

# Surpass Web Safari



# Circulation



- ❧ Books can be checked out for 3 weeks except for restricted books that are loaned for 1 week.
- ❧ Current Student ID is required.
- ❧ Audio books & DVD's are available (loan time varies).
- ❧ All resources are to be returned by their due date. All resources must be turned in by the last day of class.
- ❧ Materials can be requested by phone, email, or in person. (Contact information is found on the Library website)
- ❧ Reference books can be used in the Library.

# Surpass Web Safari



- ∞ A database containing information on all physical resources held in our libraries.
- ∞ No password is needed.
- ∞ How do we get to Surpass Web Safari?

# From any computer with Internet access visit the OFTC Homepage – [www.oftc.edu](http://www.oftc.edu)

The screenshot shows the OFTC homepage with the following elements:

- Browser Address Bar:** <https://www.oftc.edu>
- Navigation Bar:** BLACKBOARD/GVTC | BANNERWEB | STUDENT EMAIL & MYPC | QUICK LINKS | Search
- Header:** OFTC OCONEE FALL LINE TECHNICAL COLLEGE | ABOUT OFTC | PROGRAMS | ADMISSIONS | SERVICES | CONTACT US | APPLY ONLINE
- Main Content Area:** A large image of a welder with the text "Your Career at O..." partially visible.
- Navigation Menu (SERVICES):**
  - Academic Services & Retention >
  - Campus Resources >
  - Drug Free Campus
  - Forms, Orientation & Procedures
  - New Student Orientation
  - Safety & Security
  - Special Services >
  - Student Organizations
  - Tutoring
- Secondary Navigation (Library):**
  - Bookstore
  - Library
  - Technical Support
- Footer:** Four images with captions: Future Students, Current Students, Resources for Business, Faculty & Staff.

# Library Homepage

## Library

The OFTC library offers a variety of services including countless Internet resources, for conducting research or reading for pleasure.

- Assistance with class papers, projects, and assignments
- Computers for school or leisure purposes (school use has priority)
- Printers & photocopiers
- Tables for group study, or carrels for individual study
- Quiet study areas or group study rooms



### ***LIBRARY***

***LIBRARY CONTACTS & HOURS***

***ONLINE CARD CATALOG***

***ONLINE DATABASES/RESOURCES***

***ONLINE ORIENTATION***

***USER GUIDES & TUTORIALS***

***COPYRIGHT INFORMATION***

***TEXTBOOK LENDING PROGRAM***

# Surpass Web Safari – Online Card Catalog



❧ We now have a centralized catalog where you can search all OFTC resources or you can search what is available at a specific campus.

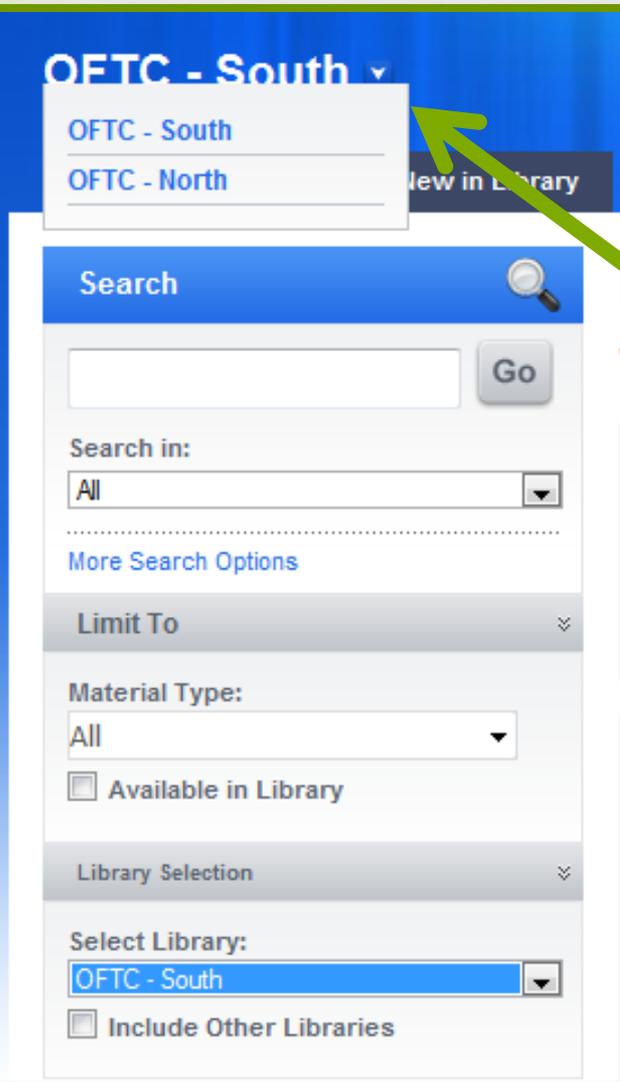
❧ Resources from any of the campus libraries are available to all students.

