COASTIRS
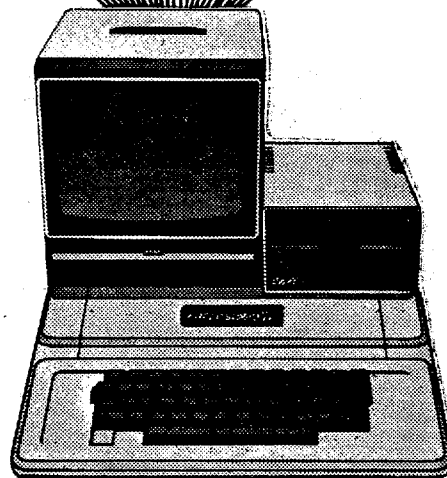
COASTAL INFORMATION RETRIEVAL SYSTEM

KELEY CHARLESTON DORCHESTER
COUNCIL OF GOVERNMENTS

COASTIRS

Coastal Information Retrieval System

LIBRARY USERS' MANUAL

1982

Berkeley-Charleston-Dorchester
Council of Governments

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Enter your selection - (ESCAPE) to return

CHAPTER I.
INTRODUCTION

The COASTIRS project had its initial inception in 1980, when the Berkeley-Charleston-Dorchester Council of Governments developed a special classification system designed for Coastal Zone and planning documents. The classification system was modelled, to a certain degree, after one which had been created for the International City Management Association (ICMA). The ICMA classification is contained in the book Planning and Urban Affairs Library Manual , edited by Mary Lou Knobbe.

The COASTIRS classification system was first presented in a 1980 report entitled COASTIRS -Coastal Information Retrieval System published by the Berkeley-Charleston-Dorchester Council of Governments. This document contained not only the special subject headings which were created for the planning publications, but also a section describing a series of geographic area tables, which are also used in classifying the planning materials. The final chapter of the above report discusses the applications of various types of library catalogs to a special collection, such as a planning library.

As a result of the second phase of the COASTIRS project, a computerized catalog of the Coastal Zone and planning documents has been created, with a number of special searching features. This project, as well as the former one, were funded through a Coastal Energy Impact Program grant, administered by the Governor's Office of South Carolina, Division of Natural Resources.

This grant project was carried out by the Berkeley-Charleston-Dorchester Council of Governments, as well as the library consultant, Libba Taylor, who designed the COASTIRS classification system, and the computer consultant, Brian Wesselink, who designed and wrote the computer programs for the system.

This library users' manual describes the use of the automated library system of COASTIRS, housed at the BCDCOG.

TYPE OF SYSTEM

The automated library system of COASTIRS uses an Apple III microcomputer with 256K of memory, and an additional CORVUS external hard disk drive with a storage capacity of 5 megabytes.

CHAPTER II.
STRUCTURE OF COASTIRS

Although there are many menus and screens in COASTIRS, once you acquire a knowledge of its structure, you will find it quite easy to use.

Basically, there are two main user programs: (1) the "VOLUME CLASSIFICATION" program, and (2) the "VOLUME LOOK-UP" program.

THE VOLUME CLASSIFICATION PROGRAM

The "Volume Classification" contains two major elements: (1) the thesaurus of COASTIRS subject headings (used to classify the documents), and (2) the geographic area tables (used to assign geographic designations to those publications which require it).

The subject headings include both main (primary) headings, as well as subheadings (secondary/tertiary headings). Hence, the classification system is hierarchical in nature. The "Volume Classification" program also contains cross-references.

There are two types of cross-references which appear in the classification system. (1) One type directs the user to look for a particular heading under another term. (2) The other type of cross-reference gives you the term, but also directs you to other places you may want to look for information on a particular subject.

Example: (1) Suppose you are looking for information on carpooling. You go to look it up in the "Volume Classification" program, only to discover it does not exist as a primary heading. You are then directed to see the heading "Transportation – Ridesharing" instead (classification no.: T70.R5).

(2) Suppose you are looking for information on transportation planning. When you go to look up its classification number in the "Volume Classification" program, you discover not only its classification number, "T75", but other subject headings you may also want to see, such as Traffic Engineering, "T60", and Transportation (Modes), "T75".

The "Geographic Area Tables" are also located in the "Volume Classification" program. There are three tables which make up the geographic area designations. The first is a general table which assigns numbers to certain geographic areas (South Carolina, Other States, and the Coastal Zone). The last two tables deal specifically with South Carolina. Table 2 assigns regional designations to the ten planning districts in the state. Table 3 deals only with the Berkeley-Charleston-Dorchester region. It assigns designators to each county and the cities within each county.

THE VOLUME LOOK-UP PROGRAM

The "Volume Look-Up " program contains the library catalog. Basically, there are five broad types of searches which can be conducted through this program. You may execute the following searches using the library catalog: (1) a subject search, (2) a geographic area search, (3) a date search, (4) a title key word search, and (5) an author key word search.

