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# Using the Web Catalog CKIS

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## Information on using the web catalog CKIS

### Catalog selection

The welcome screen offers you principal search options. For searching throughout the centralized catalogue, ie. across all faculties, select the top option Centralized Catalog of Charles University. If you wish to limit your search to the catalog of a particular faculty, select the appropriate option from the list under the heading Logical bases for the faculty library. If you wish to limit your search to the documents of a particular type (books, serials, e-journals, e-books, theses) but across all faculties, you will find the appropriate options further below, under the heading Logical bases according to the document types. If you have selected one of the faculty libraries, you are faced with similar, possibly more detailed, filtering options, depending on the library's policy and tradition.

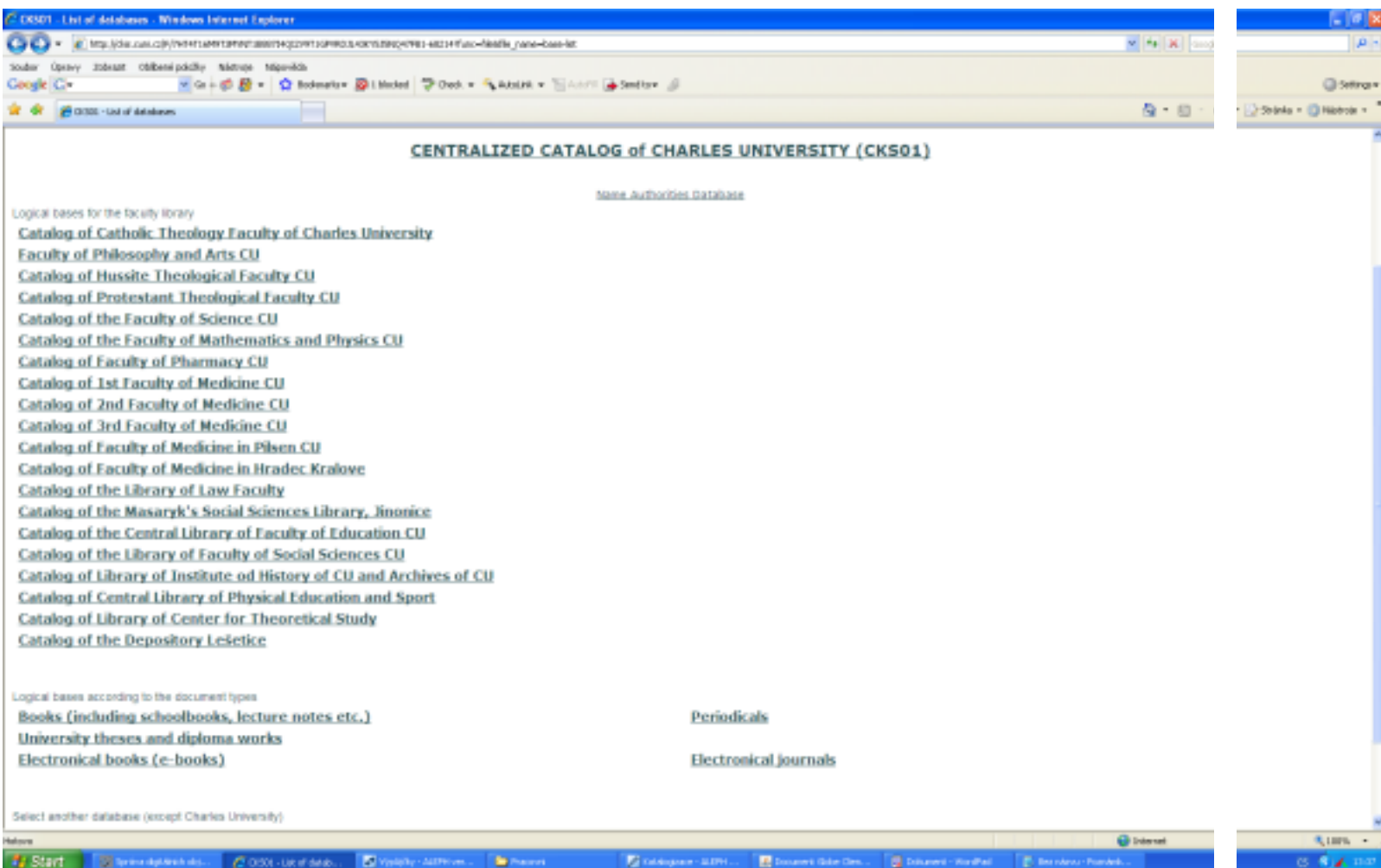


Fig. 1 The welcome screen of CKIS

You can change your catalog selection any time by clicking the Databases button on the menu bar.

### Menu bar

The menu bar offers you the following options: signing in and viewing your user account; setting up your search and display preferences; sending feedback; help option; selecting indexes to be browsed or searched; viewing results lists and previous searches within your session; your e-shelf for viewing saved records.