❧ Resources can be sent to the location you choose.

Non-circulating items (i.e. reference, periodicals, instructional resources, etc.) cannot be sent to other locations.

**Web Safari is an Online Public Access Catalog or OPAC.**

# Once in Safari, you can still decide to search North, South, or both libraries!



OFTC - South ▾

OFTC - South  
OFTC - North

Search

Go

Search in:  
All ▾

More Search Options

Limit To ▾

Material Type:  
All ▾

Available in Library

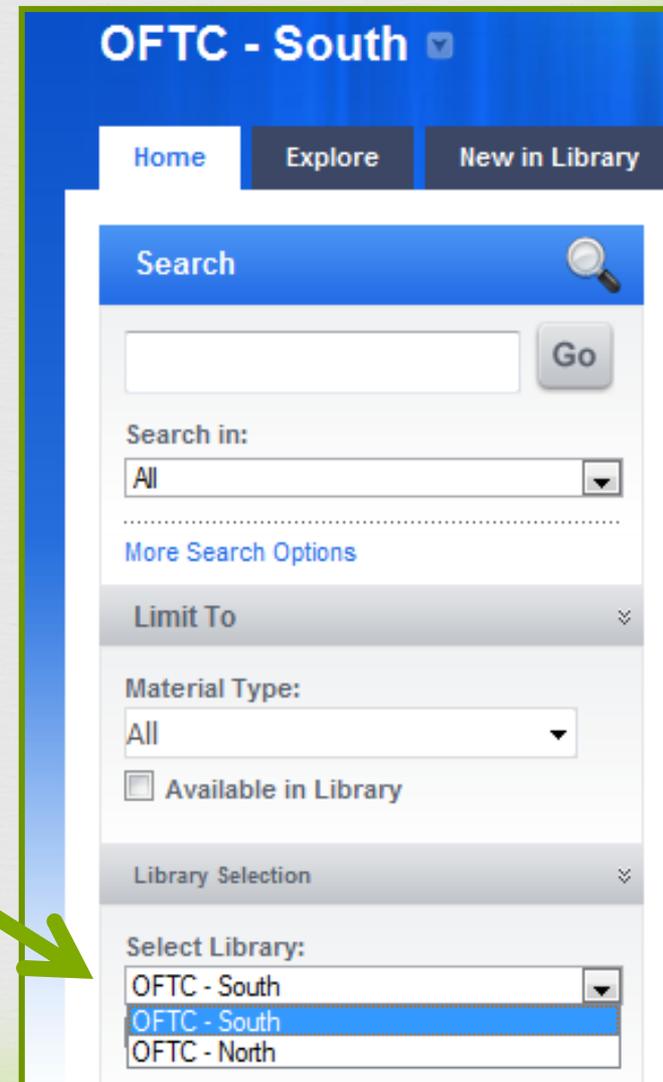
Library Selection ▾

Select Library:  
OFTC - South ▾

Include Other Libraries

If you hover the cursor over the arrow next to OFTC South (or North) you may select a different location.

You can select North or South from the drop down box as shown on the left.