In order to perform either a subject or a geographic area search, you must know the appropriate classification and/or geographic area numbers under which

to look. If you do not know these numbers, you must first go to the "Volume Classification" program, and then return to "Volume Look-Up" for your catalog search.

When executing a date or a title/author key word search, you may go directly to the library catalog or "Volume Look-Up" program.

The various search strategies for the above are described in detail in this manual.

CHAPTE III.
ACCESSING THE LIBRARY SYSTEM COASTIRS

Before you can use the automated library system COASTIRS, you must perform the steps outlined below.

1. First, turn on (a) the external hard disk drive CORVUS (on/off switch in back), (b) the keyboard (on/off switch in back), and (c) the video monitor or screen(on/off switch in front).

2. When the 'Ready' light appears lit on the CORVUS, insert the floppy disk or diskette labelled "COASTIRS CORVUS BOOT" into the built-in slot on the terminal.
   Make sure that the arrow on the diskette is facing in (towards the machine), and close the door.

3. Then hold the CONTROL key down while you push in the RESET button (located on the upper right corner of the keyboard; not on the main key pad).
   When you release the buttons, the computer should make a whirring noise as the program loads (takes about thirty seconds). The light under the built-in slot, where you inserted the diskette, will be on while the program is loading; it will go off, once the program is loaded.

4. Once the program is loaded, the display below will appear on the screen.

APPLE ///
SOS 1.1 4-Sep-81

This message will disappear, and another will briefly appear. Then the following "COASTIRS Menu" will be shown. This screen presents the main menu of COASTIRS. It will be the first menu you see, as well as the last, for you will exit the system via this screen (see section on "Logging Out of the System").

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. COASTIRS SYSTEM

2. SYSTEM MAINTENANCE

Enter your selection - (ESCAPE) to stop

5. Once you see the above menu, you can now remove the "COASTIRS CORVUS BOOT" diskette from the built-in disk drive.
   If you forget to remove the floppy disk, it will not affect the program or its operation. (Although it may be removed at any point, it is a good idea to get in the habit of removing it at this point.)

MAKING YOUR FIRST SELECTION

On the bottom of the main menu previously shown, you are asked to enter your selection. Your options for an answer are the numbers 1 or 2, or pressing the ESCAPE key to stop the program.

As a library user, you will always be selecting either 1 or ESCAPE. If you try to access option 2 "SYSTEM MAINTENANCE," you will not be able to enter the system directly, for it is protected by a password. Since it is designed for internal library operations, such as adding, deleting, or changing the bibliographic records, you need not be concerned with this program. If, by accident, you enter a 2, nothing will happen. The same menu will remain on the screen, and you can just re-enter your selection.

CHAPTER IV.
LOGGING OUT OF THE SYSTEM

No matter what type of search you are doing, you need to log out of the system when you are finished. Even though you may exit the program by turning off all the equipment, the preferred method is, as follows.

Press the ESCAPE key until you come back to the main COASTIRS Menu previously discussed, and displayed below. You may have to press ESCAPE several times, before you get back to this menu (see section on "The Escape Function").

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. COASTIRS SYSTEM

2. SYSTEM MAINTENANCE

Enter your selection - (ESCAPE) to stop

Press ESCAPE, and a parenthesis will appear on the screen. Then turn off the equipment in the same manner in which you turned them on (see "Accessing the Library System COASTIRS").

If for any reason you encounter a problem, such as the ESCAPE key locking, thus you cannot get back to the main screen, you can merely shut off all the equipment without affecting the system.

CHAPTER V.
EXECUTING SEARCHES

INTRODUCTION

In order to execute any of the searches discussed in this chapter, the following steps should be performed first.

Once you have accessed the library system, the first screen or menu which appears is the following.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. COASTIRS SYSTEM

2. SYSTEM MAINTENANCE

Enter your selection - (ESCAPE) to stop

The cursor will be positioned at the end of the menu, where you are asked to make a selection. Don't be concerned with selection 2 "SYSTEM MAINTENANCE" for this program involves internal library operations. You will always want to select the item "COASTIRS SYSTEM", unless you are exiting the program. To choose this option, just type in the number which precedes it; hence, type in the number 1. This action will cause the following menu to appear.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. VOLUME CLASSIFICATION

2. VOLUME LOOK-UP

Enter your selection - (ESCAPE) to return

Again you are asked to make a selection. At this juncture, the type of search you are conducting will dictate your selection choice.

SUBJECT AND/OR GEOGRAPHIC SEARCHES

If you are performing a subject or geographic area search and you do not know the classification number and/or the geographic area number, then you will want to select item 1 "VOLUME CLASSIFICATION", by typing in the number 1.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. VOLUME CLASSIFICATION

2. VOLUME LOOK-UP

Enter your selection - (ESCAPE) to return

If you already know the classification and/or geographic number, see the section entitled "Accessing the Catalog" under the appropriate search.

