


Userguide for ReaderWare at UW Hillel

By Gabor Por, 2007-09-05






Arrange the layout of the main page

1. The columns (e.g. Author, Title...) can be moved around, by left-clicking on the column name and dragging it to left or right.
Arrange them in an order so the most frequently used ones would be closer to the left, i.e. always visible.
2. Columns can be added to or removed from the display, by right clicking any column name and selecting the "Hide column" or "Show (appropriate) column" option.

Search for a book


1. Select what field you want to search by (e.g. author, title, ISBN ...) by selecting the appropriate option from the "search By" pull down menu
2. Type in the keyword (e.g. the name of author, the title, or ISBN ...) at the "For" field
3. Hit return key or the "Search" button.
4. To vie the full details of the book, click the double green arrow in the beginning of its row.
5. (To return to the main list click the first blue arrow in the top button-bar that points up and left. )

Add a book to the database

- I. *If the book has an ISBN or LCCN number add it this way:*
 1. Click the blue book with the yellow cross button at top: 
 2. Click the "Next" button in the center (You will see the list of sites that the software is accessing to collect information about the book)
 3. Type in the ISBN number
 4. Hit the "Enter/Return" key: the ISBN will show up in the middle section of the window
 5. Click the "Next" button: The Verification screen will appear
 6. Click the "Next" button again: "Auto cataloging" will start and ma take 2-3 minutes
 7. When the "Processing..." text changes to "Completed" it is done with one of four results:
 - a.  means that the book and its cover image was added: after step 8 and 9, find and add the call number
 - b.  means that the books was added: after step 8 and 9, find and add the call number
 - c.  means that the book was not added: after step 8 and 9 add the book manually, see section II.
 - d.  means that the book was already in the database. after step 8 and find the book in the database and increase the number of copies with one
 8. Click the "Next" button: the "Done!" screen summarizes the results

9. Click the "Finish" button

II. *If the book does not have ISBN number add it manually*

1. Click the blue book with the green cross button at top: 
2. Fill in all the information you can in the appropriate fields

III. *Find out the call number of a new book*

1. For works of fiction the call number consists of the letter "F", a space, the first three letters of the author's last name (its first letter is capitalized), and the first letter of the first word of the book title (also capitalized.) If the title starts with the word "The" or "A/An" use the second word.

Example: the call number of Elie Wiesel's "Legends of our time" is "F WieL".




2. For biographies the call number consists of the letter "B", a space, the first three letters of the last name of the subject of the book (its first letter is capitalized), and the first letter of the author's last name (also capitalized.)

Example: The call number for Kayser Rudolf's book on Judah Halevi, titled "The life and time of Jehudah Halevi," is "B HaLK".



3. For all other works check the Weine classification scheme. There are two booklets. The one titled "Relative index" contains alphabetical listings of all the topics listed in the scheme. E.g. if you know that book is about Holocaust, look for the call number under "H" and you will find that the call number is 940. However you may want to find the relevant section in the other booklet, which is organized by topics, i.e. call numbers. There you may find a more specific number for the book's topic e.g. 940.41. You need to append the call number with a space, the first three letters of the author's last name (its first letter is capitalized), and the first letter of the first word of the book title (also capitalized.) If the title starts with the word "The" or "A/An" use the second word.

Example: The call number for David Wyman's Abandonment of the Jews is "940.46 WymA".



Edit a book's information

1. Find the book (see "Search" instructions above)
2. If you want to quickly edit a field that shows up on the main page (e.g. call number, title, author...)
 - a. Click the book icon () at the beginning of the book's row
 - b. Click in the field you want to edit and do the necessary changes
 - c. Repeat b, as necessary for other fields
3. If you want to edit more information
 - a. Click the arrows icon () at the beginning of the book's row. This will open the detailed view of the book
 - b. Do the necessary changes
 - c. Go back to the list view by clicking the back icon () top left or perform another search

Record a loaned book

1. Find the book (see "Search" instructions above)
2. Click the arrows icon () at the beginning of the book's row
3. Click the "Loan" button at the bottom of the window
4. Type in the person's name
5. Change the due date if it should be more than the default one week
6. Click the "New Loan" button at the bottom left of the window
7. Go back to the list view by clicking the back icon () top left or perform another search


Record a returned book

1. Find the book (see "Search" instructions above)
2. Click the arrows icon () at the beginning of the book's row
3. Click the "Loan" button at the bottom of the window
4. Type in the person's name
5. Change the due date if it should be more than the default one week
6. Click the "Returned" button at the bottom of the window
7. Go back to the list view by clicking the back icon () top left or perform another search

Find all loaned books

1. Select the "On Loan" option at the "Search by" field. This will pop the "Out on loan" text into the "For" field
2. Click the "Search" button
3. If the loan information does not show up see the "Arrange" section at the top of this guide on how to make the loaner's name and the due date to appear.

Delete a book

1. Find the book (see "Search" instructions above)
2. Click the delete icon () on top
3. Click the "Yes" button (answering the question whether you are sure)

Export into Excel

1. Find the books (see "Search" instructions above) you want to export (e.g. books loaned)
2. Select the "Export" option from the "File" menu
3. Make sure that the "CSV (Comma Separated Value)" option is selected at Format
4. Click the "Next" button
5. Click the "Browse" button and find the location you want to save the file and name it
6. Click the "Next" button
7. Make sure that the "Current Search Results" option is selected
8. Click the "Next" button
9. Either leave the "Current View Columns" option on, or select the columns you want to export. The "CallNumber" columns is labeled as "User1"
10. Click the "Next" button four times, but wait in between the process to finish
11. Click the "Finish" button
12. The exported file can be opened in Excel