OFTC - South ▾

Home Explore New in Library

Search

Go

Search in:  
All ▾

More Search Options

Limit To ▾

Material Type:  
All ▾

Available in Library

Library Selection ▾

Select Library:  
OFTC - South  
OFTC - South  
OFTC - North

Home

Explore

New in Library

Search



Go

Search in:

All

[More Search Options](#)

Limit To

Material Type:

All

Available in Library

Library Selection

Select Library:

OFTC - South

Include Other Libraries

To search ALL OFTC libraries once you are in either the North or South location – just place a check in the box next to “**Include Other Libraries**” by clicking on it. You will now get results from North **AND** South Campus!

Surpass Safari

# OFTC Libraries

OFTC - South

Home Explore Awards & Honors New in Library Popular Titles Reading

**Search** 

Go

Search in:  
All

[More Search Options](#)

Home / Home

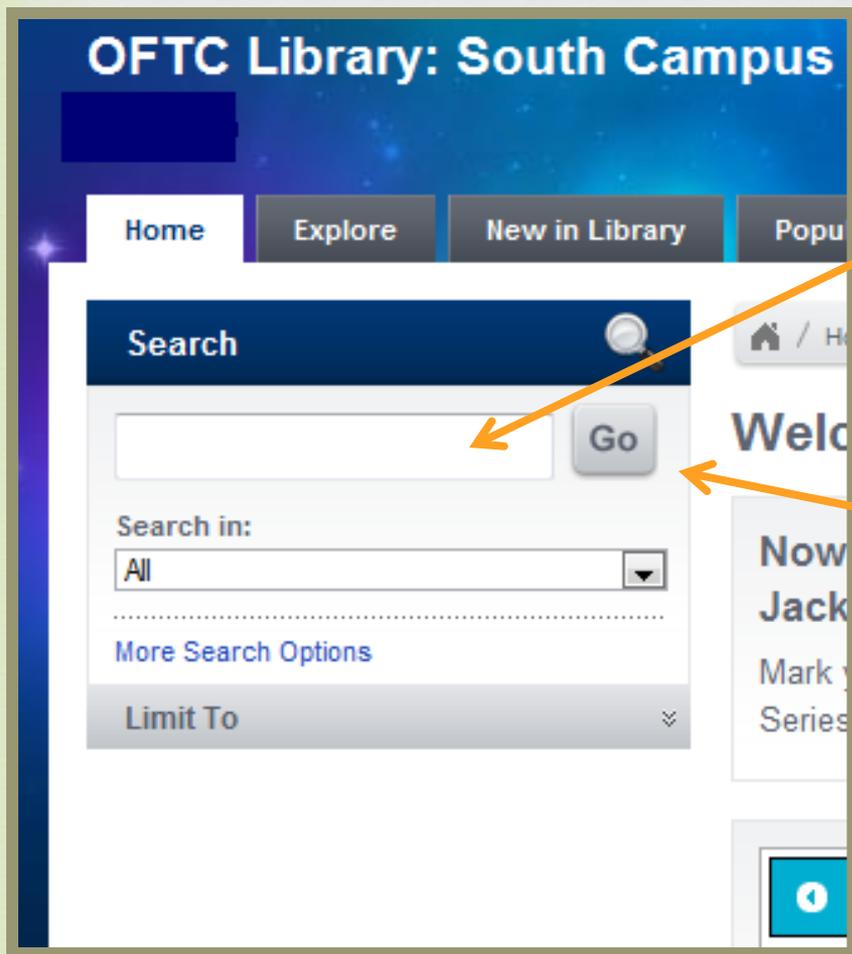
## Welcome to OFTC Libraries

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- This is where you will begin your search for resources in our library.
- This search box is found at the top left of every page in Web Safari.

Any type of simple search can be done immediately from this page by entering a word or phrase to search here.