DATE AND TITLE/AUTHOR SEARCHES

If you are searching by date, title, or author, then you will want to go directly to the library catalog program by selecting "VOLUME LOOK-UP"; thus, you would enter a 2 as your selection.

VOLUME LOOK-UP

1. Primary/Secondary Heading
(with optional geog. area and date selection)

2. Geographic Designation
(with optional date selection)

3. Date

4. All titles or Title/Author by Key Word

Enter your selection – (ESCAPE) to return

Remember: follow the appropriate steps outlined here before you begin your search.

CHAPTER V.
A.
SUBJECT SEARCH

If you are not familiar with the manner in which books are organized in the library, a subject search may be the first step you would want to explore in looking for information.

Since the library catalog is based on a special classification system, you may want to familiarize yourself with the types of headings used, or you may want to find out whether a particular term is found as a heading in the classification system.

In order to explore the subject headings, you must go through the following procedure.

After you have accessed COASTIRS and performed the steps outlined in the introduction of this chapter, you will see the "VOLUME CLASSIFICATION" menu.

VOLUME CLASSIFICATION

1. CLASSIFICATION SYSTEM
(PRIMARY/SECONDARY HEADINGS)

2. GEOGRAPHIC AREA TABLES

Enter your selection - (ESCAPE) to return

You will now want to type in the number 1, "Classification System (Primary/Secondary Headings)",which would result in the following menu being displayed.

VOLUME CLASSIFICATION

1. Display Primary Headings

2. Display Primary and Secondary/Tertiary Headings

3. Key Word Search

Enter your selection -(ESCAPE) to return

At this juncture, you now must decide on how you would like to view the subject headings. Do you wish to see only the primary subject headings (selection 1), or all the subject headings, which includes both the main headings as well as the subheadings (selection 2), or do you want to search a particular term to see if it is found in the classification schedule (selection 3)?

If you want to see an array by primary heading, type a 1 ("Display Primary Headings"). This action will cause the following screen to appear.

DISPLAY PRIMARY HEADINGS

1. Display All Primary Headings

2. Display Heading Selected by Primary Key

3. Display Heading Selected by Record Number

Enter your selection -(ESCAPE) to Return to Menu

If you want to view all of the main subject headings, you will want to enter the number 1. If you select option 2, you must already know the primary classification number. If you choose option 3, you must know the computer record number for that heading.
Once you enter a 1, the next display will appear.

DISPLAY ALL PRIMARY HEADINGS

REC -   P-CLASS   PRIMARY HEADING

Next Screen?

The screen format you see in this display is described here. Under column 3, "PRIMARY HEADING", the subject headings are displayed in alphabetical order. To the left of the heading, under "P-CLASS" (column 2), you will see the classification number for that heading. It is important that you record the classification number found (under P-CLASS) and the subject heading in which you are interested, since you will be needing this information when you go to the catalog and the library shelves. The first column shows the computer record number(REC) for that subject heading. You need not be too concerned with this number.
If a subject heading appears which has no number in its P-CLASS, it is cross-referenced in the Volume Classification, but does not exist as a primary heading. Cross-references are discussed elsewhere.
At the bottom of the screen, you will be asked if you want to see the next screen. Basically, you can enter any key to go to the next group, except the ESCAPE key which will return you to the previous menu.
At the end of the primary subject heading list, the message
                    Return to menu?-
will appear. You need only press RETURN or type y for yes to get back to the former menu.

If you select option 2 from the menu titled "Display Primary Headings",rather than item 1 previously discussed, you would see the following screen.

DISPLAY HEADING
SELECTED BY PRIMARY KEY

Enter Primary Key---

Return to Menu?

Here, you must enter the classification number (shown previously under the P-CLASS) in order to view the subject heading.

If your choice had been 3 from the menu "Display Primary Headings", rather than 1 or 2 illustrated above, you would see the display shown here.

DISPLAY HEADING
SELECTED BY RECORD NUMBER

Enter Record No.---

Return to Menu?

In this display you are asked to supply the computer record number in order to view the heading.

Note: Be sure that you have recorded the classification number for a particular heading, before you proceed to the library catalog program.

SUBJECT SEARCH:
ACCESSING THE CATALOG

Once having determined the subject heading(s) in which you are interested and having recorded the classification number(s), then most likely you will want to proceed to the library catalog for material on this subject.

In order to go to the library catalog, you must use the ESCAPE key, which will take you back through the menus you saw previously.

