Contents

Why Use A to Z Lists?
- Other Key Features, A to Z List Examples

Getting Started:
- Terminology
- Create A to Z Groups
- An Example of Assigning A to Z Groups: Print Serials
- Set the OPAC Search Results Display Values

Patron Views:
- The OPAC, A to Z Lists, A’s in Search Results, A’s in Search Results Explained

Staff Views:
- Staff Functions Search Catalog, Staff Functions Search Catalog: A to Z, Search Results: A’s

Managing Resources in A to Z Groups:
- Assign A to Z Groups to:
  - Circulation Locations
  - One Bib: Brief Bib Editor
  - One Bib: MARC Bib Editor
  - A Batch in Batch Control
  - Existing Bibs

Access A to Z Lists via Your Library Web Site
Why Use A to Z Lists?

• Online alphabetical lists give quick access to a group of resources available through your library.

• You know your users best, so you define the lists!

• A to Z lists are backed by your powerful Online Catalog for in depth searching. Result: Enhanced retrieval and resource utilization.

• Users may access A to Z lists directly from your library web site.
Other Key Features

• Easy to build! When you build your catalog, you build your A to Z lists.

• A to Z lists are set up by title and subject, and optionally by author (e.g. for fiction works.)

• A to Z lists work seamlessly with the Electronic Resource Management System.

• Click-throughs are counted!

• A to Z lists are not limited to online only, e.g., you can have an A to Z list for Consumer Health DVDs.

• A to Z lists can be merged easily.

• A work can be on multiple lists, e.g., Print Journals, Online Journals, All Journals, Campus Only Online Journals, Open Access Journals, etc.
A to Z List Examples

• All Journals
• Print Journals
• Online Journals
• Campus Online Journals
• Open Access Journals
• Online Books
• Consumer Health DVDs
• Fiction (version 2)
• Biographies (version 2)

A bib can belong to multiple A to Z lists.
Terminology

• **A to Z “Lists”** = Alphabetical list of your resources viewable from your OPAC or directly from your web site.

• **A to Z “Groups”** = What you create and assign to your resources (from Staff Functions) in order to create A to Z Lists.
Getting Started:  
Create A to Z Groups

Staff Functions ➔ Cataloging ➔ A to Z Groups

Short Identifier goes into the MARC bibs at 919 ## $a.
Patrons see the Name.
An Example of Assigning A to Z Groups: Print Serials

Staff Functions ➔ Serials ➔ Properties for Serials

Properties for Serials

New Copy Defaults:
Vendor: EBSCO

New Issue Defaults:
Location: JOURNALS
Class: NON-CIRCULATING
Status: AVAILABLE

Bound Volume Defaults:
Location:
Class:
Status:

A to Z Groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JA</td>
<td>Journals, All</td>
</tr>
<tr>
<td>JP</td>
<td>Journals, Print</td>
</tr>
</tbody>
</table>

Current A to Z Groups

- BO: Books, Online
- JA: Journals, All
- JO: Journals, Online
- JP: Journals, Print
- PR: Print Reference
- REFONLINE: Books, Online Reference
- video: Video

Quit

F1=Help  Sh.F1=List  F2=Exit  F8=Erase  F3=Options
Set the OPAC Search Results Display Values

Staff Functions ➔ Properties ➔ OPAC Manager

**System Options:**
- Allow Bibs without Items to be Displayed
- Display MeSH before LC in OPAC
- Display Author Notes in Author Selection
- Don’t Show Due Date to Patron in Details
- Print via Saved Results Only
- No Enhanced Subject Headings for Patrons
- Allow Holds

**Default Search Options:**
- Exact Word(s)
- 1 Result -> Solution
- Immediate
- Titles Search Skips Titles -> Holdings

**Enhanced Subject Headings Explode:**
- Include Ascending Terms
- Include See Related Terms

**Search Results Display Values:**
- Author
- Call Number
- Subject Headings
- Full Title
- Serials Latest Issue
- Serials Summary
- Simple Title Bar
- Blank Line
- Single Line
- Number
- URLs

Search Results Lines # 150

F1=Help  Sh.F1=List  F2=Exit  F8=Erase  F3=Options
Patron View: The OPAC
Patron View: A to Z Lists

Search Catalog Demo

A to Z List Books, Online - Titles
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 ~

Search Catalog Properties... Help

Links:

- NLM Gateway
- Google
- Google Scholar

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The AAPS Journal
AAPS JOURNAL
Latest issue received on 08/03/11: Yr: 2011 Vol: 13 Iss: 2 Mon: SUM
Copy 1: JOURNALS, shelved by title
Holdings: 2009-2011: 11-12/13N2/
Earliest volume=v.6,2004; Free access=After 12 months; Open access=Some;
Participation level=Full.
Link to most recent issue at PubMed Central.
Link to archives at PubMed Central.

