LOLA SEARCH MANUAL
A GUIDE TO SEARCHING THE DEFENCE RESEARCH
ESTABLISHMENT SUFFIELD'S ON-LINE LIBRARY CATALOGUE

by

J.G. Currie

March 1992

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A GUIDE TO SEARCHING THE
DEFENCE RESEARCH ESTABLISHMENT SUFFIELD'S
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J G CURRIE

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WARNING
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ABSTRACT

LOLA (LOCating Library Articles) is the on-line catalogue for the Defence Research Establishment Suffield. This manual provides step by step examples of both the basic and expert search. Examples of all the screens and of the reports that can be generated are included.

RÉSUMÉ

LOLA (LOCating Library Articles) est le catalogue en ligne du Centre de recherches pour la défense de Suffield. Le présent manuel fournit des exemples de recherche simple et de recherche approfondie, étape par étape. On y trouve des exemples de tous les écrans et de tous les rapports qui peuvent être générés.
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INTRODUCTION

LOLA (Locating Library Articles) is the on-line catalogue for the DRES (Defence Research Establishment Suffield) library system. It is adapted from the ELOQUENT LIBRARIAN PC-based integrated library system to meet specific DRES needs. It contains all Sci/Tech documents, books and journals held in the DRES collection. There are two methods of searching the database, the basic search and the expert search. This manual will provide a step by step example of both search methods.

SYSTEM COMMANDS

As with many other aspects of LOLA many of the search capabilities have been added with specific DRES applications in mind. This is particularly evident in the PRINT REPORTS field where all of ELOQUENT's 12 report categories have been customized to meet specific DRES needs.

LOLA is set up to be very similar to the style used in DIALOG. Numbered sets are combined with logic to achieve the search goals. The logic statements are very simple and are as follows.

A space ( ) is read as "and",

A slash (/) is read as "or",

Truncation is signified by the use of brackets [ or ]; therefore

xxx] means that all words beginning with xxx are to be found,

[xxx means that all words ending with xxx are to be found,

[xxx] means that all words containing xxx are to be found,

An equals sign (=) means that the exact phrase must be found.

Words may be entered in either capitals or small letters.

A quick command sheet is attached as Appendix A.

LOLA will also retrieve both the singular and plural of a search term if it is made plural solely by adding an "s" to the
end. THE PLURAL MUST BE SEARCHED. In this case searching "Toxins" will retrieve either "Toxin" or "Toxins".

GETTING STARTED

Library staff will access the system by entering their individual operator code and password. The system will respond with the main menu and they will choose D for a basic search or DD for an expert search. All other users will access the system by entering RES when the system prompts please enter your operator code:. This screen is shown as Figure 1.

FIGURE 1
ELOQUENT INTRODUCTORY SCREEN

The next screen will be the search or research menu. This is shown in Figure 2.
Note that there is an explanatory box at the bottom of the page. For help press F1. For a further explanation on any of the options type ?A (or B, C, D) <enter>.

**BASIC SEARCHING**

The basic search is a simple word search. The menu in Figure 2 shows the three options the user has. It must be noted that even the most sophisticated screens will allow a search in only one field. This screen is shown in Figure 3 where the term "library" has been entered as a keyword. Two other keywords could be entered but no other fields can be used.
FIGURE 3
SEARCH SCREEN WITH SEARCH TERM ENTERED

Boolean logic can be used with this screen. Entering two or three keywords would be automatically read as an "and" statement. If the plural of library was to also be searched it would require entry in the form of "Library/Libraries", Library or libraries.

Figure 4 shows the screen after the search has been completed. In this case 96 items, or hits, were found.

LOLA will then prompt you to either view the retrieved results or to press 0 <enter> to use another option. The options are shown in Figure 5 and are chosen by highlighting the item with the <Arrow Key> and pressing <enter>.
LIBRARY D.R.E.S. (DC) RESEARCHER

Items found

1 - KEYWORD : LIBRARY
2 - KEYWORD :
3 - KEYWORD :

4 - TITLE :

5 - SUBJECT :
6 - SUBJECT :
7 - SUBJECT :

8 - AUTHOR :

(96) items found. Press <ENTER> to display or "O" for options:

Press <ENTER> to see them.
To change a parameter, enter its number.
F1 for more HELP. END to stop. TOP to start over.

