDF.

Requested items usually arrive electronically within **2 business days**.

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Visit the following guide for more information: <http://guides.library.yale.edu/getit/scan> [42]

## Help Logging In to Orbis

You must [log in](#) [6] to Orbis in order to access your patron information, to request for recall or delivery, or to set or use preferences. If you are not logged in, the Login window will display when you select **Log in** or any function requiring patron log in.

- Yale faculty, students, staff or affiliates with NetId: click Yale NetID login to be presented with a screen to enter your NetId and password. Information about NetIDs is available at <http://www.yale.edu/password> [43]
- Registered visitors: enter the barcode on the front of your library card into Id, and enter last name into Last Name, and click Log in.
- Please see [Borrowing and Circulation](#) [44] for more information about registration and circulation policies.

\*\*Remember to log out when you finish a session so that your library account information remains confidential.

## My Account

The [My Account](#) [6] page allows you to review your library transactions.

- Select View Personal Information to review the address and phone number that is on file with the library.
- [Edit Preferences](#) [45] allows you to set personal preferences for searching the library catalog.
- View a listing of your outstanding fines and fees due to the library.
- See the due dates of materials that are checked out and renew these items.
- See requests pending at the library and their status.

[Report a problem with your account](#) [46].

## My List

This feature allows you to save bibliographic records from various search results for later viewing, editing and printing in different formats. You must be [logged in](#) [6] to My Account to save items to [My List](#) [47]. To requests items, see the [request](#) [19] help pages.

### To save records to your list:

From the Titles screen,

1. Select the check boxes next to all records you want to save to your list, on the first search page containing records you wish to save.
2. Click the Add to List button at the top or bottom of the results.
3. A message that the selected records have been added to your list will pop up, and remain on your current search results page.
4. When finished, you can view your list by selecting the My List at the top of the page.

From the detailed record view with holdings information,

1. Simple click Add to List.

### To delete a record from your list:

1. Select the check box next to the record.
2. Click the Delete button.

### To *clear* the contents of your list:

1. Select All records.
2. Click the Delete button.

### To *email/print/export* the contents of your List:

1. Select the records you wish to email/print/export.
2. Click the button to email/print/export.
3. Follow the steps on the next screen.

## My Searches

[My Searches](#) [48] allows you to save up to 25 search queries to run again at a later time. You can save a search from the *title list* or from the *search history* page. You must be logged in to [My Account](#) [6] to save to My Searches.

### To execute a search from your list:

1. Click Re-Run

### To receive updates about new hits for a search:

1. Set the Alert Frequency (none, daily, weekly, bi-monthly, monthly)
2. Set Results to Y (on) or N (off)
3. Save your changes

## Personal Search Preferences

Editing personal preferences allows you to define your preferred search and display settings. Once configured, these settings will be in effect whenever you log in to Orbis.

After logging in to [My Account](#) [6], select the tab **Edit Preferences**.

- Search options: Select a type of search and specify defaults for the selected search.
- Display options: Select the desired number of records to display, per page, from the drop-down box.

When finished, click the **Save** button.

## Accessibility in Orbis

### Orbis Accessibility

Ex Libris development has focused on accessibility compliance for Orbis.

The tactics and techniques used for accessibility compliance in Orbis were derived from discussion documents and use of tools including the FAE (Functional Accessibility Evaluator) tool. The FAE tool analyzes web content based on the use of CITES/DRES Html Best Practices (see <http://html.cita.uiuc.edu/>) for web development.

For example, one of the practices used is to declare a headings level 2 tag, <h2>, within ordered, <ol>, and unordered, <ul>, lists. The <h2> tag describes a descriptive label for a collection of links.

Since JAWS (see [http://www.freedomscientific.com/fs\\_products/software\\_jaws.asp](http://www.freedomscientific.com/fs_products/software_jaws.asp)) allows users to navigate web content via headers, <h1> ... <h6>, this is a good way to break up the web interface into logical components.

Orbis implements the use of <h2> headings within lists purely for accessibility navigation. The header is positioned off-screen using css so that a non-screen-reading user does not see the header.

As you work with Orbis, you will observe other characteristics of accessibility compliance.

### Accessibility Statement

Ex Libris is committed to making its Web-based applications accessible to as many users as possible regardless of the challenges that they face. As new technologies emerge, Ex Libris makes every effort to improve the accessibility of its products.

The Voyager 7.0 Orbis user interface was developed to comply with leading international accessibility and industry standards.

1. The W3C Web Content Accessibility Guidelines 1.0, level A. See <http://www.w3.org/TR/WCAG10/>.
2. Section 508 of the Rehabilitation Act (29 U.S.C. 794d). See <http://www.section508.gov/>.