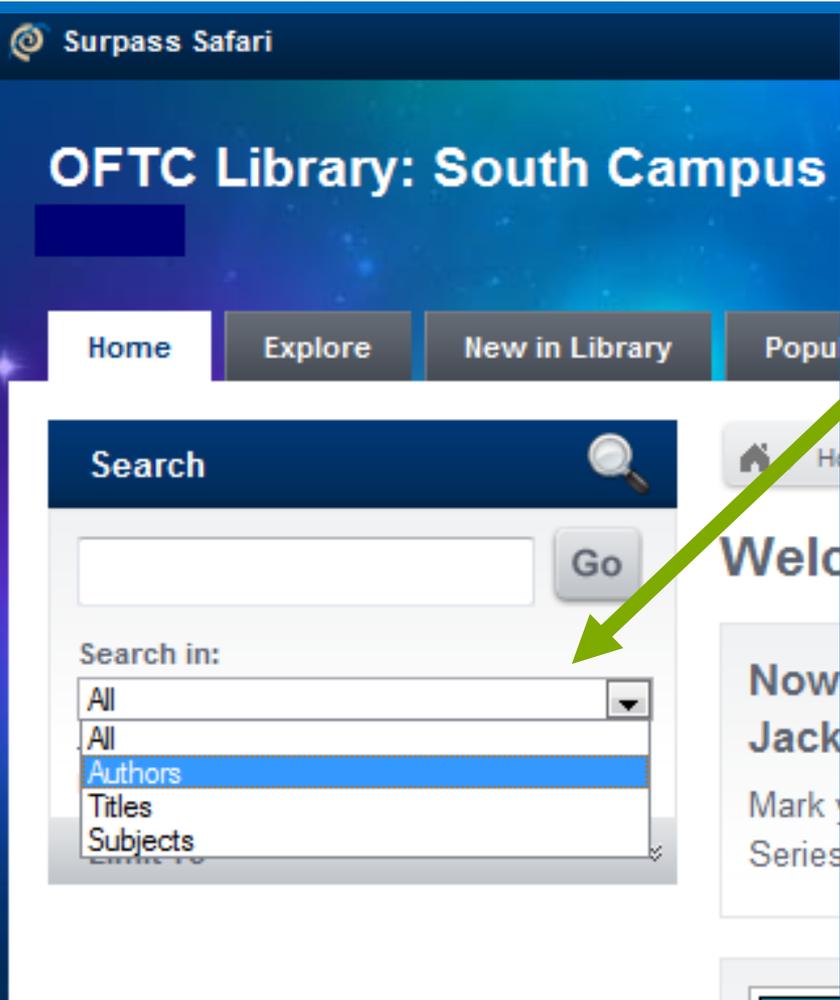


☞ You can enter words from a specific title, author, subject, or simply keywords – to find items in our library!

☞ When you click on “Go” your search will go through all searchable information in all of the records in the catalog and return any matches found.

# Searching...

If you have a specific title, author, or LC (Library of Congress) subject in mind, you can focus your results by selecting a specific search from the drop down menu.



❧ If you select a specific search, only certain fields in the record will be searched.

❧ This narrows your search and can eliminate extraneous results.

# Choosing your search

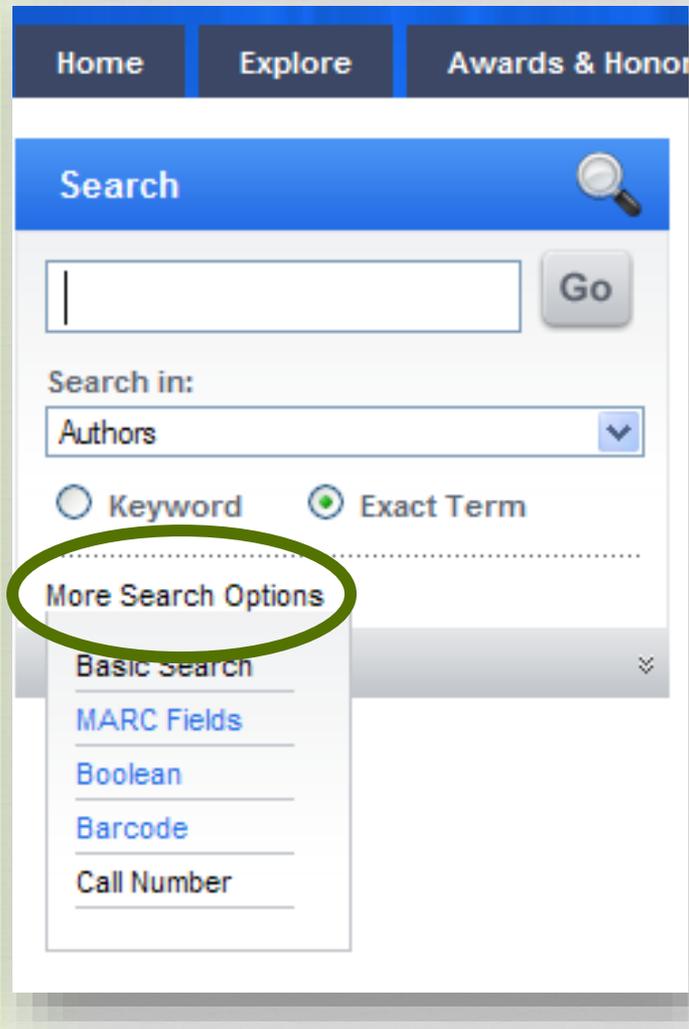
Keyword – Returns the **most** results – use one or more words – searches **ALL** searchable info.

