

How to find and order our print & media

It's easy to use our online catalog to find books, videos, DVDs, CDs, online documents and even streaming media! 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.

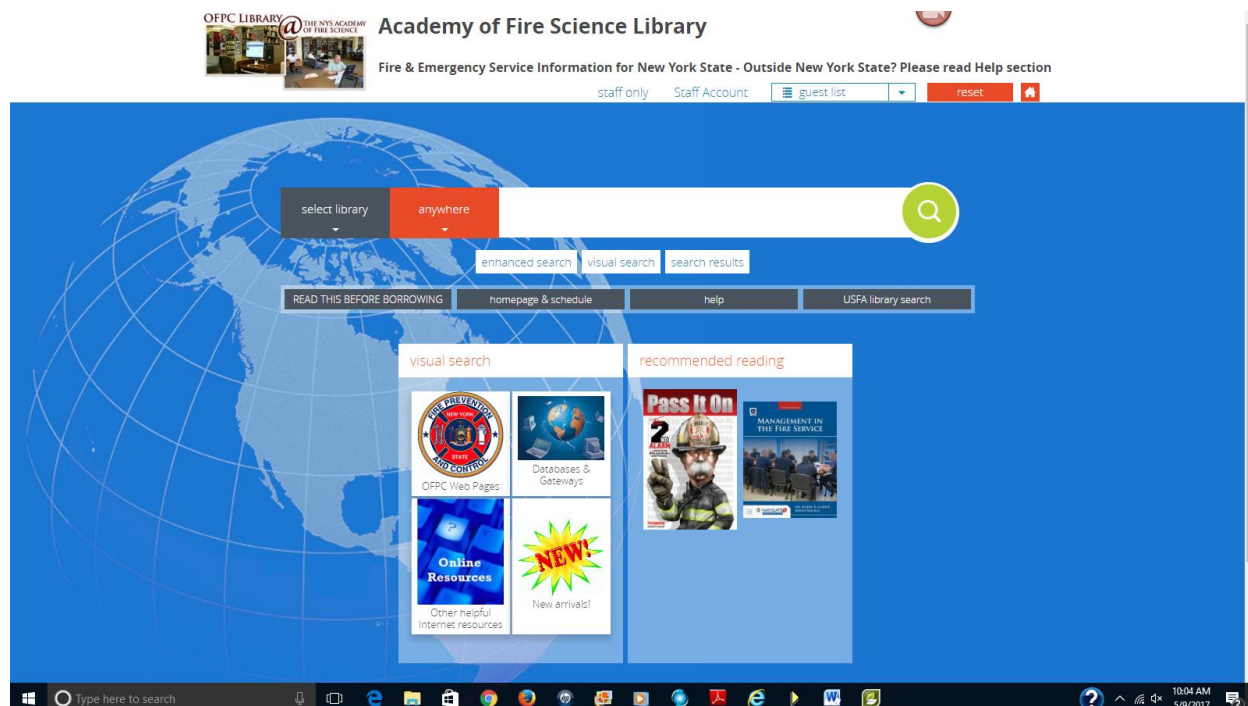
TO START:

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: <http://afs.mlasolutions.com/m5/catalog/Default.aspx?installation=AFS> .

A few pointers:

- Disregard "Sign In," "Staff only" or "Staff account". You don't need to sign in, and there are no passwords or ID numbers needed!
- Click on VISUAL SEARCH to get quick video tutorials on how to search and order, shortcuts to frequently-requested categories, documents and more!
- RECOMMENDED READING suggests popular new additions.
- ENHANCED SEARCH allows for complicated searches by using and/or/not combinations.
- Note the tools on the grey ribbon ("READ THIS BEFORE BORROWING," "homepage & schedule," "Help," and "USFA Library search")
- Your search results and "Guest List" 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.
- "Available" means we own it, but it may be out on loan. A blue dot means it's online.

The opening screen will look something like:

