



# GUIDE TO RESEARCH ON THE KOHA CATALOGUE SYSTEM 3.04.01.000

<http://biblio.ebaf.edu>

The **electronic catalogue** of the library of the St Stephen's Priory and the École Biblique et Archéologique Française makes available to users some 440,000 references: 117,000 documents (which 80,000 are monographs) and 1,500 periodical titles (that is to say 38,000 periodical numbers). Some 217,000 periodical article references are available in the system. Currently 360 maps are in the database.

Online since December 2008, the catalogue continues to be improved as data is continually being brought up-to-date.

The **main areas** covered by the collection include: the Bible, the Old Testament, the New Testament, the early Church, the archaeology of the Near East, Greco-Roman antiquity, the Ancient Near East, and oriental, and ancient languages.

**Special features** of the catalogue system include verse and pericope search utilities as well as access to numerous article references and chapters within books.

Three methods of research are possible: simple searches, advanced searches, and searches of the index. The search interface, the "cart" function, and various other features of the software are described below.

This document is meant to help you optimize your research. Good luck!

The screenshot shows the homepage of the library. At the top, there is a green header with the text "Bibliothèque St Étienne de Jérusalem - École Biblique et Archéologique Française". Below this is a search bar with the text "Search Library Catalog" and a "Search" button. To the right of the search bar is a "Cart" button. Below the search bar, there are several links: "Advanced Search", "Browse by Index / Pericope", "Conditions d'admission", "Conditions of admission", "Liste des revues / Periodicals", "Dernières acquisitions / Recent acquisitions", "Archive des acquisitions / Acquisitions archives", "Aide à la recherche", "Recherche simple", "Recherche avancée", "Recherche dans les index et péripécopes", "Affichage des résultats", "Panier", "Autres astuces", and "Document complet". There is also a section for "La bibliothèque est ouverte" and "The library is open" with opening hours. A "FLAG counter" is visible at the bottom of the page, showing visitor statistics by country. A green box on the right side of the page contains the text "Homepage of the Library's catalogue" and the URL "http://biblio.ebaf.edu".

Click here to come back to the homepage

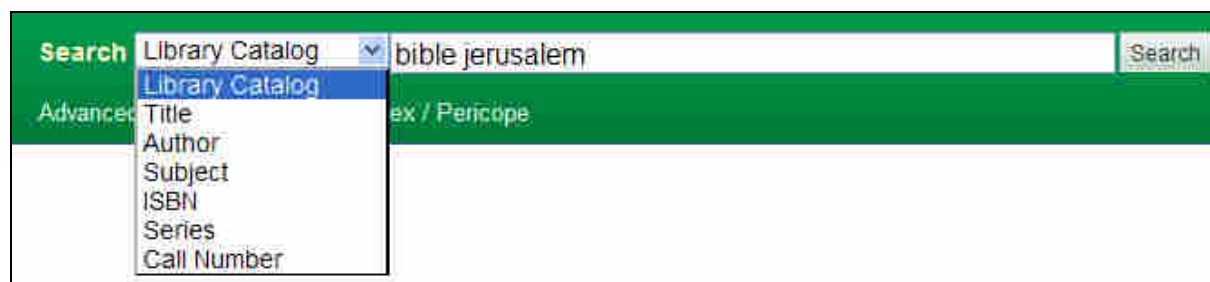
Homepage of the Library's catalogue  
<http://biblio.ebaf.edu>

Select the language of the interface



## SIMPLE SEARCHES

This search function serves best for quick and focused research:



By default, the search uses a logical “AND” operation which means that the catalogue finds entries containing all the selected words. For example, “bible Jerusalem” will retrieve all the entries containing these two words.

**Library Catalogue:** Searches in all of the fields (i.e. Author, Title, Call Number, Collection, ISBN, Subject...). You may include several types of information together: for example, the name of an author with words from a title (e.g. *psalms john goldingay*).

**Title, Author, Subject, ISBN, Series, Call number:** Searches for the words within the selected field.

### Hints:

- Spell out the words completely and use precise terms to optimize the search.
- The system is not sensitive to capital letters or italics.
- Use quotation marks to search for an exact phrase (e.g. typing: “*bible de jerusalem*” will not give the same number of responses as simply typing: *bible jerusalem*)
- Use the Lexilogos online keyboard to type words in a language with non-Latin characters (e.g. Greek, Hebrew, etc.):  
<http://www.lexilogos.com/clavier/multilingue.htm>



## ADVANCED SEARCHES

When a simple search offers too many results, the advanced search function can limit them by distributing the search terms across several different fields.

By default, the search again uses a logical “AND” operation.