Authors – Use first **OR** last name the order does not matter

Titles – Ignores a, an, or the, as the first word. You can enter any or all of title words when you choose this search. This is now a *keyword* search within the title field.

Subjects – Search for a particular Library of Congress subject term from an LC controlled vocabulary. Keep trying related/synonymous terms until you get the desired results! While keyword simply matches a word, subject relates to what something is “about.”

# More search options are available...



The screenshot shows a library search interface. At the top, there are navigation tabs for "Home", "Explore", and "Awards & Honor". Below this is a blue "Search" header with a magnifying glass icon. A search input field is present with a "Go" button to its right. Underneath the input field, it says "Search in:" followed by a dropdown menu currently set to "Authors". Below the dropdown are two radio buttons: "Keyword" (unselected) and "Exact Term" (selected). A link labeled "More Search Options" is circled in green. A dropdown menu is open below this link, listing the following options: "Basic Search", "MARC Fields", "Boolean", "Barcode", and "Call Number".

When you move your cursor over  
“more search options”

You can select:

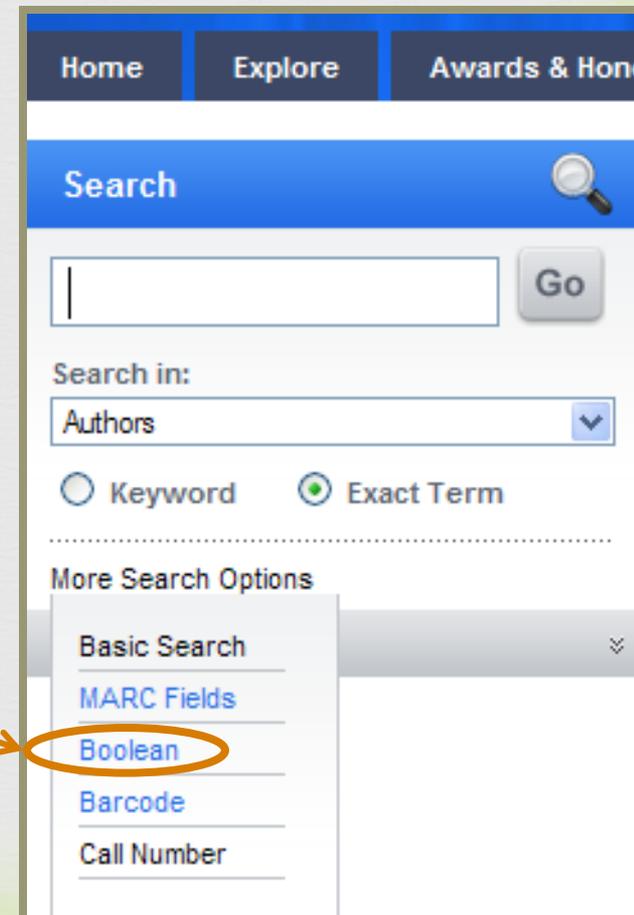
- Basic search** (Default)
- MARC fields** (specific parts of a record )
- Boolean** (Advanced Search)
- Barcode** (Number assigned)
- Call Number** (Location of item in library)

Most often, you will use the **Basic** or **Boolean** search options.