When you see the following menu, you should stop here.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. VOLUME CLASSIFICATION

2. VOLUME LOOK-UP

Enter your selection - (ESCAPE) to return

You may have to press ESCAPE several times before this screen appears. You will now want to select the library catalog program "VOLUME LOOK-UP" by typing a 2. This action will cause the following menu to appear.

VOLUME LOOK-UP

1. Primary/Secondary Heading
(with optional geog. area and date selection)

2. Geographic Designation
(with optional date selection)

3. Date

4. All titles or Title/Author by Key Word

Enter your selection - (ESCAPE) to return

Since you now have a specific subject heading and its classification number which you want to search, you would want to select the first item "Primary/Secondary Heading." After you type in the number 1, this screen will appear.

VOLUME LOOK-UP
PRIMARY/SECONDARY HEADING

1. All classifications

2. Specific classification

Enter your selection - (ESCAPE) to return

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At this juncture, you would want to choose "Specific Classification" by entering the number 2. If you chose 1, "All Classifications," the entire library catalog, arrayed by call number, would be shown.
After you type 2, the next screen to be displayed is, as follows.
Note: Some of the information presented here, will not be shown initially on the screen, until you respond to the questions asked.

<div align="center">

VOLUME LOOK-UP
PRIMARY/SECONDARY HEADING

</div>

2. Specific classification

Enter primary-secondary clasification:--- ----
Do you want a specific geog. area?-
Do you want a specific date?-
   #   VOLUME   CALL NO.   ALTERNATES
            Title
            Author
            Notes

Next group?

At this point, you are asked to supply the primary and/or secondary classification number. Here, the importance of recording the classification number for a particular heading is realized. It is critical that you enter not only the correct number, but also the correct form of that number, otherwise the computer will not give you the correct response.
In the first three blanks provided after the "Enter" statement, you should type in the primary number you recorded from the P-CLASS column (see previous section). The structure of the primary number should be a capitalized letter followed by two numbers.
Example: You are looking for information on housing, and you have already discovered that its classification number is H60 (from the 'VOLUME CLASSIFICATION" program). You would then type in H60 in the spaces provided. It is important that the first letter be capitalized; if it is not, no entries will be displayed, since the computer is looking for an exact match.
After the primary classification number is input, four more spaces are provided for any subheadings (secondary or tertiary headings) you may want to search.
If the level of your search is only on a primary heading, then press the RETURN key and the computer will search for all items found under this heading.
If you would like to narrow your subject search by including a subheading, then supply this number in the remaining four spaces provided. This number must be obtained from the "VOLUME CLASSIFICATION" program. Again, the structure of this number is important.
Valid subheadings should all begin with a letter followed by a number (up to 2 digits), and possibly followed by another letter. The letters should be capitalized.
If you are specifying a subheading and you do not use all the spaces provided, press the RETURN key.
After you have entered the classification number, the computer will then ask you this question.
<div align="center">Do you want a specific geog. area?</div>
Your response should either be a y for yes, or a n for no, followed by a

RETURN. Any other response will cause the computer to assume your answer is no.

Note: If you do want a specific area, then you must know the number for the geographic area, which is described in the "VOLUME CLASSIFICATION" program (see "Geographic Area Search").

Once you supply an answer, the question will disappear. If you entered a y for yes, the screen will ask you to supply the number(s) corresponding to the geographic area you want to see.

Geog. Area-

Once you enter the number(s), you need to press RETURN.
You will then be asked the following question.

Do you want a specific date?-

Your answer should again be either a y for yes, or a n for no; any other response will be interpreted as a no. If your response is affirmative, you will then be given four spaces to supply the date.

Date:----

The computer will then search the library catalog for material and collate the information you supplied.

The following display will appear, as previously shown on the menu.

#	VOLUME	CALL NO.	ALTERNATES
	Title		
	Author		
	Notes		

The first column gives the computer bibliographic record number, and you need not be too concerned with it.

The next block of information (VOLUME) includes the title of the report, its author, and any notes which pertain to that volume. It is important to record the title(s) in which you are interested.

The third area supplies the call number for that particular volume. It is important to record this number, for it serves as the library location symbol for that publication.

The last column (ALTERNATES) contains alternate subject headings assigned to this publication.

You may notice that not all the publications have the same classification number, as the one you supplied. When the computer executes your request, it is searching for the classification number which you supplied. It looks for this heading under the call numbers of the books in the catalog, but it also looks for occurences of this heading in the additional subject headings assigned to a particular work (see final column, "Alternates").

Once the screen is filled, you will see the message

Next group?-

at the bottom of the screen. If you would like to see the next group, you may enter any key, except ESCAPE which will take you back to the previous menu.

Note: If catalog entries appear on the screen and you respond affirmatively to the question "next group?", but the computer returns you to the menu "Volume Look-Up Primary/Secondary Heading", then there are no other entries found in the catalog satisfying your request.