AAPS PharmSci / 2004
AAPS PHARMSCI
Earliest volume=v.1,1999; Free access=Immediate; Open access=No; Participation level=Full; Deposit status=Predecessor.
Link to most recent issue at PubMed Central.
Link to archives at PubMed Central.
Online Journal at PubMed Central.

AAPS PharmSciTech
AAPS PHARMSCITECH
5. Pharmaceutical Preparations
Earliest volume=v.1,2000; Free access=After 12 months; Open access=Some;
Participation level=Full.
Link to most recent issue at PubMed Central.
A’s in Search Results explained

• OPAC Search Results provide title link or check box. [Details] goes to Details Display.

• Print Holdings

• 856 $z Public Comment.

• Go Direct to Resource!

856 $y: (Your Link Text)

The word “Link” is provided when there is no 856 $y.
Staff View: Staff Functions Search Catalog

Main Catalog Search, Power

CyberTools Inc.
Catalog: Demo Library

Search for
Search by: Keywords
Material Type: All

Saved Results: 0

Sort by: Location
Results Action: Review, Hold, Clear All

Format by: Search Results
Output: Workstation, Printer, File, E-mail

F1=Help  Sh.F1=List  F2=Exit  F8=Erase  F3=Options

Options:
- Change Search Window from Power to
  - A to Z
  - Simple
  - MARC Boolean

- Search Now
- Clear Search
- Display Recent Arrivals
- Properties
- Change Search Method
- Help
- Close
Staff View:
Search Catalog: Staff A to Z
Staff
View

Search Results:

A’s

Journals, Online - Titles. Page 1/6 hits=113

☐ The AAPS journal
  AAP S JOURNAL
  Latest issue received on 08/03/11: Yr: 2011 Vol: 13 Iss: 2 Mon: SUM
  Copy 1: JOUR NALS, shelved by title
  Holdings: 2009-2011 : 11-12/13N2/
  Link to most recent issue at PubMed Central.
  Earliest volume=v.6,2004; Free access=After 12 months; Open access=Some; Participation ...
  Link to archives at PubMed Central.

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  AAP S PHARM SCI
  Link to most recent issue at PubMed Central.
  Earliest volume=v.1,1999; Free access=Immediate; Open access=No; Participation ...
  Link to archives at PubMed Central.
  Online Journal at PubMed Central  MARC# 79828

☐ AAPS PharmSciTech
  AAP S PHARM SCITECH
  5. Pharmaceutical Preparations
  Link to most recent issue at PubMed Central.
Assign A to Z Groups to Circulation Locations

Staff Functions ➔ Properties ➔ Circulation Locations.

Adds all current and future bibs within this location to your A to Z Groups.
Assign A to Z Groups to One Bib:
Brief Bib Editor

Staff Functions ➔ Cataloging ➔ Edit Existing Bib ➔ Brief Bib Editor
Assign A to Z Groups to One Bib:
MARC Bib Editor
Staff Functions ➔ Cataloging ➔ Edit Existing Bib ➔ MARC Editor

- Tag 919 $a = Short Identifier for your A to Z Group.
- $b=Library short name for union catalogs
- Currently not validated!
### Assign A to Z Groups to a Batch

**Batch Control ➔ Tools ➔ Assign A to Z Groups**

#### A to Z Groups:

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<td>Print Reference</td>
</tr>
<tr>
<td>REFONLINE</td>
<td>Books, Online Reference</td>
</tr>
<tr>
<td>video</td>
<td>Video</td>
</tr>
</tbody>
</table>

F1=Help  Sh.F1=List  F2=Exit  F8=Erase  F3=Options
Assign A to Z Groups to Existing Bibs

1. Create A to Z Group if needed:
   Staff Functions ➔ Properties ➔ A to Z Groups

2. Gather Bibs:
   A. Staff Functions ➔ Cataloging ➔ Edit Existing Bib ➔ Power Search to find bibs (e.g., Search for “Online” Search by Number)

OR MARC Boolean Search to find bibs
   (e.g. find all 856 $u containing “ovid”)

   B. Select bibs from Search Results ➔ Main ➔ Close

3. Software will place you in Batch Control’s [Edit Bib].
   A. [Return to Batch Control]
   B. Tools ➔ Assign A to Z Group IDs
Access A to Z Lists via Your Library Web Site

Staff Functions ➔ Properties ➔ My URL and My CyberJ Client Setup

This will give you the URL to go directly to your A to Z Lists!

Application Setup for CyberJ Client and/or URLs
Setup values for the function A to Z via mode Default
==========================================
URL for your browser:
Note that your URL will be different than the one shown above.
Thank You!

Questions?

Contact CyberTools Support

E-mail: Support@CyberToolsForLibraries.com