



GUIDE TO CONSULTATION OF CATALOGUE

The Generali Group's library catalogues can be consulted on the website <http://gglib.generaligroup.com/LVRMbin/LibriVision>.

- Choice of language
- Selection of catalogues
- Bibliographical level
- Simple search
- Advanced search
- Use of Boolean operators
- Setting limits
- Use of wildcards
- Expert search
- Search results
- Display of copies
- History
- Saved searches
- Saved records

Choice of language: the catalogue begins with a welcome page in Italian and English, which allows the user to choose the preferred version; the **bibliographical content is obviously identical** in both versions.

Selection of catalogues: users can search the entire catalogue or browse each collection separately. Combined searches of the Trieste and Rome libraries can be performed by selecting both catalogues or individual collections from each one.

Bibliographical level: the Trieste Central Library's catalogue comprises **monographs** (books and multi-volume works) and **yearbooks**. **Periodicals** can be found in the catalogue of the A. Donati Library in Rome, except for the Assicrazioni Generali Bulletin, which appears in the Trieste catalogue.

Simple search: keywords can be entered to search in any field (full text search) or only in the title, author or subject field; articles and prepositions should always be omitted.

Advanced search: used to combine a number of terms in a single search:

- first term to search for: e.g. *insurance* (on the left, the correct filter is *title beginning with*)
- second term to search for: e.g. *Vivante* (on the left, the correct filter is *author*)

The catalogue will search for all documents whose title begins with the word "insurance" and whose author / editor is called "Vivante".

Setting limits: this option is used to refine the search: users can choose the **language** of the document, its **type** (monograph, periodical or corpus), or the **publication date range** (e.g. from 1855 to 1944).



Use of Boolean operators:

- **AND** (two terms, A and B, must be present)
- **OR** (one or both terms must be present: A and B / A, B)
- **BUT NOT** (the first term must be present but the second must not: A, but not B)

Use of wildcards: wildcards (? and #) allow the search to be extended to possible variations of a given word if the exact search term is unknown. In particular:

? (**question mark**) is used to truncate terms

(**hash**) is used to replace a character.

Expert search: this mode is recommended for expert users. It allows the user to search with the standard query language (Codes) of the Common Command Language (CCL). This mode can be used to input terms into different indexes using standard codes linked by Boolean operators. Users are advised to view the various search buttons in the **Help section** which show the codes of the fields to search.

E.g.: Input a search term, choosing an index (*author, title, etc.*), add a relational operator (*and/or*) and enter a second term in the associated field; click on the **Add button**, and the code corresponding to the index chosen will automatically appear.

In a nutshell, this function allows the user to add a second term and the corresponding index to the primary search, and to connect both terms with the relation activated by the **Add key** in the control guide.

Search results: users can view ten titles per screen; the links to the next screens will be found at the top and the bottom right.

The forms are presented in a **collapsed format** containing basic data (main author, title, date of publication and date of copy). To obtain more catalogue details, view the **expanded format**, which is accessed by selecting the required format from the dropdown menu on the left, or clicking directly on the title. Records prior to November 2005 are marked **Catalogo progresso** (Old catalogue) in the expanded view.

Display of copies: when a document has been chosen, click on **copies** to display its **collocation** and **section**; the section corresponds to the physical place where the documents are stored, and is marked **Central Library** or **Copy not available** in the case of material which cannot currently be consulted.

TOOLBAR AT TOP RIGHT: LibriVision gives access to:

Saved searches: this function allows users to save their searches with the **Save Search** button at the bottom of each search screen.

Saved records: this function allows users to save records with the **Save Selection** button at the bottom left.

History: the log of work sessions, which lists all searches performed by the user, and is automatically run.