Note: If nothing appears on the screen, then either there are no publications in the catalog which fit the criteria you specified, or you have entered incorrect information. You may want to recheck your classification number, as well as your geographic area number (if specified). If your search was narrow in scope, you may have just encountered the situation where nothing in the catalog meets your criteria. If the latter situation proves to be the

case, you may want to broaden your search by removing certain variables.

Once you have found publications which you want to review, and recorded their titles and call numbers, you are now ready to log out of the system (see section on "Logging Out of the System"). You are now ready to proceed to the library to locate the publications.

Perhaps you want to look for information on a specific geographic area,
but do not know what areas are included in the system. In order to determine
what areas are tagged, you need to go through the following steps.
Once you have logged into the library system and performed the steps
discussed in the introduction to this chapter, you will see the "VOLUME
CLASSIFICATION" menu displayed below.

VOLUME CLASSIFICATION

1. CLASSIFICATION SYSTEM
(PRIMARY/SECONDARY HEADINGS)

2. GEOGRAPHIC AREA TABLES

Enter your selection - (ESCAPE) to return

You now want to type a 2 in order to examine the geographic area tables.
The menu you will then see is displayed here.

GEOGRAPHIC AREA TABLE

1. Geographic Designations

2. Regional Designations

3. County & City Designations

Enter your selection - (ESCAPE) to return

If you are not familiar with the geographic notation contained in the
library call number, then you really ought to look at all three of the above
selections.
If you choose 1, "Geographic Designations," type the number 1 and you will
see the following screen.

If a report deals specifically with South Carolina, another state, or the
Coastal Zone area, then a geographic number is assigned to the publication.
This geographic designation is expressed in the third line of the call number.

                        1 = South Carolina
                        2 = Other States
                        3 = Coastal Zone

Return to Menu?

If you are interested in publications dealing with South Carolina, but a more specific area, then press the ESCAPE key, which will take you back to the Geographic Area Table Menu.

GEOGRAPHIC AREA TABLE

1. Geographic Designations

2. Regional Designations

3. County & City Designations

Enter your selection - (ESCAPE) to return

You would then want to select the "Regional Designations" option by entering a 2. On the screen which will appear, you will first see that South Carolina publications may be further specified into the ten planning districts, which are listed with the counties they include, and the numbers they have been assigned. Here is the screen you will see.

If a publication deals with South Carolina, but more specifically with a particular region within the state, then the following numbers, corresponding to the numbers of the ten planning districts in South Carolina, will be used. These numbers are preceded by a 1, which stands for South Carolina.
1.1 Appalachian
(Anderson Cherokee Greenville Oconee Pickens Spartanburg counties)
1.2 Upper Savannah
(Abbeville Edgefield Greenwood Laurens McCormick Saluda counties)
1.3 Catawba
(Chester Lancaster York Union counties)
1.4 Central Midlands
(Fairfield Lexington Newberry Richland counties)
1.5 Lower Savannah
(Aiken Allendale Bamberg Barnwell Calhoun Orangeburg counties)
Next Screen - (ESCAPE) to Return to Menu

Since all of this information cannot be displayed on one screen, to go to the next one, shown below, you can enter any key, except ESCAPE which will take you back to the Geographic Area Table Menu.

If a publication deals with South Carolina, but more specifically with a particular region within the state, then the following numbers, corresponding to the numbers of the ten planning districts in South Carolina, will be used. These numbers are preceded by a 1, which stands for South Carolina.
1.6 Santee-Lynches
(Clarendon Kershaw Lee Sumter counties)
1.7 Pee Dee
(Chesterfield Darlington Dillon Florence Marion Marlboro counties)
1.8 Waccamaw
(Georgetown Horry Williamsburg counties)
1.9 Berkeley-Charleston-Dorchester
(Berkeley Charleston Dorchester counties)
1.10 Lowcountry

(Beaufort Colleton Hampton Jasper counties)
Next Screen - (ESCAPE) to Return to Menu

If you would like to see a display of the counties in South Carolina with their accompanying regional designator numbers, then you will want to go to the next screen. To do this, you may press RETURN or any other key, except ESCAPE, and the counties will be presented.