# “Boolean” or Advanced Search

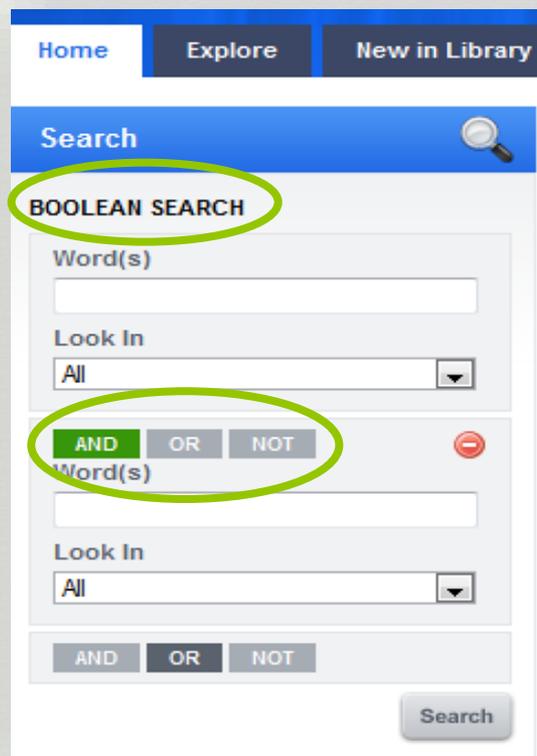
Allows for a more specific search and is especially useful to narrow or broaden a search when too many or too few results are returned.

To perform an advanced search, select “Boolean” from the menu by moving the cursor over “more search options” and clicking on Boolean .



# When you select a Boolean search...

- The Search box is different with different options.
- A Boolean search is done using the qualifiers “and,” “or,” or “not.”
- Boolean searching is common wherever you have advanced search options at websites, eBooks at EBSCO Host, GALILEO, Web Safari, etc.



The screenshot shows a library search interface with a blue header containing 'Home', 'Explore', and 'New in Library'. Below the header is a 'Search' section with a magnifying glass icon. The 'BOOLEAN SEARCH' label is circled in green. Below it are two search boxes, each with a 'Look In' dropdown menu set to 'All'. Between the two search boxes, there are three buttons: 'AND' (highlighted in green), 'OR', and 'NOT'. A red minus sign button is also visible. At the bottom of the search section is a 'Search' button.

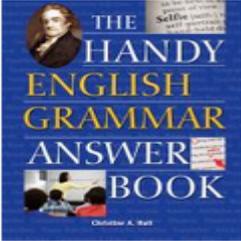
**AND** - Narrows a search, all results must contain the 2 or more search terms you have selected.

**OR** - Broadens a search, results can contain any one of the search terms you have entered.

**NOT** - Eliminates certain results from your search even if it contains your other terms.

*Keep adding search boxes by selecting and, or, or not. Remove boxes by clicking on *

# Here are some other search features you may find helpful...



**The Handy English **grammar** answer book**  
Hult, Christine A., author.  
Detroit : Visible Ink Press, [2016]  
xii, 419 pages : illustrations ; 24 cm.

☆☆☆☆☆ [Rate this title or write a review](#)

"Whether it's for a professional document, a school paper, an Internet blog, or something more personal, effective communication depends on clear, concise, and grammatically correct writing. Punctuation, spelling, and **grammar** rules can trip up anyone, while organization and word choice can make writing memorable--or banal. Whether you are writing a term paper, a scientific article, a resume, a business email, a text message, or presenting information in the social media, The Handy English **Grammar** Answer Book is an engaging guide to writing with clarity. It offers fundamental principles, **grammar** rules, and punctuation advice, as well as insights on writing for different occasions and audiences. From a brief history of the English language to the deconstruction--and explanation--of the different parts of a sentence, and from showing how to punctuate correctly to how to organize a well-argued essay, this easy-to-use reference answers nearly 500 questions and offers fun facts on the English language and its usage, including ... How did language begin?How did English become a language spoken worldwide?"