The screenshot shows the 'Advanced Search' interface. At the top, there is a green header with 'Advanced Search' and 'Browse by Index / Paricope'. Below this, there is a search form with several fields: 'Title' (containing 'Arameen'), 'Keyword' (containing 'Qumran'), and a dropdown menu for 'Subject' which is currently open, showing options like 'Title', 'Author', 'Publisher', etc. A callout bubble labeled 'Fields' points to this dropdown. To the right of the search fields, there is a 'Search' button and two links: '[More options]' and '[New Search]'. A callout bubble labeled '(A)' points to these links. Below the search fields, there is a section for 'Limit to any of the following:' with several checkboxes and icons representing different document types: 'Article de périodique', 'Numéro de périodique', 'MAP Carte', 'Chapitre', and 'Tomaison'. A callout bubble labeled '(B)' points to this section. Below this, there is a 'Language' section with a dropdown menu set to 'Français (French)'. A callout bubble labeled '(C)' points to this section. At the bottom, there is a 'Sort by:' section with a dropdown menu set to 'Publication/Copyright Date: Newest to Oldest'. A callout bubble labeled '(D)' points to this section. The interface also includes a 'Cart' icon in the top right corner and a 'Search' button at the bottom.

Notes on the fields :

**Subject:** In this field, only key words represented in the catalogue are accepted. To search by subject, it is best to use the *Search by Index / Pericope*, since that gives one access to the list of official key words.

**Title:** Searches for one or more words in the title.

**Author:** Searches for a physical or moral (i.e. institutional) person.

**Publisher:** Searches for a publisher name.

**Publisher location:** Searches for a publisher location.

**Barcode:** Searches for barcode put inside the book. This number always has with 6 numbers. If a barcode has less 6 numbers, put the number 0 at the beginning to get a barcode with 6 numbers.

**Publication Date Range (A):** Searches a single year or a span of years (whether limited by an uppermost date, or extending to the most recent documents). By default, the search scans the whole collection.

**Limit to any of the following (B):** The search might be limited to certain types of documents (i.e. book, chapter, periodical number, article, etc.).



For periodicals (or reviews), it is best to select “Numéro de périodique” rather than “Périodique.”

It is not recommended to search under the “Tomaison” heading, which was used in the older software to group together multi-volume monographs. This system is no longer used.

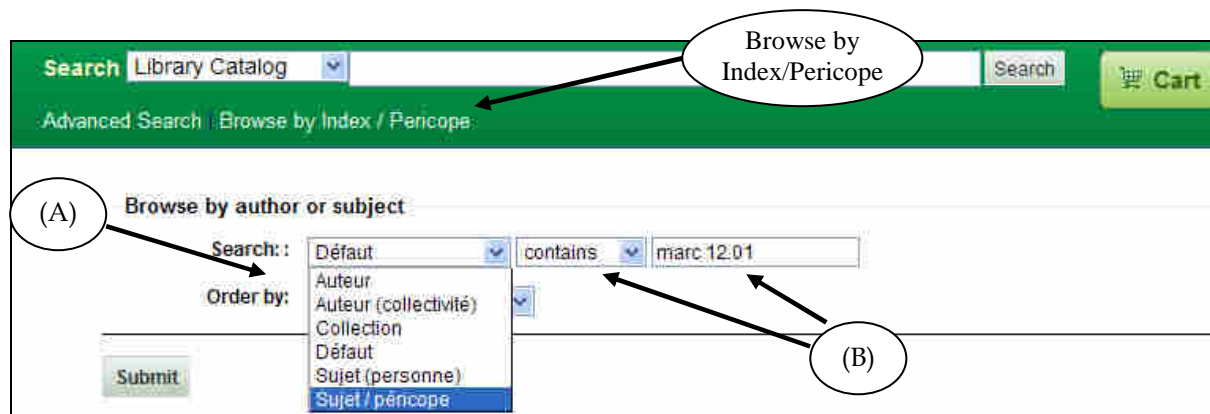
*Language* (C): Limit the searches to a language.

*Sort by* (D) : It is possible to choose the order in which the results will be selected. By default, in an advanced search, the list of results appears by “pertinence”. Sorting by date, author, or title are the most generally useful arrangements. The other possibilities are discouraged.



## INDEX/ PERICOPE SEARCHES

To better focus the search field, this function finds either a precise word in an index of the catalogue (A) or else key words containing that specific word or having the same root.



**Sujet (personne):** Whenever the document is about a person or his or her work

**Sujet / péricope:** Searches the key words used in the catalogue and also searches a pericope.

**Défaut:** Searches in all indexes.

**Be Careful:**

- The key words (or subjects) are in *French* (whatever the language of the document might be)
- Search only one word at a time.

