

Using Voyager

Embry-Riddle Worldwide 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. Select the Records You Want (Marking Records)
- D. Request Items

A. Access Voyager on the Web

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

IMPORTANT: If you need further assistance in accessing Voyager, please contact **Worldwide Reference Services** at **800-678-9428** or **386-226-7656**. Or email **Ask a Librarian** at library@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 Tips:**
 - 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

Embry-Riddle Worldwide: 800-678-9428 / 386-226-7656 – library@erau.edu



C. Select the Records You Want (Marking Records)

- ◆ 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.
- ◆ Once you have determined which items will be useful, return to the search results list of titles and select these records by clicking in the box to the left (this puts a check mark in the box). At the bottom of the page, click on the **Retain Selected** button before moving to the next page. You may request up to five (5) items from **WW Reference Services** at a time.

D. Request Items

- ◆ At the bottom of the list of titles, under **Records**, make sure the circle in front of **Selected on page** is darkened.
- ◆ 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:

- Full name
- Colleague ID number (may be requested from Records & Registration at 386-226-6030 or for Worldwide students calling within the United States please call 800-522-6787 and ask for Records & Registration.)
- Mailing address (no PO Boxes, please)
- Daytime telephone number
- Course number
- Whether you are taking classes at a Worldwide Campus, and if so, which Campus? (OR)
- Are you a Worldwide Online student?
- Also, please indicate that you would like to check the items out, (OR) whether you would like to view the Table of Contents of any of the items.

You may request that the Table of Contents (TOC) of a book be scanned. You can choose a couple of chapters/sections from the book. We can provide the TOC and the requested chapters/sections via our [Web Document Delivery](http://library.erau.edu/worldwide/wdd/index.html) (<http://library.erau.edu/worldwide/wdd/index.html>) system. You will receive an email detailing how to access your requested materials on the web.

Note: Due to copyright law, we cannot scan substantial portions of a book. If you need more than one or two chapters, please request that the whole book be checked out to you.

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For both Worldwide Campus and Worldwide Online students within the United States, we will ship the books to your home address using United Parcel Service. Please provide us with a street address as UPS cannot deliver to post office boxes. Items will be shipped overseas using the Postal Service.

You may borrow up to five (5) items at one time. We cannot send any items from our **Reference Collection** or our **Special Collection** which are for building use only.

For 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 require any assistance, please contact **Worldwide Reference Services** at **800-678-9428** (United States) or **386-226-7656** (International). Or, email us at library@erau.edu. We will be happy to help you.

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