» Sign-in » End Session » User » Preferences » Databases » Feedback » Help  
 » Search » Results List » Previous Searches » My e-Shelf

Fig. 2. Menu bar

## Basic Search

The Basic Search is set as your default search option when entering the Centralized Catalog of CU. You are presented with a form offering searches by words from any fields and/or by author, publisher, year of publication, subjects, ISBN, ISSN, and title words. These criteria can be mutually combined by entering terms in more than one field. Searching can be narrowed down by specifying additional parameters: language, document type, specific faculty library, or the range of years publication of the desired document.

The screenshot shows the 'Basic Search' form on the website 'Centrální katalog Univerzity Karlovy v Praze'. The form is titled 'Basic Search' and contains several input fields and options:

- Wards from any field:** A text input field.
- Author:** A text input field.
- Year:** A text input field.
- ISBN:** A text input field.
- Subject (keywords):** A text input field.
- Title words:** A text input field.
- Publisher:** A text input field.
- ISSN:** A text input field.
- Words adjacent?:** Radio buttons for 'No' and 'Yes'.
- Save to search:** A dropdown menu currently set to 'Centralized catalog CU'.
- Go / Clear:** Two buttons at the bottom left of the form.

Below the form, there are filters for 'Limit search to:':

- Language:** A dropdown menu set to 'All'.
- Year from:** A text input field.
- Year to:** A text input field with a 'YYYY' label.
- Material types:** A dropdown menu set to 'All'.
- Location:** A dropdown menu set to 'All'.

At the bottom, there are 'Search hints' with several bullet points explaining search rules and operators.

Fig. 3. The Basic Search form

## Integrated Search

Select the option Integrated Search if you wish to browse or search indexes. Available browsing options include the indexes of titles, authors, subject terms, series titles, publishers, ISBN, UDC, and years of publication. For authors, put the family name first; for titles, ignore any initial article and start with the first significant word.