FIGURE 4
ITEMS FOUND

LIBRARY D.R.E.S. (DC) RESEARCHER

Output Options - Selection

1) DISPLAY Display your search results on the screen
2) PRINT Print a report of your search results
3) SORT Sort your search results into sequence
4) RESTART Start over and do another search
5) END End search session

(96)

Highlight the option of your choice, then press <ENTER>.

ENTER YOUR RESPONSE :

FIGURE 5
OUTPUT OPTIONS

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At this point the user has the following options:
- view the results;
- have them printed in one of 7 formats;
- sort them in 1 of 4 formats;
- start a new search;
- or to end the session altogether.

The message at the bottom of Figure 5 tells the user that the search strategy can be saved by pressing <CTRL F6> and that the results can be saved by pressing <CTRL F8>. The display screen of the search results is shown in Figure 6. To see the full record you move the <Arrow Key> to the title you wish to see and press <enter>. The full record will be displayed.

Expert Search

The expert search is more flexible and sophisticated than the basic search. A large number of terms and concepts may be combined in a search strategy. Eight different access points or search categories may be used. In this section each search category will be described and a search will be shown from the start to the printing of a record.

To get to the expert search the user selects (D) Expert Search
on the Research Menu shown in Figure 2. The screen will then display the search category options that are listed in Figure 7.

LIBRARY                      D.R.E.S. (DD)                     RESEARCHER
Search Category Options - Selection

1) Word(s) in Title
2) Word(s) in a Heading (subject, author, etc.)
3) Codes (Type, LA, FO, SC, SS)
4) Word(s) Found in Contents Note or Summary
5) Numbers (Report #, ISBN, etc.)
6) Saved Results as a Parameter
7) Saved Search as a Parameter
8) General Word

Highlight the option description of your choice, then press <ENTER>.
Press F1 for HELP, F2 for special functions menu, Ctrl F1 for diagram.
Press F10 to create logic statements.
ENTER YOUR RESPONSE:

FIGURE 7
SEARCH CATEGORY OPTIONS

To select an option you either highlight it with the <Arrow Key> and press <enter> or you type the line number at the prompt. The options are described below.

Word(s) in Title

The search terms must appear in either the title proper or the series title. A space between two words is read as "and". The entry library directory would be read as "library" and "directory" and would find the Canadian Library Directory and the American Library Directory. Word order will not influence the search. A search entered as directory canadian library will still locate the Canadian Library Directory. Capitalization is not necessary.

Word(s) in a Heading

These search terms are the personal author, subjects, publisher or corporate authors. These headings are authorities. An authority is the method of entering an item into the database a standard way or linking the variant names together. An example of
this would be if you were looking for the author John Gilbert Clement. The system automatically retrieves all the John Gilbert, John G and J G Clement entries. If you were searching for DRES the system will give you all search results under all the various names DRES has been listed under. This will be illustrated later in the sample search.

This option has a unique feature. You can search on a single heading by highlighting the line number using the <Arrow Key> or all the headings by entering the F3 key at the prompt. This screen is shown in Figure 8.

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>D.R.E.S. (DD)</th>
<th>RESEARCHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Headings - Selection</td>
<td></td>
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1. Personal Author
2. Subjects
3. Publisher/Corporate Author

Highlight the option of your choice, then press <ENTER>. Press F3 to accept any relationship, or F7 to quit.

ENTER YOUR RESPONSE:

FIGURE 8
TYPES OF HEADING - SELECTION

Codes

Codes is a field unique to LOLA. The searchable codes are shown in Figure 9. This option is particularly beneficial if you want to limit your search to documents (\&ul) that are UNCLASSIFIED (\&04).
Restrictor Types - Selection

&01  Type (J-Journals, B-Books, D- Documents)
&02  Language
&03  Format
&04  Security Classification
&05  Limitations

To expand the option of your choice, highlight the description, and press <ENTER>. Press F7 to exit.