Counties	Region	Counties	Region	Counties	Region
Abbeville	1.2	Darlington	1.7	McCormick	1.2
Aiken	1.5	Dillon	1.7	Marion	1.7
Allendale	1.5	Dorchester	1.9	Marlboro	1.7
Anderson	1.1	Edgefield	1.2	Newberry	1.4
Bamberg	1.5	Fairfield	1.4	Oconee	1.1
Barnwell	1.5	Florence	1.7	Orangeburg	1.5
Beaufort	1.10	Georgetown	1.8	Pickens	1.1
Berkeley	1.9	Greenville	1.1	Richland	1.4
Calhoun	1.5	Greenwood	1.2	Saluda	1.2
Charleston	1.9	Hampton	1.10	Spartanburg	1.1
Cherokee	1.1	Horry	1.8	Sumter	1.6
Chester	1.3	Jasper	1.10	Union	1.3
Chesterfield	1.7	Kershaw	1.6	Williamsburg	1.8
Clarendon	1.6	Lancaster	1.3	York	1.3
Colleton	1.10	Laurens	1.2		
		Lee	1.6		
		Lexington	1.4		

First Screen -(ESCAPE) to Return to Menu

If you want to see the first of these three screens again, enter any key except ESCAPE, and you will go back to the geographic listing by planning districts. If you want to go back to the Geographic Area Table Menu, press the ESCAPE key and you will again see the following menu.

GEOGRAPHIC AREA TABLE

1. Geographic Designations

2. Regional Designations

3. County & City Designations

Enter your selection - (ESCAPE) to return

If you are interested in publications dealing specifically with the Berkeley-Charleston-Dorchester area (region:1.9), then you will want to look at selection 3 above. To see the county/city designations, type in a 3 and you will see the following display.

If a report .deals more specifically with a particular county or city, within the B-C-D area, then the fourth line of the call number is used to determine the county and city designations. Any report which uses the table below should always have a 1.9 in the preceding line of the call number.

County/City	Notation	County/City	Notation	County/City	Notation
Berkeley County	B	Charleston County	C	Dorchester County	D
Bonneau	BB	Charleston	CC	Dorchester	DD
Goose Creek	BG	Folly Island	CF	Harleyville	DH
Hanahan	BH	Hollywood	CH	Jedburg	DJ
Jamestown	BJ	Isle of Palms	CI	Reevesville	DR
Moncks Corner	BM	Johns Island	CJ	Ridgeville	DRi
St. Stephen	BS	Ladson	CLa	St. George	DSt
		Lincolnville	CL	Summerville	DS
		McClellanville	CMc		
		Megget	CMg		
		Mt. Pleasant	CM		
		North Charleston	CN		
		Ravenel	CR		
		Rockville	CRk		
		Sullivans Island	CS		

Return to Menu?

Remember that all the areas shown on this screen, must have a 1.9 preceding them (1.9 = South Carolina. B-C-D region).

NOTE: Before you leave the Geographic Area Tables, it is important that you record the geographic number(s) of the area(s) in which you are interested. You will be using these numbers when you go to the library catalog.

GEOGRAPHIC SEARCH:
ACCESSING THE CATALOG

Now that you have determined the geographic areas included in the system, you may want to explore the library catalog to see what publications deal with a specific area.

You will want to press the ESCAPE key until you come back to the menu shown here.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. VOLUME CLASSIFICATION

2. VOLUME LOOK-UP

Enter your selection - (ESCAPE) to return

You will now want to select the library catalog by typing a 2 for "VOLUME LOOK-UP." This action will cause the following menu to be displayed.

VOLUME LOOK-UP

1. Primary/Secondary Heading
(with optional geog. area and date selection)

2. Geographic Designation
(with optional date selection)

3. Date

4. All titles or Title/Author by Key Word

Enter your selection - (ESCAPE) to return

If you select item 1 "All Designations", all catalog entries would be displayed and arrayed by their regional designations (seen in third line of call number).

Since you are interested in a particular geographic area, you will most likely want to choose item 2 above. Another potential selection might be item 1, ""Primary/Secondary Heading (with optional geog. area and date selection)". If you do make this selection, you must know the classification number you are looking for. If you do not know this number, see the section on "Subject Searches."

If you are interested in a specific geographic area, and want to find everything the library has on this area, then you would want to select the second item "Geographic Designation" by typing the number 2.

After this, you would see the following menu.

VOLUME LOOK-UP
GEOGRAPHIC DESIGNATIONS

1. All designations

2. Specific designation

Enter your selection -(escape) to return

Since you are interested in a specific area, you would choose "Specific Designation" by typing the number 2. The following screen would appear.

VOLUME LOOK-UP
GEOGRAPHIC DESIGNATIONS

2. Specific Designation
Enter geographical classification:-.--
Do you want a specific date?

#	VOLUME	CALL NO.	ALTERNATES
	Title		
	Author		
	Notes		

Next group?

You would then enter the geographic classification number you recorded in your previous search of the geographic area tables, which is located in the "VOLUME CLASSIFICATION" program.

First, you would enter the number found in the first Geographic Area Table shown earlier; the number you would be entering would be either a 1, 2, or a 3.