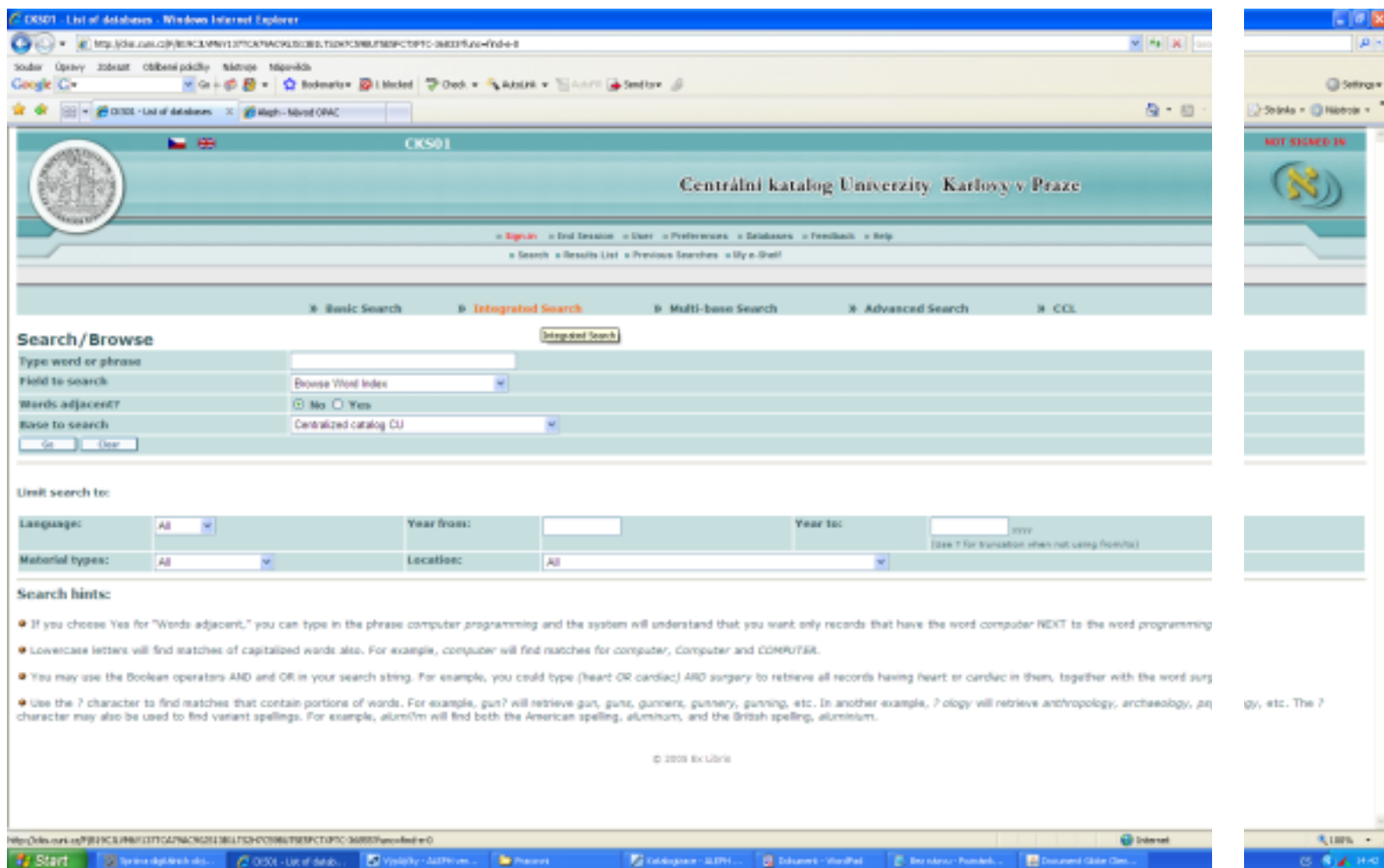


Fig. 4. The Browse/Search form of Integrated Search

## Advanced Search

Compared with Basic Search, the Advanced Search offers additional fields to search by and, moreover, in a combination of up to three criteria. As in Basic Search, searching can be limited to documents in a specific language or of a specific type.

## Search results and record details

Searching will display a results list (integrated search will display the appropriate index). If search results contain too many records, you can click the Refine button in the menu bar and further refine your query with a number of additional criteria.

## CKIS - Refine

W-title= sociology

You may modify your search by applying another search term to the set.

### Step 1:

Choose the Boolean operator for crossing the set with your new search term.  
To narrow a search, choose **AND** or **NOT**.  
To widen a search, choose **OR**.

And  Or  Not

### Step 2:

Choose a field to search and enter a new search term.

Field to search	Type word or phrase
Words from all fields	
<input type="button" value="Go"/>	<input type="button" value="Clear"/>

Limit search to:

Language:	All	Year from:		Year to:	
Material types:	All	Location:	All	(Use ? for truncation when not using from/to)	

Fig. 5. Refining the query

The menu bar lets you work with the results list, create sets of records, forward them to e-mail addresses, etc.

Selected records:	<input type="button" value="View Selected"/>	<input type="button" value="Save/Mail"/>	<input type="button" value="Create Subset"/>	<input type="button" value="Add to My e-Shelf"/>	<input type="button" value="View on Server"/>
Whole set:	<input type="button" value="Select All"/>	<input type="button" value="Deselect"/>	<input type="button" value="SDI Request"/>	<input type="button" value="Refine"/> <input type="button" value="Rank"/>	<input type="button" value="Filter"/>

Fig. 6. Records processing options

To select the record you are interested in, click on its ordinal number in the first column. (With an index, you will get to the results list after clicking the appropriate index entry.) Click one of the holding links if you wish to check the document availability in the libraries: the All-items link next to the Global Holdings tag for comprehensive information or one of the location links next to the Holdings by Sub-I. tag for information on items in a specific library.

**Full View of Record**

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

Record 9 out of 408 ◀ Previous Record   Next Record ▶

**Main Entry** ● [Healey, Joseph F., 1945-](#)

**Title** ● [Race, ethnicity, gender, and class : the sociology of group conflict and change / Joseph F. Healey](#)

**Edition** 4th ed.

**Imprint** Thousand Oaks, Calif. : Pine Forge Press, 2006

**Descr.** xxii, 570 s. : il., mapy ; 26 cm.

**ISBN** ISBN 1-4129-1521-X (váz.) ISBN 9781412915212 (chyb.)

**Global Holdings** [All items](#)

**Holdings by Sub-I.** [FSV UK](#) ⓘ

**Holdings by Sub-I.** [Jinonice](#) ⓘ

**Subject-acc.to \$2**

- [menšiny](#)
- [ethnicita](#)
- [rasismus](#)
- [identita regionální](#)
- [identita skupinová](#)
- [sociální konflikty -- Spojené státy americké](#)
- [gender](#)

**Geograph. name**


- [Spojené státy americké](#)

**Bibliogr.** Obsahuje bibliografické reference (s. 507-531) a rejstřík.

**Electronic Location**

- [Obsah](#)
- [Anotace](#)

**Book Number** 000578666



[About this book in Google Book Search.](#)

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

◀ Previous Record   Next Record ▶

Fig. 7. Record details

When expanding the details of your selected item, please note the **Due Date field**. If that field contains no date, the item is on shelf in the library.

	Description	Item status	Due date	Sublibrary	Collection	Location	No. of requests	Location	-2	OPAC note
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				
<a href="#">Expand</a>		Strictly pres.	On Shelf	Jinonice	Non-circulating library	E				

Fig. 8. Available items display.