ENTER YOUR RESPONSE:

FIGURE 9
RESTR ctor TYPES

Contents Note or Summary

This option will search the description field. This field presently includes the abstracts of records downloaded from the DSIS tapes. When optical scanning technology becomes available it will include the abstracts for all documents, the table of contents for books and location and holdings records for journals.

Numbers

The options for numbers are shown in Figure 10.
Unfortunately this field is not indexed as the others are. This means that any search in the numbers option will scan every record in the database. It also means that numbers are not searched under the General Word option unless they are also entered in another field. If you chose the Report Number option and then searched for DRES-PM-<enter> it should retrieve all the presentations at meetings that are in the database. The screen will immediately respond with the message

1) (???) RN..............DRES-PM-

After the logic is created the system will respond with the screen shown in Figure 11.
WARNING! This search will involve a scan of the entire database. Depending on the number of titles in your database, this could take a LONG time. Press <ENTER> to begin, F5 to redo logic, or F9 to enter more parameters.

ENTER YOUR RESPONSE:

FIGURE 11
NUMBER SCAN

The system is not joking when it warns "this could take a LONG time". The system scanned for over 15 minutes before the search in Figure 11 was aborted. Researchers are advised not to do number searches unless they absolutely have to. There is frequently sufficient information with parts of titles, subjects and authors to locate a desired item.

General Word

This should be the default for all searches requiring more than 1 specific item or name. The field will search for a word in all the indexed fields: title, authority, abstract. It is advisable to search using a strategy that combines both a general word and a word in heading search to narrow search results. This field is not the most appropriate for searching authors or corporate authors. If you searched for the author Smith J as a general word you will get 25 hits. This includes 2 different J Smiths, 13 other Smiths, one Hollingdale-Smith, one Smith-Olliver, one report where a Smith was cited in the abstract and three reports on Smith Wesson revolvers. In this case the system did not look for a concept, say Smith = author but only for the letters S,M,I,T, and H.
Saved Results

The results of a search can be saved for future use. After you have performed the search but before you decide on an output press <CTRL>F8 and the list will be saved. You will be asked to name the list. You can retrieve the list later from the screen by highlighting the file name with the <Arrow Key> and pressing <enter>. This can only be done if you remember the name of the list.

Saved Search

The same can be done with your search logic except that in this case you press <CTRL>F6.

Performing the Search.

No search can be performed until the F10 key is pushed. This instructs the system that all the search terms have been entered and that it must display a logic screen.

If there are no more terms to search then press the F10 key as the system prompts to create logic statements.

If you wished to search for the papers written by J G Currie on procedures and published by DRES in 1990 the screen would first display the sets shown in Figure 12. The sets would then be combined in the form:

1 and 2 and 3 and 4

and the search would produce 3 hits. For long strings using a single logic command the search can be described symbolically using a- in place of and 2 and 3 and 4. The logic would be encased in parentheses and written (1a-4).

If you wished to search a string of or relationships, say authors, the screen will display something similar to Figure 13. Notice that the logic has already been entered in the form of (1o-4). The results are shown in Figure 14.
1) (45) AU - Author......Currie J G
2) (18) SU - Subject......Procedures
3) (???) PU/CA..............DRES
4) (???) PY (Date-Yr).....1990

Type a sentence which combines the above parameter numbers using AND, OR, and NOT. For example:
1 AND (2 OR NOT 3)
1 AND (2 OR 3) AND 4
(Press F1 for more help)
1 AND NOT 2
1 AND NOT[2 OR 3]

ENTER YOUR RESPONSE:

FIGURE 12
AND SEARCH

1) (72) AU - Author......Clement J G
2) (62) AU - Author......Lundy P M
3) (33) AU - Author......Hamilton M G
4) (41) AU - Author......Sawyer T W

Type a sentence which combines the above parameter numbers using AND, OR, and NOT. For example:
1 AND (2 OR NOT 3)
1 AND (2 OR 3) AND 4
(Press F1 for more help)
1 AND NOT 2
1 AND NOT[2 OR 3]

ENTER YOUR RESPONSE: (lo-4)

FIGURE 13
OR SEARCH

UNCLASSIFIED
The Expert Search - Author.

