

Using Voyager

Daytona Beach Campus Online Instructions



IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Voyager is online catalog of the items owned by the Hunt Library, including books, periodical titles, conferences, DVDs, CD-ROMs, vertical files, and technical reports.

The following instructions will tell you how to:

- A. Access Voyager on the Web
- B. Conduct a Search
- C. Interpret Your Search Results
- D. Locate the Items You Want

A. Access Voyager on the Web

- ◆ Go to the **Hunt Library home page** (<http://library.erau.edu>).
- ◆ Click on **Daytona Beach Campus**.
- ◆ Click on **Find Books (Catalog)**.
- ◆ Click on **Enter the Voyager Catalog**.

IMPORTANT: If you need further assistance in accessing Voyager, please contact the Reference Department at the Reference Desk, by calling **386-226-6604**, or emailing **Ask a Librarian** at dbref@erau.edu.

B. Conduct a Search

- ◆ Click on **Basic Search**.
- ◆ In the **Search for** box(es), type in your search term(s). You may need to experiment with different terms or combinations of terms to find exactly what you are seeking.
- ◆ To the right of the **Search for** box, use the drop-down menu to choose whether you would like to search for records containing all search terms (**all of these**); any of the search terms (**any of these**); or with the search terms in their exact order (**as a phrase**).
- ◆ From the **Search by** drop-down menu, choose where you would like Voyager to search for the terms. If you are researching a topic, choose **Keyword Anywhere**. If searching for a specific title or author, choose **Title** or **Author**.
- ◆ **Search Tip:**
 - If you know the exact title of your item, search **as a phrase** for best results. If you are unsure of the title, search **all of these**.
- ◆ Click on the **Search** button near the bottom of the page.

<http://library.erau.edu>

Hunt Library - Reference Department

Daytona Beach Campus: 386-226-6604 – dbref@erau.edu



C. Interpret Your Search Results

- ◆ After running the search, you will have a list of the materials we have on your topic. If there is more than one page of results, move back and forth through the list of titles by using the **previous** and **next** buttons.
- ◆ The search results provide the title and author of each item. It may also give the call number, location, and status. For items that do not include the location, or if you would like descriptive information, click on the title to access the **Full View**. Using this process, you can decide which of the items would be useful to you.

D. Locate the Items You Want

- ◆ Three important elements are necessary to locate each item: **Location**, **Call Number**, and **Status**.
- ◆ The **Location** tells the general area in the library where the item is kept (Reference, Main Shelves, etc.). If an item is listed as being on **Main Shelves**, note the particular floor where your item is located (A-H 2nd floor; J-S 3rd floor; T-Z 1st floor). This [floor plan](#) will show you the different areas of the library.
- ◆ The **Call Number** reveals where the item is located on the shelf.
- ◆ The **Status** shows whether or not the item is currently checked out (and, if so, when it is due). If the status is **On Shelf**, the item should be on the shelf in its designated place.

Note: For more information about obtaining access to books not owned by Hunt Library, please click on the **ILL (Interlibrary Loan)** button at the top of the Voyager screen.

If you need any assistance, please stop by the **Reference Desk**, call us at **386-226-6604**, or email **Ask a Librarian** at dbref@erau.edu. We will be happy to help you.