**Search Strategies:**

- Choose the index in which the search will be performed with the help of the drop-down menu (A).
- Enter the beginning of the word corresponding the selected index (B):

**Contient (contains):**

> It suffices to type "roul" to find the collection "Le livre et le rouleau"

**Commence par (starts with):**

> If you search "Flavius," you will find:

Authority search results		
Authorized Headings	Type of Heading	Biblio records
Flavius Arrien	Auteur	<a href="#">10 biblios</a>
Flavius Josèphe (0038?-0100?)	Auteur	<a href="#">97 biblios</a>
Flavius Vegetius Renatus	Auteur	<a href="#">2 biblios</a>

Click here to see the entries referring to the author

**Est exactement (is exactly):** Searches the exact expression.

**Performing a Pericope Search:**

- The reference Marc 01.12-13 will return the same result whether it is written:  
*Marc 1.12-13* or *Ma 01:12-13* or *Mar 01,12-13* or *Marc 1 12 13...*
- To find the Second Book of Samuel, chapter 2, it is necessary to type:  
*Samuel II 02*



- To search for an entire book of the Bible, enter the name of the book and the word “totalité”: *Genese totalite*
- The “<” signals the end of a chapter. The “<<” signals the end of a book of the Bible:

*Psaumes (parties): -- 001.1-6< : corresponds to Psalm 1*

*Psaumes (parties): -- 001.1 - 005.13< : corresponds to Psalms 1-5*

*Psaumes (parties): -- 150.1-6<< : corresponds to Psalm 150*



## DISPLAY OF SEARCH RESULTS

After clicking “Go,” the list of results will appear in descending order, from the most recent document to the oldest.

The first level of response presents an abbreviated **list of references**:

The screenshot shows a search results page with several entries. Annotations include:

- (A)**: Points to the title link of the first result, "Salomon d'après les Deutéronomistes / Thomas Römer".
- Call Number**: Points to the call number "383.212 (33)" for the first result.
- Type of document**: Points to the document icon for the first result.
- Collection; no. collection are here**: Points to the call number "383.13 (61)" for the second result.
- Date**: Points to the publication date "2002" for the fourth result.
- (B) To restrict the search: by author, by collection...**: Points to the "Authors" filter on the left sidebar.

Note : (A) : It is best not to use this link. Rather it is better to use the column to the left (B) to retrieve the documents associated with an author.

After having clicked on the title, the second level of response (*livre* or *numero de periodique*) gives access to the detailed reference:

The screenshot shows a detailed reference page for "Introduction à l'Ancien Testament". Annotations include:

- Type de document**: Points to the "Livre" (Book) label.
- Collection; no. collection**: Points to the call number "383.13" under "Sujet(s)".
- Click here to go to the chapters list of the book (C)**: Points to the "ici" link in the footer text "Voir le sommaire du document ici".

(C) This action exists only for collective books.



When you click on “ici” (C), you access to the third level of answer (*Chapter or Article*):

The screenshot shows a library catalog record for the book "Le canon de l'Ancien Testament" by Pury Albert de. The record includes fields for author, subject, and a link to a summary. Annotations with arrows point to specific parts of the record:

- An arrow points to the link "Introduction à l'Ancien Testament (2004)" in the "Chapitre — publié dans" field, with the annotation: "Click to go to the next level (book or numerous article references)".
- An arrow points to the number "383.13 / 49" in the "Auteur(s)" field, with the annotation: "Number of the book (or periodical) which belongs the chapter (or the article)".
- An arrow points to the link "ici" in the "Voir le sommaire du document" field, with the annotation: "Useless at this level".

On the right side of the screenshot, there are buttons for "Print", "Add to Your Cart", and "More searches". Below these is a "Save Record:" section with a dropdown menu for "Choose Format" and a "Go" button.





## PANIER (CART)

With this action, you can make a personal list with the references of interest, after one or some searches in the data base.

The screenshot shows a search results page for 'bible jerusalem'. At the top right, there is a green 'Cart 3' button. Below the search bar, there are three search results, each with a selection box on the left and an 'Add to Cart' button on the right. Callout 1 points to the selection boxes, callout 2 points to the 'Add to Cart' button at the top of the results list, callout 3 points to the 'Cart 3' button, and callout 4 points to the 'Add to Cart' button directly below the second result.

To add a reference in the cart:

- check the box (1) and select “Add to Cart” (2).
- or just “Add to Cart” (4).

To add several references: check several boxes (1) and select «Add to Cart» (2).

It is possible to add or delete references at will.