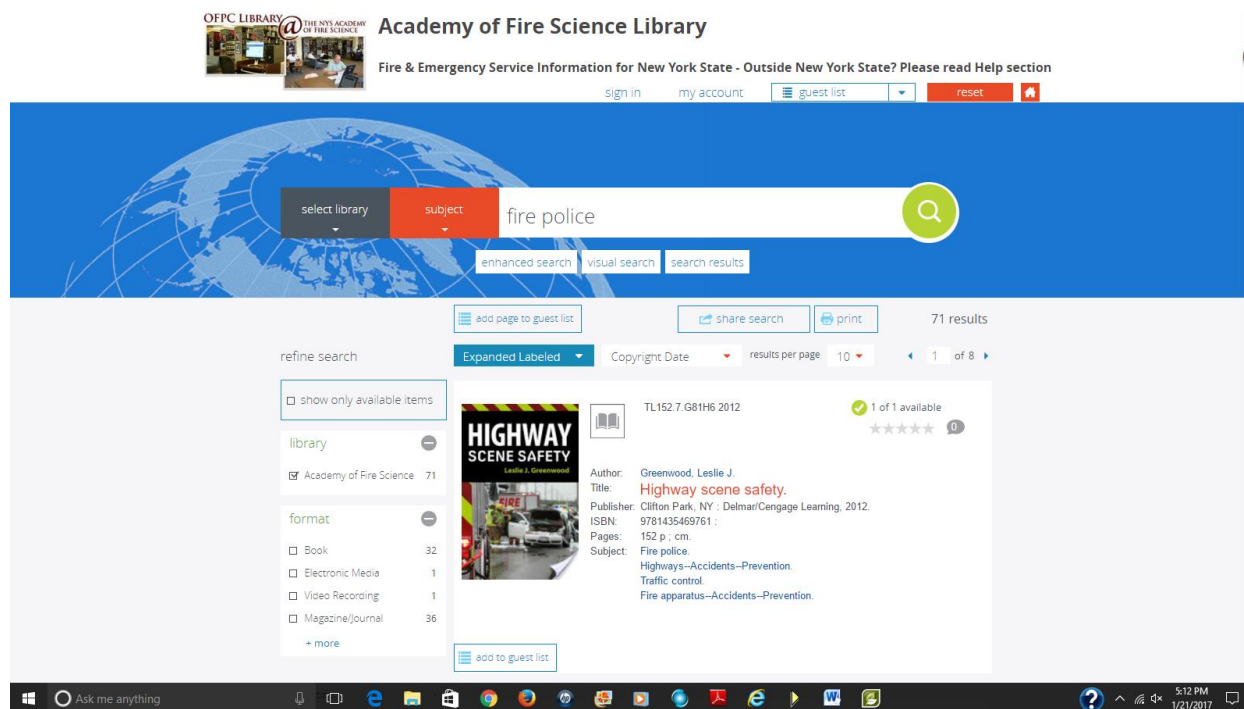


Type a term or keywords into the search box. You may wildcard terms with an asterisk * so that it'll pick up all variations of a word. (For example, **extinguisher*** will also find *extinguishers*, but if you search **extinguish*** you may get too many hits as it also picked up *extinguishment*, *extinguished*, etc!). The default is an “anywhere” search, but the dialog box give you other options. “Enhanced Search” gives you even more flexibility. Over on the left are tools to refine your search by media type or date.

Hint: always put phrases like “fire police” or “fire apparatus” within quotation marks, and narrowing search to subject will also cut down on irrelevant hits.

If you look carefully at the records, you will see they include subject terms used. In this case, you realize there’s an author name or related subject term you want to search. Just click on any blue term or name to see all those.

Search results are listed by date (newest first) but you can change that. Over on the left you can refine by date and format. You may have to click “more” at the end of the format list to see all available formats. In this example, you won't see the DVD category until you select “more”!



When searching for video, please remember the database has links to Internet clips, VHS tapes, DVDs and CDs with video clips.

Not all records will have cover art. Sometimes there will be just a blue rectangle, but it makes no difference as far as availability. The green checkmark for “availability” just means we own it – it may be out on loan. A blue dot means it is (or was) online – just click the link. Links go bad over time. If you come across a bad link you could try the publisher’s main website OR pasting the old link into the “WayBack Machine” at www.archive.org.

Select items you’re interested in by clicking the “**Add to Guest List**” box for single records or “Add Page to Guest List” for all on the page. When done click on “Guest List” near top of screen (next to red RESET button). Then review the list by clicking on “guest list” (just below “My Lists”).

You may now SAVE, DOWNLOAD, PRINT, EMAIL, or DELETE the list. To send us a list of what you want to order, at the top right of the screen click on “**Email**.” Send it to OFPC.Library@dhses.ny.gov

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

The screenshot shows the website for the Academy of Fire Science Library. At the top, there are logos for OFPC LIBRARY and THE NYS ACADEMY OF FIRE SCIENCE. The main header includes the text 'Academy of Fire Science Library' and 'Fire & Emergency Service Information for New York State - Outside New York State? Please read Help section'. Navigation links include 'sign in', 'my account', 'guest list', and 'reset'. A search bar is prominently displayed with a green magnifying glass icon and options for 'select library' and 'anywhere'. Below the search bar are links for 'enhanced search', 'visual search', and 'search results'. The main content area features an 'Email Information' form with fields for 'To', 'Subject', and 'Your name, address, phone and email'. A large red arrow points to the 'Your name, address, phone and email' field. At the bottom of the form are 'OK' and 'Cancel' buttons. The footer contains flags for various countries and a 'contact your librarian' link.

Unfamiliar with our lending procedures and terms? At the opening screen click on READ THIS BEFORE BORROWING.

Remember:

- Your **“Guest List”** 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 are using this as an anonymous user, so identifying yourself when making requests!
- You can also use the **“Visual Search”** option to find information. 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.
- When looking at article entries you may have to switch to “Full MARC” to see date and issue #.
- 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 go back and click on **Help** or **Homepage & schedule** 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 videos 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.

**Academy of Fire Science Library
NYS Office of Fire Prevention & Control
600 College Ave.
Montour Falls NY 14865
607-228-3137
fax 535-4841
OFPC.Library@dhses.ny.gov**

Online catalog link <http://afs.mlasolutions.com/m5/catalog/Default.aspx?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)
- 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)
- See our wiki at <http://nysfireinfo.pbworks.com> for answers to frequently-asked questions, pathfinders and research tips.
<http://nysfireinfo.pbworks.com>