PE  
1112  
.H845  
.  
2016  
[browse shelf >>](#)

**Available**



**BOOK**

1 copy available at OFTC - South  
[more >>](#)

[Reserve / Hold](#)

[+ Add to Bookbag](#)

**Narrow Results** 

**AVAILABILITY**  
[OFTC - South \(83\)](#)

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**TYPE**  
[BOOK \(72\)](#)  
[DVD INSTRUCTIONAL \(1\)](#)  
[LOIC \(7\)](#)  
[Reference Book \(3\)](#)

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**YEAR PUBLISHED**  
[2016 \(1\)](#)  
[2015 \(4\)](#)  
[2011 - 2015 \(13\)](#)  
[2006 - 2010 \(17\)](#)  
[2001 - 2005 \(22\)](#)  
[1996 - 2000 \(5\)](#)  
[1990s \(11\)](#)  
[1980s \(8\)](#)  
[1970s \(2\)](#)

You can see immediately if a resource is available or checked out.

You can limit your search to items that are available, by type or year published.

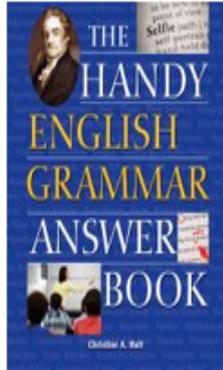
**Due 03/08/16**



**BOOK**

[+ Add to Bookbag](#)

# More features... Browse Shelf>>



## The Handy **English** grammar answer book

Hult, Christine A., author.

Detroit : Visible Ink Press, [2016]  
xii, 419 pages : illustrations ; 24 cm.

★★★★★ [Rate this title or write a review](#)

"Whether it's for a professional document, a school paper, an Internet blog, or something more personal, effective communication depends on clear, concise, and grammatically correct writing. Punctuation, spelling, and grammar rules can trip up anyone, while organization and word choice can make writing memorable--or banal. Whether you are writing a term paper, a scientific article, a resume, a business email, a text message, or presenting information in the social media, The Handy **English** Grammar Answer Book is an engaging guide to writing with clarity. It offers fundamental principles, grammar rules, and punctuation advice, as well as insights on writing for different occasions and audiences. From a brief history of the **English** language to the deconstruction--and explanation--of the different parts of a sentence, and from showing how to punctuate correctly to how

PE

1112

.H845

2016

[browse shelf >>](#)

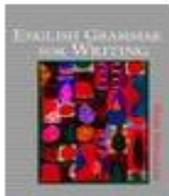
**Browse the shelf from  
your computer screen.**

**View what is  
available on a certain  
subject or by a  
favorite author!**



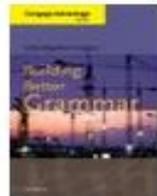
[Close](#)

PE 1112 .H635 2005



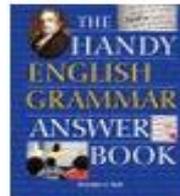
English grammar for  
writing  
Honegger, Mark.

PE 1112 .H64 . 2012



Building better grammar  
Hogan, Gina Baaklini.

PE 1112 .H845 . 2016



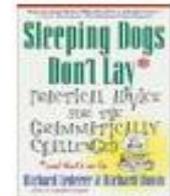
The Handy English  
grammar answer book  
Hult, Christine A.,

