



## Saskatchewan Libraries Gateway

<http://zgateway.lib.sk.ca/SAS.jsp>

### What is the Saskatchewan Libraries Gateway?

The Gateway is a search tool that allows you to search all Saskatchewan public library catalogues with a single search.

### How is the Gateway different from my library catalogue?

Your library catalogue allows you to search for materials in your own library. The Gateway allows you to search for materials in all the public libraries in Saskatchewan. If you find something in the Gateway that your library does not have, you are able to submit a request through interlibrary loan to borrow the item from the library that owns the item.

### How do I get to the Gateway?

There are two ways to access the Gateway:

1. Go to the Palliser Regional Library web page (<http://www.palliserlibrary.ca>) and click on the Gateway link.
2. Access the Gateway directly by typing <http://zgateway.lib.sk.ca/SAS.jsp> in the address box of your web browser.

If you access the Gateway directly, you will have to log into Gateway with your postal code. By doing so, you will ensure that the library closest to you will appear first in the results, and you will have access to the interlibrary loan request form. If you enter the Gateway through the library web page, you will not have to enter your postal code, but will be taken automatically to the search page.

### How do I search the Gateway?

**Basic Search** allows you to combine more than one search term across multiple search boxes, which means, for instance, that you can create a search by combining an author keyword and a title keyword. You are able to perform four different keyword searches:

- **Author Keyword** – type in just the author's last name; or last name, first name, eg. "Pullman, Philip"
- **Title Keyword** – Type in keywords from the title, eg. "Ruby Smoke" (to find the novel *The Ruby in the Smoke*)
- **Subject Keyword** – type in subject keywords, eg. wildflowers
- **Any Keyword** – type in any keywords from author, title or subject

**Advanced Search** works best when you are looking for a specific item as you are able to perform an exact search. An **Advanced Search** allows you to search by:

- **Author** – type the author last name, first name
- **Title starts with** – type in a phrase or keyword from the title
- **Subject starts with** – type in subject keywords
- **ISBN** – ISBN stands for International Standard Book Number and is a unique number assigned to every book. Type in the ISBN to retrieve a specific book.

### What other options are available on the search screens?

**List of libraries** – This is the list of library catalogues that are available for you to search. You can leave them all checked to search all catalogues with one search or you can select one or more library catalogues to search.

**Sort List By** - This feature allows you to select how you would like the search results sorted and presented to you. The default is alphabetical by title, but you can also change to alphabetical by author or by most recently published first.

**Hits per page** – This feature allows you to select the number of records you would like to display on your results pages.

**Merge Results** – When this is checked, your search results from each of the different libraries are merged together into one list, eliminating duplicate records. For example, if you search for Dan Brown's book *The DaVinci Code*, you will find that many libraries in the province have copies, and the results list contains over 40 items. However, if the results are merged, most duplicate items are eliminated, and the results list now contains fewer than 15 items. Although the merge adds a little bit of time to the search, this is a handy feature to keep selected!

### **How do I get to the results of my search?**

Once you click the search button, your search is sent to the different libraries. Every few seconds, the information is sent to the Gateway and the results are sorted and merged. This process may take some time depending on the size of your search results.

If a library has the message "search timed out," your search may be too general and it has taken too long to retrieve all the results. The Gateway will try to retrieve results from the library catalogues for 5 minutes before timing out.

If you notice that a particular library is constantly causing delays or getting "timed out", go back to the search page and uncheck that library. You can then complete the search without that library's results.

Once your search is completed, click on the **Merged Records** link at the bottom of the page and you will go to the results list.

At the top of your results list are the options to **Limit By Format** (choose a format such as CD, DVD or Large Print) or **Limit By Date** (type in a range of years).

If your library does not have an item and you would like to request it from another library, click on the **Full Record** link to view more information about the item.

From here, click on the **Request this Item** button to open the interlibrary loan request form.

The interlibrary loan request form opens in a new screen with the information about the item already in the form. You will need to select which library you would like the item delivered to. Select a library from the list beside the words "**Pickup at**". Make sure that after you have made your selection, the library list has been de-selected (i.e. no longer highlighted in blue). Scroll down to the bottom of the form and click **Submit Request**.

You will need your library card and PIN to complete the request.

Please note that not everything you find in the Gateway will be available for interlibrary loan, depending on the policies of the lending library. Common examples include new items (less than a year old), special format items such as CDs and DVDs, rare items, and extremely popular items. But it doesn't hurt to ask!

### **Other Features**

**Search History** – allows you to view and/or combine previous searches done in Gateway.

**Create a List** – Place a check mark next to items in the results to create a list. You can view this list by clicking on the **View Saved Records** button at the bottom of the results page. You can then e-mail the list to yourself.

If you need additional help, please use the link at the bottom of the page to submit feedback; or contact your local librarian or contact our webmaster: [webmaster@palliser.lib.sk.ca](mailto:webmaster@palliser.lib.sk.ca)

### **Palliser Regional Library**

Serving  
Assiniboia—Avonlea—Bethune—Briercrest  
Coronach—Craik—Davidson—Elbow—Holdfast  
Imperial—Loreburn—Moose Jaw—Mortlach  
Mossbank—Riverhurst—Rockglen—Rouleau  
Tugaske—Willow Bunch—Wood Mountain