### Accessibility Disclaimer

Institutions can customize the interface of Orbis. Ex Libris cannot guarantee that the resulting user interface will be compliant with accessibility standards after a third party has altered the interface.

Orbis connects to other Web sites maintained by third parties over which Ex Libris has no control. Ex Libris makes no representations as to Web accessibility compliance standards maintained by other Web sites.

### Comments and Suggestions

If you have any comments or questions on Web accessibility issues relating to Voyager 7.0 Orbis, please contact [accessibility@exlibrisgroup.com](mailto:accessibility@exlibrisgroup.com).

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Source URL: <https://web.library.yale.edu/help/orbis>

### Links

[1] <http://orbis.library.yale.edu/vwebv/searchBasic> [2] <http://orbis.library.yale.edu/vwebv/searchAdvanced> [3] <https://web.library.yale.edu/help/orbis/specialCollections.html> [4]

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<http://orbis.library.yale.edu/vwebv/newBooks.cgi?sk=opac> [5] <http://orbis.library.yale.edu/vwebv/searchHistory> [6]  
<http://orbis.library.yale.edu/vwebv/login> [7] <https://web.library.yale.edu/node/169.html> [8]  
<http://www.loc.gov/catdir/cpsd/roman.html> [9] <http://www.library.yale.edu/eastasian/howdoi1.html#scripts> [10]  
<http://www.library.yale.edu/cataloging/hebraicteam/> [11]  
<http://www.library.yale.edu/neareast/researchtools/compute.html> [12]  
<http://www.library.yale.edu/slavic/language.html> [13] <http://www.library.yale.edu/subject/Searching%20Orbis> [14] <http://www.library.yale.edu/subject/Searching%20Orbis> [15]  
<http://resources.library.yale.edu/StaffDirectory/subjects.aspx> [16] [http://www.library.yale.edu/special\\_collections/](http://www.library.yale.edu/special_collections/) [17] <https://web.library.yale.edu/help/orbis/printDialog.html> [18]  
<https://web.library.yale.edu/help/orbis/exportDialog.html> [19]  
<https://web.library.yale.edu/help/orbis/patronRequest.html> [20] <http://orbis.library.yale.edu/vwebv/search?searchArg=twain%2C+mark&searchCode=SUBJ%2B&limitTo=none&recCount=50&searchType=1&page.search.search.button=Search> [21] <http://orbis.library.yale.edu/vwebv/search?searchType=1&searchCode=NAME&searchArg=Clemens.%20Samuel%20Langhorne.%201835-1910> [22]  
<http://web.library.yale.edu/help/orbis/holdingsInfo.html> [23] <https://web.library.yale.edu/help/orbis/staffView.html> [24] <https://web.library.yale.edu/help/orbis/eMailDialog.html> [25] <https://web.library.yale.edu/help/orbis/myList.html> [26]  
<http://guides.library.yale.edu/citationmanagement> [27] <http://www.library.yale.edu/libraries/images/stackguide.pdf> [28] <http://web.library.yale.edu/help/orbis/patronRequest.html> [29] <http://ill.library.yale.edu/illiad/illiad.dll?action=10&form=30&sid=scan-orbis&genre=Scan&PhotoJournalTitle=%20Lao%20ren%20he%20da%20hai%20%E8%80%81%E4%BA%BA%E5%92%8C%E5%A4%A7%E6%B5%B7%20&CallNumber=%20PS3515%20E37%20O419%201970&Location=sml&ItemInfo2=2132386> [30]  
<http://www.library.yale.edu/endnote/#orbis> [31] <http://www.loc.gov/z3950/lcserver.html> [32]  
<http://orbis.library.yale.edu/vwebv/myAccount> [33] <http://www.library.yale.edu/arts/> [34]  
<http://www.library.yale.edu/bass/> [35] <http://www.library.yale.edu/circ/> [36] <http://www.library.yale.edu/libraries/> [37]  
<http://www.library.yale.edu/ill/> [38] <http://www.yale.edu/filmstudy/> [39]  
<https://web.library.yale.edu/help/orbis/patronRequests.html> [40] <https://web.library.yale.edu/form/purchase-request> [41] <http://www.library.yale.edu/ill/borrowdirect.html> [42] <http://guides.library.yale.edu/getit/scan> [43]  
<http://www.yale.edu/password> [44] <http://guides.library.yale.edu/borrow> [45]  
<http://orbis.library.yale.edu/vwebv/editPreferences> [46] <https://resources.library.yale.edu/claimsreturned/> [47]  
<http://orbis.library.yale.edu/vwebv/myList> [48] <http://orbis.library.yale.edu/vwebv/mySearch>