PE 1112 .J54 1991



The handbook of good  
English  
Johnson, Edward D.,

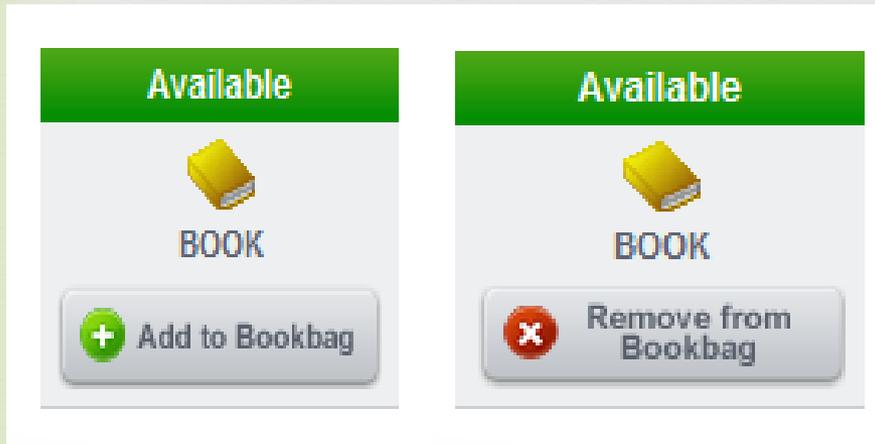
PE 1112 .L38 . 1999



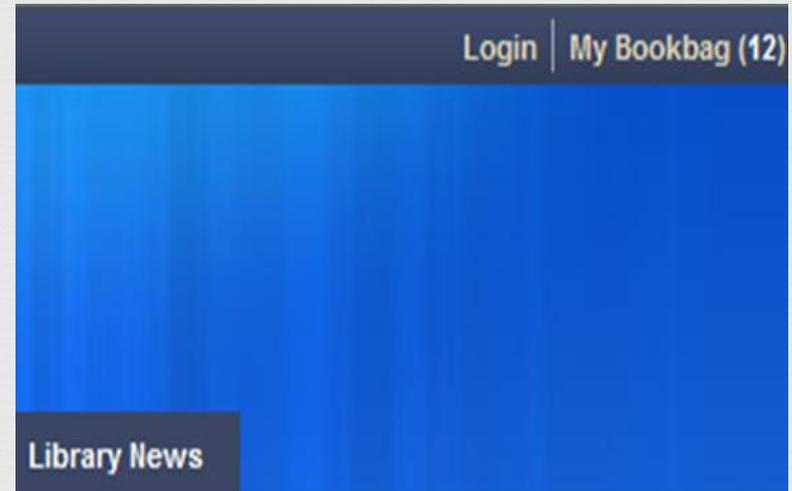
Sleeping dogs don't lay  
Lederer, Richard,

# Bookbags

A library staff member can provide you with your username and password for your Surpass Safari account.



By clicking on a button, you can add to or remove from a bookbag through a number of searches. This will give you a list of resources you may be interested in viewing.



Click on “My Bookbag” in the upper right corner of the page. You can review your list and write down call numbers (book “address”) or print the whole list.

# Bookbags

Compile your own list from your computer!

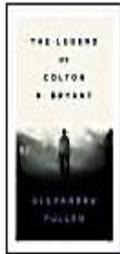
## My Bookbag

Showing 1-12 of 12 items

Per Page: 10 | 20 | 50 | ALL

View: list | grid

Sort by: newest | call | author | title | type



HD  
7269  
.P4  
F85  
2008

### The legend of Colton H. Bryant

Fuller, Alexandra, 1969-

☆☆☆☆☆

The moving, tough, and in many ways quintessentially American story of Colton H. Bryant's life and the land that grew him.

Available



Type: Hardback Book

Remove from Bookbag



NA  
1995  
.P29  
2008

### Getting a job in architecture and design

Call numbers

Available



Type: Paperback Book

Remove from Bookbag

Your selected list will be presented for further review where you can keep or remove items.

Note: you must log in to your account to save items to your bookbag. Bookbags are not saved on library computers.

## Searching improves and gets easier with practice!

- The searches we covered are those you will use most.
- You can explore other searches.
- For any questions in future searches, contact a librarian by phone, email, or in person.



# Library Organization -

*once you have located your resources in the catalog...*



## **Classification System**

- Uses Letters and Numbers
- See Displayed Instructions for Locating Materials or locate instructions in the Library Student Handbook. Handouts can also be found at the circulation desk and catalog stations.

**See Maps and Signs for Specific Areas, i.e. Reference, Periodicals, Youth.**

**Ask for Assistance in locating materials.**