

# Searching the KIRC Collection Online

Type the address <http://webopac.klas.com/ksirc> into your browser's address bar

## MENU BAR

On the left hand side of your screen is the **Menu** toolbar. From here you may select to perform a basic or advanced search of the collection.

- **Basic** – use this method when you want to search by **keyword, author, title, subject, or ISBN** number. There is also the option to limit your results by availability, media, publication year, language, age/reading level, and fiction/non-fiction. The option to sort the results by author, title, book number, and year published is also provided.
- **Advanced Search** – use this method to perform a more limiting search with the option of using three different main criteria (author, keyword, title, isbn, subject) at the same time. This search box also allows the same limits as the basic search, as well as the ability to limit the amount of results provided.

In both the Basic and Advanced search boxes, there is a checkbox for “use patron profile”. To use this feature, the teacher must be logged in with their teacher ID # and password, and then this box may be checked.

### **To Login:**

In the menu bar, select the patron information button. Enter your User ID# and password (ex. ID: T0583, password: sunflower). Select the **Login** button.

*\*If you do not have an ID and password, contact KIRC at 913-281-3308 x.418.*

- If the information entered is correct, a welcome screen with the Teacher’s name will appear.
- If you have forgotten your password, select the “forgot your password” button on the login page and enter your ID# and the password will be emailed to you.

In the Welcome screen, the account information is displayed including **items waiting to be shipped, items on reserve, items had in the past, search options, and patron record.** (These are also under patron information in the menu bar).

- Search options: This lets you personalize the WebOPAC search results. This is reflected when you select the checkbox “use patron profile” in the basic and advanced searches.
- Patron record: Allows you to see registration information and to make updates to your profile, including password changes and address/phone number updates.

### **Place Requests area in Menu bar**

- Place requests: DO NOT USE this at this time, it is currently under construction.
- View Book Basket: Lets you see the items you have added to your basket along the way (much like a shopping cart on a retail shopping site).

\*For information on how to order from here, see the Book Basket information under the Searching section.

## Searching

Choose either the Basic or Advanced search method. Unless you are there to just take a peek at what our collection contains, PLEASE LOGIN FIRST. Logging in lets the preferences associated with your profile be checked against the search results, and it allows you to place items in your book basket. Items cannot be placed in the book basket without first logging in.

*\*If choosing to search by ISBN in either search mode, please eliminate the dashes between the numbers (ex. 0395510600).*

After entering the search terms and selecting enter, the query will be checked against our records and any matches will be displayed.

*\*If no matches are found, check the spelling, punctuation, or order of the terms entered and try again.*

Each returned entry will have a request column where the number of the record retrieved is shown and a checkbox to select if this is the result to add to the book basket. The author column is next, followed by the title.

Clicking on the title brings up the full record for that item. You may add the item to the book basket from the full record screen, or wait and add it back in the results screen.

Click the “return to search results” to go back to the results list, or use the arrow buttons above or below the record to scroll through the list with the full records displayed.

Back at the search results, the next column is the KLAS ID #. Each item will have a unique KLAS ID# with a prefix that corresponds to the type of material the item is. The prefixes are:

- ✓ BT = Braille textbook
- ✓ BL = Braille library book
- ✓ LT = Large Print textbook
- ✓ LL = Large Print library book
- ✓ TV = Twin vision book
- ✓ EA = Educational aid

- ✓ PM = Professional material
- ✓ CS = Consumable item
- ✓ EAC = Consumable educational aid
- ✓ RE = Reference item

The last columns in the results screen are the publication date and any notes added about the item.

**Kansas Instructional Resource Center**

**Search Results**

[ISBN contains 0395510600](#)  
[Other Search Limits in Effect](#)  
 2 records found  
 Displaying records 1 through 2.

Request	Author	Title	Klas ID	Publication Year	Notes
<input type="checkbox"/> 1	Lowry, Lois	<a href="#">Number the stars</a>	BL04864	1989	
<input type="checkbox"/> 2	Lowry, Lois	<a href="#">Number the stars</a>	LL04564	1989	

[Modify Search](#)

### Requesting an Item:

1. Check the box next to the record wanted. Then click “add to book basket”. (If you know you only want this one item, you can choose to click the “e-mail marked items” button instead of using the book basket).
2. Continue searching and adding items to the book basket.
3. When ready to send the request to KIRC:  
Go to “view book basket” either from the results screen or the menu bar.  
**\*DO NOT CLICK “PROCEED TO CHECKOUT”**. This will do nothing.
4. Select the “**E-Mail list**” button.

5. Completely fill out the form with the relevant information (student is required).
6. Use the Comment box to type the Agency or USD that the student attends.
7. Click submit.

After the list is submitted, the book basket empties, and you may logoff and exit or continue searching.

**Kansas Instructional Resource Center**

**E-Mail Marked Items**

You have 2 items in your book basket.

To E-Mail Address:

E-Mail Subject:

Teacher Email:

Teacher Name:

Student Name:

Comments:

Please indicate the types of information you would like included in the E-Mail.

Title

Alternate Title

KlasID

ISSN

Author

\*\*If you navigate away from your search results, you may need to start your search over again. The KLAS system does not provide a link back to search results if your session times out, or if you click into another menu option from the search results screen.

### Searching for Accelerated Reader titles:

Choose the Advanced Search option.

1. In the Criteria 1 drop down box – select “Acc Reader”  
Then enter an author’s name (last, first) in the text box or leave text box blank for a broader search.
2. In the Criteria 2 drop down box – select “Grade”  
Then enter the AR grade level in the text box (i.e. 4.0).
3. Leave the third drop down box blank and select the “Submit Search” button. This will bring up all AR titles that match the search criteria. Please call or email if you have any questions.