The computer will then supply a period followed by two blank spaces. If you entered a 2 or 3, press the RETURN key to skip these spaces, since these areas do not have regional designations. If you entered a 1 for a search involving a region within South Carolina, then you will use these spaces to designate that region; you may enter the numbers 0-10 here,or you may press RETURN. If you only want to see publications which deal generally with the whole state, as opposed to a specific area (e.g., only those publications which have a "1" as their geographic designator), then you would want to enter a 1 followed by a zero(0). If you wanted all publications dealing with South Carolina (e.g., all those publications which have both a "1" in their call number, as well as all those publications which have further designators in their call number, such as a "1.1", a "1.2", etc.), then you would want to enter a 1, then press RETURN.

Once you have entered these numbers, the computer will display three more blank spaces for a county-city designation (see "VOLUME CLASSIFICATION" program, "Geographic Area Table" menu, selection 3). You will be entering here, capital letters, as opposed to numbers. If you do not use all the spaces provided (e.g. you only want to specify a county within this region, but not a

particular city), then press the RETURN key.

At this point, the computer will then ask you another question.

Do you want a specific date?

You should type y for yes, and n for no; if you type in another key, the computer will automatically translate your answer to be a no.

If you responded no to this question, it will then proceed on with its display. You will then be shown all the volumes in the library which meet the criteria you specified. The more variables you specify, the narrower your search becomes.

If you responded yes to this question, you will then be asked to enter the date. You will then be shown all the volumes in the library which satisfy your request.

At the bottom of the screen, the computer will ask you whether you want to see the next group. You can enter any key to see the rest of the listing, except the ESCAPE key which will take you back to the former menu.

If the computer returns you to the menu, but you have expressed an interest in seeing the next group (e.g. you did not press ESCAPE), then this means there are no other catalog entries found which meet your criteria.

If your search does not produce any results, either you entered an incorrect geographic number or date, or else there is nothing in the library catalog meeting the conditions you specified.

If the former situation is the problem, recheck your information. Remember the county/city designation must appear in capital letters, and must be proceeded by a 1.9.

If the case is that there is no material found in the catalog which satisfies the criteria you specified, then perhaps you may want to broaden your search strategy, by initiating the search again and removing certain variables. To do this, press ESCAPE to take you back to the previous menu, and re-enter your new information.

Note: You will want to record all the titles and call numbers of those publications in which you are interested in reviewing, so that when you finish, you can go to the library and locate these materials.

Once you have located the publications you are interested in seeing, you will then want to exit the system (see "Logging Out of the System"), and proceed to the library shelves with your titles and call numbers.

CHAPTER V.
C.
DATE SEARCH

To execute a date search, access the library system and follow the steps described in the introduction to this chapter. This action will take you directly to the library catalog program, "VOLUME LOOK-UP," which displays the various search options.

VOLUME LOOK-UP

1. Primary/Secondary Heading
(with optional geog. area and date selection)

2. Geographic Designation
(with optional date selection)

3. Date

4. All titles or Title/Author by Key Word

Enter your selection - (ESCAPE) to return

Since you are interested in pursuing a search by date, you would make your selection by typing a 3.
This action would result in the following menu appearing.

VOLUME LOOK-UP
DATE

1. All Dates

2. Specific Dates

Enter your selection -(escape) to return

Unless you want to look at everything in the catalog arrayed by date, you would want to select "Specific Date" by typing in a 2.
At this point, you would see the following screen.

VOLUME LOOK-UP
DATE

2. Specific Dates
Enter date:----

VOLUME   CALL NO.   ALTERNATES
        Title
        Author
        Notes

    Next group?

        You would then want to specify the date for which you are searching in
the four spaces provided.
        After you have entered the date, you must then wait for the computer to
pull all those entries bearing that date in their call number. Once the screen
is filled, you will be asked whether you want to see the next group.
        In order to see the next screen, press any key other than ESCAPE (this key
will take you back to the previously displayed menu).
        Note: Be sure when you are viewing the screens to record the titles
and call numbers of those publications you are interested in reviewing.
        Once you have found the information you are looking for, you will want to
exit COASTIRS (see section on "Logging Out of the System"), and proceed to the
library to find the publications which you recorded.

        Note: You may also search the library catalog by date using a subject
search or a geographic area search (see appropriate section of manual for
details).

CHAPTER V.
D.
TITLE OR AUTHOR SEARCHES

Note: It is important to realize that a title or author key word
search takes a fairly long time to execute on a microcomputer system, such as
COASTIRS. So be prepared to wait a while, for your results.

If you want to do a search by title or author, you will be accessing the
library catalog program called "VOLUME LOOK-UP". You will need to follow the
steps outlined here.
The first menu you see on the screen is, as follows.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. COASTIRS SYSTEM

2. SYSTEM MAINTENANCE

Enter your selection - (ESCAPE) to stop

You will now want to select the COASTIRS SYSTEM by typing in the number 1.
Once you have done this, you will see the menu below.