The following section works through an expert search concerning a DRES author, Tracy Weiss.

After entering the expert search mode you select Words in a Heading <enter>. The system will respond with the screen shown in Figure 15.
FIGURE 15
TYPES OF HEADING

The screen prompts you to select a heading or to press \textbf{F3} for all headings. In this case \textbf{1 Personal Author} is highlighted with the \texttt{<Arrow Key> <enter>}. The system responds with the screen shown in figure 16. At the bottom prompt \texttt{ENTER YOUR RESPONSE} type in the name of the person to be searched. The order of entry is surname then initials. Capitalization is of no concern so in this case \texttt{weiss t} has been entered.

FIGURE 16
AUTHOR SELECTION

Figure 17 shows the preliminary search results. There are 5 different entries for Weiss but none for T Weiss. In this case you have to assume that M T Weiss is the same person as T Weiss. You will also note that the system tells you that the 14 records for M T Weiss are also linked to 4 records for M T Birmingham. To chose
these records for further action you move the <Arrow Key> to Weiss M T and press <INSERT> and <Arrow Key>. You repeat this for Birmingham M T. This will provide you with the screen shown in Figure 18.

LIBRARY
PERSONAL AUTHOR

1) (7) AU Weiss D
2) (2) AU Weiss D H
3) (3) AU Weiss D S
4) (1) AU Weiss E
5) (14) AU Weiss M T
6) (4) AU See Also - Birmingham M T

Highlight the heading of your choice, then press <ENTER>. To search using different words, enter them and press <ENTER>. Press F7 to exit or F5 for a different heading type. Ctrl-S for details on highlighted authority.

ENTER YOUR RESPONSE:

FIGURE 17
SELECTION PT 1

UNCLASSIFIED
Type a sentence which combines the above parameter numbers using AND, OR, and NOT. For example: 1 AND (2 OR NOT 3) 1 AND (2 OR 3) AND 4
(Press F1 for more help) 1 AND NOT 2 1 AND NOT(2 OR 3)

ENTER YOUR RESPONSE:

FIGURE 18
SELECTION PT 2

At the prompt press <enter> as instructed. You are returned to the Category Option screen shown in Figure 7. As there are no more terms to search press F10 to get to the logic screen. This screen in shown in Figure 19. The instructions suggest ways to write your logic. If you use "and combined with "or" statements the or statements should be in parenthesis. In this case you want all the hits from either set 1 or set 2 so your logic statement is 1 or 2.
Type a sentence which combines the above parameter numbers using AND, OR, and NOT. For example:
1 AND (2 OR NOT 3)  
1 AND (2 OR 3) AND 4
(Press F1 for more help)  
1 AND NOT 2  
1 AND NOT[2 OR 3]

ENTER YOUR RESPONSE : 1 or 2

FIGURE 19
ENTER LOGIC

An Output Option screen similar to that in Figure 5 will tell you that you have 18 hits and asks what you want done with them. If you wish a printout of the search there are 7 choices. The Print Report screen is shown in Figure 20.
The most useful reports will be ALL, BIBLIOGRAPHY, BRIEF, CATALOG, and SEARCH. These are shown in Figures 21 through 25.

The Anticholinesterase Activity of Organophosphate Nerve Agents in Primary Cultures of Chick Embryo Forebrain Neurons

AU - Author.......Sawyer T W
AU - Author.......Weiss M T
AU - Author.......Unger R J
SU - Subject.....AChE
SU - Subject.....Organophosphate
SU - Subject.....Nerve agents
SU - Subject.....Alternative to Animal Experimentation
PU/CA..............DRES
RN.................DRES-M-1309
PY (Date-Yr)........1991
GL..................Ralston, Alta
AN...................91-0525
Entity Key...........10256

FIGURE 22
REPORT - BIBLIOGRAPHY

DRES-M-1309
Title............The Anticholinesterase Activity of Organophosphate Nerve Agents in Primary Cultures of Chick Embryo Forebrain Neurons (U)
AU - Author......Sawyer T W
AU - Author......Weiss M T
AU - Author......Unger R J
PY (Date-Yr).....1991
AN................91-0525
Entity Key.......10256

