

# How to find and order our print & media

Using our online catalog to find books, videos, DVDs, CDs, online documents and even streaming media is easy! Hopefully once you have used the online catalog a few times, you'll make it part of your search routine whenever you're looking for fire information.

If you don't want to use the online catalog, just email or call the Library with a description of what you're looking for. We can send you a customized list. If you prefer we'll just make a selection for you from what's in stock and send you the materials right away.

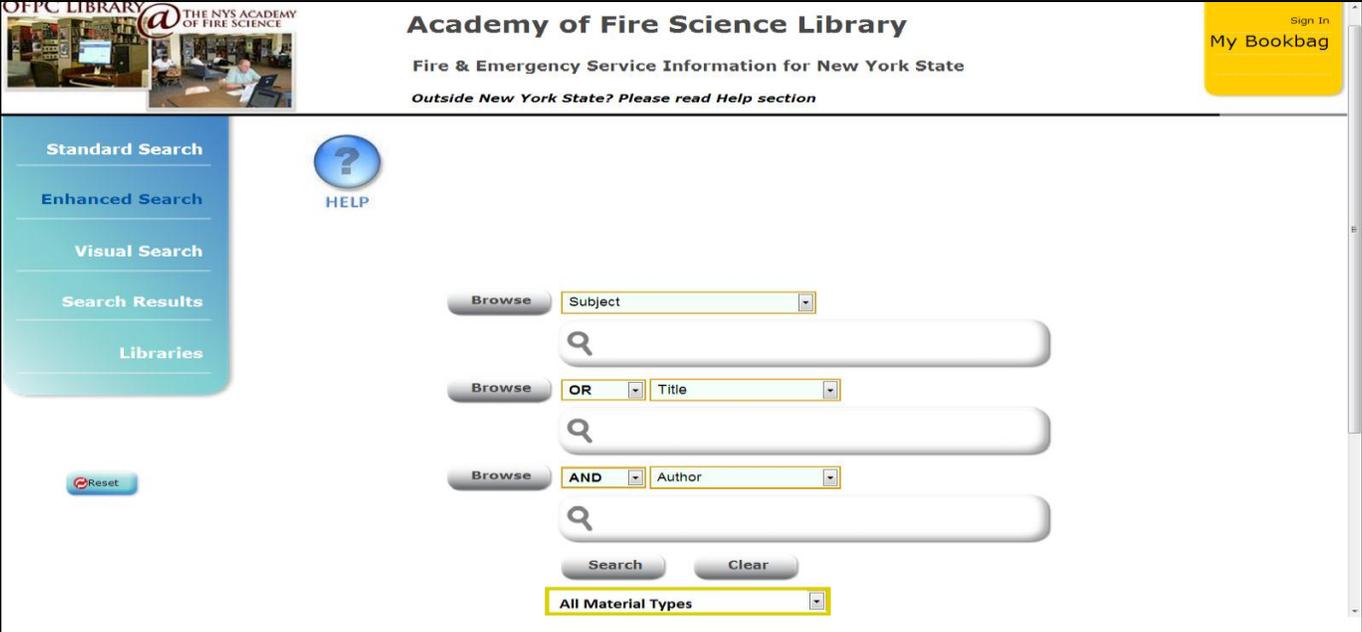
## **TO START:**

Go to our webpage (<http://www.dhSES.ny.gov/ofpc/training/fire-academy/library.cfm>) Click on "Search the online catalog". You can also paste this address into your bookmarks for future use.

First, a few pointers:

- Click on **VISUAL SEARCH** to get quick video tutorials on how to search and order, shortcuts to frequently-requested categories, documents and more!
- Use options in the program (including **RESET**) to undo instead of your browser's BACK button.
- Disregard "Sign in" or "Staff" feature in gold box at upper right. You don't need to sign in, and there are no passwords needed!
- Your search results and **My Bookbag** selections will not be saved after you exit, so be sure to capture them by printing, emailing or saving to disk if you think you'll need them later.
- Most items appear with a green square with IN across it. This means we own it, but it may be out on loan. (A blue square means it's an online-only item.)
- If "**Libraries**" appears in the blue menu box at left, disregard.

At the opening screen, you'll be in "**Enhanced Search**," which will look something like:



The screenshot shows the "Academy of Fire Science Library" search interface. At the top left, there is a logo for "OFPC LIBRARY" and "THE NYS ACADEMY OF FIRE SCIENCE". The main header reads "Academy of Fire Science Library" and "Fire & Emergency Service Information for New York State". A yellow box in the top right corner contains "Sign In" and "My Bookbag". On the left side, there is a blue navigation menu with options: "Standard Search", "Enhanced Search", "Visual Search", "Search Results", and "Libraries". A "Reset" button is located below the menu. In the center, there is a "HELP" icon. The search area features three "Browse" sections: the first has a "Subject" dropdown and a search input field; the second has an "OR" dropdown, a "Title" dropdown, and a search input field; the third has an "AND" dropdown, an "Author" dropdown, and a search input field. Below these are "Search" and "Clear" buttons, and a dropdown menu for "All Material Types".