COASTIRS
COASTAL INFORMATION RETRIEVAL SYSTEM

1. VOLUME CLASSIFICATION

2. VOLUME LOOK-UP

Enter your selection - (ESCAPE) to return

Since the author and title section is contained in the library catalog,
you will want to choose item 2 "VOLUME LOOK-UP" here. Once you have typed in a
2, the next menus will appear.

VOLUME LOOK-UP

1. Primary/Secondary Heading
(with optional geog. area and date selection)

2. Geographic Designation
(with optional date selection)

3. Date

4. All titles or Title/Author by Key Word

Enter your selection - (ESCAPE) to return

   Since your search involves authors and titles, you would want to type 4 as
your selection. This action would result in the following screen being
displayed.

VOLUME LOOK-UP
VOLUME TITLE/AUTHOR

1. All volumes

2. Volumes by Title Key Word

3. Volumes by Author Key Word

Enter your selection - (escape) to return

   At this point, you will probably want to select either the second or third
option, depending on whether you want to search authors or titles. If you
select 1, all the volumes in the library catalog will be shown.

TITLES

   If you want to examine the catalog for a certain title, then you will want
to choose option 2; thus, you would type in a 2. This action would result in
this display appearing.

VOLUME LOOK-UP
VOLUME TITLE/AUTHOR

2. Volumes by Title Key Word

Enter Title Key Word:------------------------------------

VOLUME   CALL NO.   ALTERNATES
      Title
      Author
      Notes

Next group?

   After the "Enter" statement, you will be asked to supply the title key
word you would like to search. It does not matter whether you use lower or
upper case in the key word entry, since the computer is going to capitalize
them anyway. Be sure you press the RETURN key once you have entered the title
key word(s).The computer will then array all titles in the catalog containing
the key word you supplied.
      Note: It is important that you record the titles and call numbers of
the publications you are interested in locating.
      To go to the next screen, you may enter any key, other than ESCAPE, since
this key will take you back to the previous menu.

AUTHORS

If you are interested in locating publications by a particular author, you should follow the same procedure outlined for a title key word search, until you come to the menu shown below.

VOLUME LOOK-UP
VOLUME TITLE/AUTHOR

1. All volumes

2. Volumes by Title Key Word

3. Volumes by Author Key Word

Enter your selection - (escape) to return

Here, you will want to select item 3, "Volumes by Author Key Word," which will result in the following screen being displayed.

VOLUME LOOK-UP
VOLUME TITLE/AUTHOR

3. Volumes by Author Key Word
Enter Author Key Word:------------------------------

VOLUME   CALL NO.   ALTERNATES
        Title
        Author
        Notes

Next group?

       After the "Enter" statement you will want to type in the author key word(s) for which you are looking, and then press RETURN. It does not matter whether you enter the key word(s) in lower or upper case, for the computer will be capitalizing the entry before it executes its search.
   The computer will then search the library catalog for matches. Any publications which contain the author key word you supplied, which are found in the "Author" fields of the catalog entries, will be displayed on the screen.
   You will want to record the titles and call numbers for those publications you are interested in reviewing, since you will need this information when you go to the library shelves.
   At the bottom of the screen you will be asked if you want to see the next group. If you do, you can enter any key except ESCAPE, for this key will return you to the previous menu.
   If your author search was not productive, you may want to try another author search, broadening your term, or you may want to try a different search strategy.
   If you found publications which proved to be useful, exit the system (see section on "Logging Out of the System"), and proceed to the library with your

titles and call numbers.

CHAPTER VI.
PROBLEMS?

If for some reason, you encounter problems while using the library system, you may want to read the following tips.

THE ESCAPE KEY

The function of the ESCAPE key is that it will take you back to the previous menu.

Hence, if you were to enter the wrong number as a selection choice, and wanted to try again, by pressing the ESCAPE key, you would go back to the former menu, where you could re-enter your selection.

Perhaps, you have typed in a misspelled word and want to correct it. You could press ESCAPE, which would take you back to the previous menu. You would then re-enter your selection, and then re-type the misspelled word.

You may have tried one search, and you would like to do another; the ESCAPE key would allow you to page back through the menus until you reached the desired one.

You may have finished your search, and want to get out of the library program. Again, by pressing ESCAPE you will eventually exit the system when you come back to the main menu (see section on "Logging Out of the System"). You will then want to turn off all the equipment (CORVUS, monitor and keyboard).

WHEN NOTHING ELSE WORKS

If for some reason, the ESCAPE key locks and you cannot get out of the system via the main menu, go ahead and turn off all the equipment (CORVUS, monitor and keyboard). This action will not affect the library system.

Note: If you receive a systems message, which you do not understand, try to write down what you did, and the exact message which appeared on the screen. Then, report the problem to the person in charge of the system.

THE RETURN KEY

When the computer asks you to "Enter" data, if you do not use all the spaces provided you, press the RETURN key to signal the computer that you have finished entering your information.