FIGURE 23
REPORT - BRIEF

UNCLASSIFIED
FIGURE 24
REPORT - CATALOG

Search Report

23 JAN 92 10:28AM

The Anticholinesterase Activity of Organophosphate Nerve Agents in Primary Cultures of Chick Embryo Forebrain Neurons (U)
Sawyer T W
DRES-M-1309
1991
91-0525
Weiss M T . Unger R J .
UNCLASSIFIED
10256

FIGURE 25
REPORT - SEARCH

It should be noted here that in both bibliography and search only the first author is listed.
RANGE SEARCHES

Range searches are the most sophisticated. An example would be a search of all DRES Contract Reports on HI-6 that are UNCLASSIFIED with an Unlimited Distribution, written in French and added to the DRES collection in 1990.

The steps would be:

Enter General Word and search HI-6, this is set 1,

Enter Codes, highlight LA and select FRENCH, this is set 2,

Re-enter Codes, highlight SC and select UNCLASSIFIED, this is set 3,

Re-enter Codes, highlight SS and select Unlimited, this is set 4,

Enter Numbers, highlight Report Number and enter the range, in this case a truncated term DRES-CR}. This is set 5,

Press F10 and enter your logic of 1 and 2 and 3 and 4 and 5.

The system will tell you that there are 0 hits and ask you to redo your logic. You would merely retype a new logic statement. In this case you might delete the French language requirement and type in 1 and 3 and 4 and 5. This will give you 18 hits.

Any time you are at the Output Option screen the system will tell you that you can amend your search strategy by pressing F9 to redo your logic or you can add more search parameters by pressing F9 twice. This screen is shown in Figure 26.
Output Options

1) DISPLAY Display your search results on the screen
2) PRINT Print a report of your search results
3) SORT Sort your search results into sequence
4) RESTART Start over and do another search
5) END End search session

Highlight the option of your choice, then press <ENTER>.
Press F9 to redo the logic, or F9 twice to enter more parameters.

ENTER YOUR RESPONSE:

FIGURE 26
ADDING MORE SEARCH TERMS

Conclusion

This manual illustrates search techniques for the LOLA system. As new releases of ELOQUENT are made available the system may change slightly. If you have any questions or any problems when searching be sure to ask the library staff for help. LOLA has been designed to help you retrieve information in the most efficient and effective manner.
Quick Command Sheet

GENERAL COMMENT
The screen will always prompt you.

Basic or Expert
End <ENTER> or <CTRL>E exits search.
Top <ENTER> or <CTRL>T restarts the particular search.
Electrical Engineering is read as Electrical and Engineering.
Electrical/Engineering is read as Electrical or Engineering.
=Electrical Engineering is read as the exact phrase.
Electro) searches for all words beginning with electro.
(scope searches for all words ending with scope.
(Poly) searches for all words that contain the letters p o l y.
Truncated searches are slower than full word searches.
The plural will also search the singular, humans will also retrieve human.
Capitalization is unnecessary. dres will also retrieve DRES.

Browse Screen
<INS><ARROW> highlights or flags an item.
<DEL> removes the flag from an item.
<CTRL>D deletes an item from the browse list.
<CTRL>O prints browse screen.
<CTRL>P prints browse data of flagged item.
<CTRL>I prints detail of flagged item

EXPERT SEARCH - LOGIC
<F10> to create logic or begin search.
a- =and: (1a-4) = 1 and 2 and 3 and 4.
o- =or: (1o-4) = 1 or 2 or 3 or 4.
<F9> to rewrite logic statement.
<F9>+<F9> to enter more search terms.
<CTRL> F6 to save search strategy.
<CTRL> F8 to save search results.
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**SECURITY CLASSIFICATION OF FORM**
LOLA (LOcating Library Articles) is the on-line catalogue for the Defence Research Establishment Suffield. This manual provides step by step examples of both the basic and expert search. Examples of all the screens and of the reports that can be generated are included.

Library
Defence Research Establishment Suffield
LOLA
Catalogue
On-Line
Information Retrieval