

Using Voyager to Find Videos and DVDs

Embry-Riddle Worldwide Online Instructions

IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Voyager is the online catalog of the Hunt Memorial Library at Embry-Riddle Aero nautical University. It is a catalog of the items owned by the Hunt Library, including books, documents, media, vertical files, and technical reports.

The following instructions will tell you how to:

- A. Access Voyager
- B. Conduct a Search for Videos and DVDs
- C. Select the Records You Want (Mark Records)
- D. Request Videos and DVDs

A. Access Voyager

- ◆ Go to the **Hunt Library home page** (<http://amelia.db.erau.edu>).
- ◆ Click on **Embry-Riddle Worldwide**.
- ◆ Click on **Find Books (Voyager Catalog)**.

IMPORTANT: If you need further assistance in accessing Voyager, please contact the **Worldwide Reference Services** at **800-678-9428** or you can email **Ask a Librarian** at library@erau.edu.

B. Conduct a Search for Videos and DVDs

- ◆ Click on **Basic Search**.
- ◆ In the first **Search for:** box, type: *video?*. The ? is a truncation symbol which allows Voyager to search for variant word endings such as videotape, videorecording, etc. *Video?* will even help you locate DVDs.
- ◆ In the second **Search for:** box, 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.
- ◆ In the drop-down menu to the right of the **Search for:** boxes, always select **all of these**.
- ◆ In the **Search by:** drop-down menu, always select **Keyword Anywhere**.
- ◆ Click on the **Search** button near the bottom of the page.

C. Select the Records You Want (Mark Records)

- ◆ After running your search, you will have a list of the videos and DVDs on your topic. If there is more than one page of results, you can move back and forth through your list of titles by using the **Next** and **Previous** buttons.
- ◆ The search results provide the title(s) and call number(s) of each item on your list. For more detailed information, click on the title to access the **Full view** of each individual video or DVD.
- ◆ Once you have determined what media title(s) you would like to borrow, go back to the search results and select these records by clicking in the box to the left of each video or DVD you want. You should see a check mark in each box.

<http://amelia.db.erau.edu>

Hunt Library - Reference Department

Embry-Riddle Worldwide: 800-678-9428 – library@erau.edu

D. Request Videos and DVDs

- ◆ At the bottom of your list of search results, under **Records**, click on the circle next to **Selected on Page**.
- ◆ In the box next to **Enter your full email address**, type in your own email address and click on the **Send Email** button. By doing so, you are emailing your list of marked records to yourself.
- ◆ After you receive the email containing your records, forward the email to library@erau.edu.

IMPORTANT: At the top of the email, provide the following information:

- Show date/need by date
- Your name
- Your status (faculty, staff, or student)
- Name of your Campus
- Your daytime telephone number
- Your email address

Important: Your media requests will be processed according to the **need by** date(s) specified in your email. Media requests will be shipped to your Campus - not to personal addresses. For further information about borrowing DVDs and videos from the Hunt Library, please visit the **Videotapes/DVDs** (<http://amelia.db.erau.edu/ec/videotapes.html>) webpage. For a more detailed version of these instructions, please see our **Using Voyager to Find Videos/DVDs** brochure.

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