When you are in your cart (3), you can :

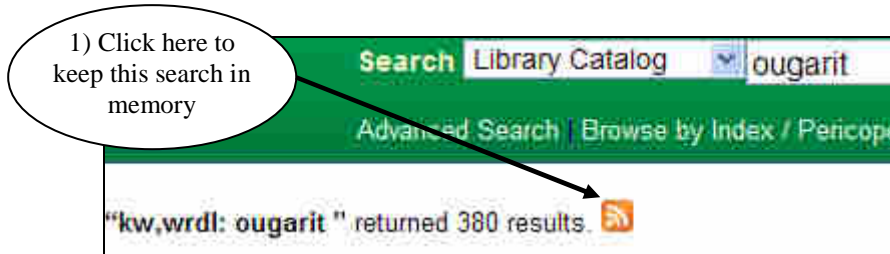
- Send the cart contents by e-mail.
- Print the cart contents.
- Download as an iso2709, RIS, BibTex file.



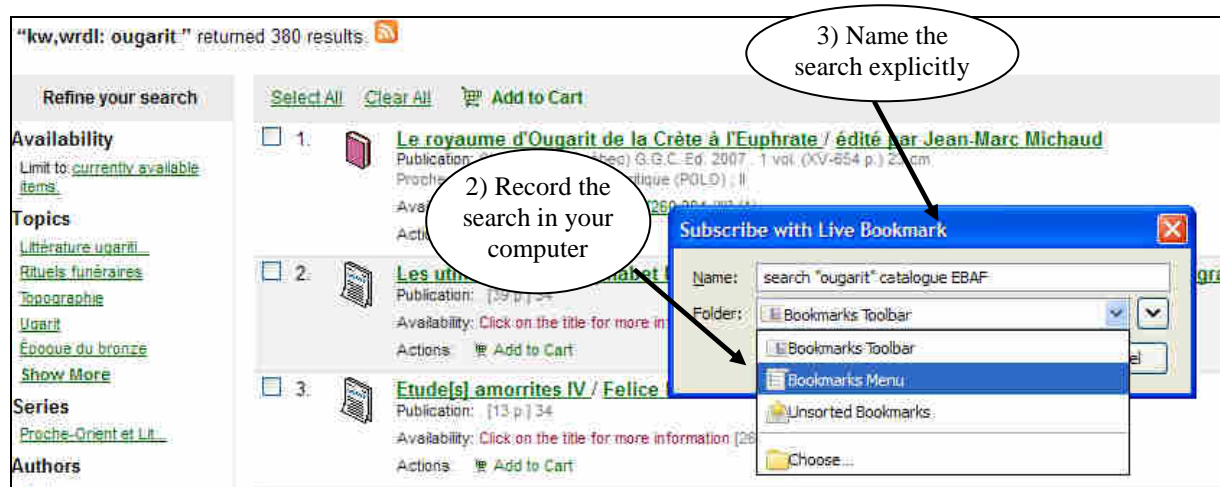
## OTHER FEATURES

### 1 - RSS

This option allows you to keep in memory in your computer, the first 20 results of the search in a bookmark.



This window appears :



To update the search few weeks later, you can find it in the bookmarks (A) under "Open Recherche..." (B):





2 - The views : [Normal View](#) [MARC View](#) [ISBD View](#)

In Koha, you can display the detailed results in different views:

- the *ISBD view* (International Standard Book Description) is the view by default : all information appear.
- The *Normal view* is not recommended because the information is not wholly displayed. However, this view is useful to access at the option “Browse shelf” (C) and “Content” (D):

The screenshot shows a library record for the book "Le royaume d'Ougarit de la Crète à l'Euphrate" by Jean-Marc Michaud. The record is displayed in the "Normal View". Annotations (C) and (D) are placed on the page with arrows pointing to specific features:

- (C) "Browsing shelf" points to the "Browse Shelf" link in the holdings table and the "Browse Shelf" button in the shelf browser.
- (D) points to the "Content" link above the book icon.

Holdings table:

Location	Call Number	Status	Date Due
in-8	260.394 (II) <a href="#">(Browse Shelf)</a>	Available	

Browsing Library of EBAF Shelves, Shelving Location: in-8

Close Shelf Browser

260.391 [Recueil d'archéologie orientale, Tome I](#)

260.392 [Études syriennes](#)

260.394 (I) [La Bible et l'héritage d'Ougarit](#)

260.394 (II) [Le royaume d'Ougarit de la Crète à l'Euphrate](#)

260.400 [Narrative Art and Poetry in the Books of Samuel, Volume II, The Crossing Fates](#)

260.400 [Das Buch Jona im Lichte der biblischen Erzählkunst](#)

(C) : Allows you to browse the same shelf in the library (same subject or same collection).

(D) : Takes you to the list of chapters (of a book) or periodical articles.

- The *MARC view* : professional view to check the fields in which data were entered.



### 3 - Open the references in a new window or a new tab

To keep the results list, you can open a new window to see the notice of the document: right click on the document title and select “Open link in a New Window”. Similarly, you can open the notice in a new tab: right click on the document title and select “Open link in a New Tab”.