Type a term or keywords into a box. End subject terms with an asterisk \* so that it'll pick up all variations of a word. (For example, **extinguisher\*** will also find *extinguishers*, but if you search **extinguish\*** you may get too many hits because it will also pick up *extinguishment*!). You can use and/or/not and vary the

fields. You can also choose from a variety of material types. In this search, we're looking for video recordings on VHS or DVD, so change **All Material Types** to "**Video Recording**". (If you want DVD format only, choose **DVD**.) Here's an example of hits from a search for Video Recordings using the phrase "water rescue" in the **SUBJECT** field. :

Visual Search      Add to My Bookbag      Expanded Labeled      Copyright Date      Print

You searched Subject for "water rescue\*"  
**Academy of Fire Science Results 1 - 10 of 48**

Get Search URL

Reset

My Bookbag      DETAILS

**Call #:** TH9182.H43S23 2011  
**Title:** Safety: water emergencies [video recording].  
**Publisher:** Eugene, OR : Health and Safety Institute, 2011.  
**Pages:** 1 videodisc (DVD) (16:32 min.) :  
**Series:** 24-7 Firefighter series, 2nd quarter 2011  
**Subject:** **Occupational safety. Drowning. Water rescue.**

**Note:** Accompanying Course Guide CD includes: course guide, training evolutions guide, quiz, quiz answer key, article and discussion points.

**Summary:** Water has the capability to engulf, entrap, act as a simple asphyxiant, and carry potentially toxic substances. This course provides an overview of the hazard recognition skills rescuers need and the varying water environments that rescuers may encounter during an emergency.

**Author:** FETN.  
**Title:** Firefighting Skills.  
**Publisher:** Carrollton, TX : Westcott, June 2007.  
**Pages:** Approx. 30 min ;

Note that next to the green button there's a video camera icon (for VHS videocassettes) or a DVD icon. The database also has links to Internet clips and CDs with video clips. In fact, if you wanted to find online video, just tell it to find "http" in an "anywhere" plus any subjects, and specify video as the medium!

Select items you're interested in by either clicking the "**My Bookbag**" checkbox on single records or select ALL returned search results by clicking on **Add to My Bookbag**. **Print** will re-format your selections for printing. To send us a list of what you want to order, at the top right of the screen click on "**My Bookbag**", then "**Email**." Send it to [OFPC.Library@dhses.ny.gov](mailto:OFPC.Library@dhses.ny.gov)

In the box, be sure to give us your **name, shipping address, email and any other messages.**

OFPC LIBRARY      THE NYS ACADEMY OF FIRE SCIENCE

**Academy of Fire Science Library**

Fire & Emergency Service Information for New York State  
*Outside New York State? Please read Help section*

Sign In  
My Bookbag

Standard Search  
Enhanced Search  
Visual Search  
Search Results  
Libraries

HELP

**Email Information**

To:

Subject:

Comments:

OK      Cancel

Contact Your Librarian

**Remember:** your “**My Bookbag**” selections won’t be saved after you exit the site. Everything else works – just remember to identify yourself with name, address & email when sending requests!

You can also use the “**Visual Search**” option to find stuff. Among the choices are “**OSHA TRAINING**”, a shortcut to help you watch videos online and “**FIRE SAFETY VIDEOS FOR CHILDREN**”. If you click on “**NEW!**” you’ll see quarterly groups including new videos & DVDs. Click on “**Quick Tutorials**” for short videos on searching and ordering. See next page to peek at some “Visual Search” screen samples.

Experiment around with the new catalog – you can’t break it! You’ll find it gets easier to use each time you go there. You can click on “**Help**” anytime you get stuck. “Visual Search” has animated screencasts that tools should also get you on track – check it now and again for that and other handy features.

**If you don’t like the online catalog or don’t have Internet access, just contact the Library. We’ll always get you the material you need.**

**You can borrow up to 5 DVDs or videotapes at once; we don’t have a limit on other materials. The lending period is a month. We pay shipping to you; you pay for the return trip. We recommend UPS or FedEx – if you return via US Mail, always insure or register the package.**

**Librarian  
Academy of Fire Science  
NYS Office of Fire Prevention & Control  
600 College Ave.  
Montour Falls NY 14865  
607-535-7136 extension 605  
fax 535-4841**

**[OFPC.Library@dhses.ny.gov](mailto:OFPC.Library@dhses.ny.gov)**

**Online catalog link <http://afs.mlasolutions.com/oasis/catalog/?installation=AFS>**

**Other services available to anyone in New York State:**

- **Prompt and friendly research assistance**
- **Lending of books, documents and AV anywhere in New York**
- **Help with accessing and searching databases available from NYS Library (<http://novelnewyork.org/> ) and NY Public Library ([www.nypl.org](http://www.nypl.org) )**
- **Assistance with using other information services and libraries**
- **Monthly email alerts of new arrivals and other news updates**
- **Evening and Saturday hours (depending on Academy class schedule)**

Visual search box example: clicking on "Other Helpful Internet Resources" ...

|   |  |   |  |
|---|--|---|--|
| <b>OFFPC Web Pages</b><br>         | <b>Databases &amp; Gateways</b><br>                   | <b>Other helpful Internet resources</b><br> | <b>New arrivals!</b><br>        |
| <b>OSHA annual training AV</b><br> | <b>Quick video tutorials on using the catalog</b><br> | <b>Fire safety videos for children</b><br>  | <b>Browse online videos</b><br> |

...leads to

|  |   |   |  |
|--|---|---|--|
| <b>Useful Internet sites</b><br>                  | <b>Career Pathfinder</b><br>             | <b>CPAT videos &amp; info</b><br>                    | <b>CPAT orientation</b><br>          |
| <b>Dave Walsh's page of PPTs &amp; videos</b><br> | <b>TRADE fire training resources</b><br> | <b>Firefighter Death &amp; Injury Statistics</b><br> | <b>NYS Fire Information Wiki</b><br> |
| <b>Getting free online content</b><br>            | <b>NFPA codes free online</b><br>        | <b>Free access to NYS laws and NYCRR</b><br>         | <b>NYS DHSES course schedule</b><br> |
| <b>NYS Homeland Security database</b><br>         |   |   |  |