



## Step by Step Guide to Searching the Library Online Catalog

<http://www.nycourts.gov/ad4/lib/>

### Click on Library Catalog and Direct Link to Catalog

Use the LION online catalog to:

- ▶ Search items held by the library and all NY court libraries
- ▶ Find the location and availability of items
- ▶ Request items
- ▶ Check the due date of items out and review your account status
- ▶ Renew items you have out
- ▶ Update your contact information
- ▶ And more...



### APPELLATE DIVISION FOURTH DEPT. LAW LIBRARY

M. Dolores Denman Courthouse  
50 East Avenue, Suite 100  
Rochester, NY 14604-2214

<http://www.nycourts.gov/ad4/lib/>  
(585)530-3250

## KEYWORD SEARCH



1. Click on "Keyword Searching"
2. You may search one field by entering your search term in the desired box, or
3. You may search multiple fields by clicking on the "down arrow" and selecting an operator (AND, NOT, OR) from the drop down lists. Select another field and enter a search term.

Search by:

TITLE keyword  AND

AUTHOR keyword  AND

SUBJECT keyword  AND

4. You can limit your results to just one library.

Limit by Location / Library:

Loc: Appellate Division Law Library, 1st Dept.

Loc: Appellate Division Law Library, 4th Dept.

Loc: Auburn Supreme Court Law Library

Loc: Batavia Supreme Court Law Library

Loc: Bath Supreme Court Law Library

5. You can also sort your results by date, author, title, and publisher.

### Sorting

Sort your results by selecting a sort option.

Select...

6. Click on the title from your search results to view the details.
7. View the Copy/Holding information to determine if our library owns the book and if it is available before going to the shelf. See "Locating Materials" later in this brochure.

## BROWSE SEARCH



1. Click on "Browse Searching."
2. You may choose to search by title, general keyword, author or subject, or you may browse any of these indexes.
3. Enter your search term in **Only** one box and click on "GO."

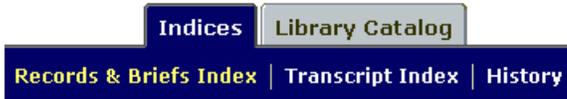
TITLE starts with::

AUTHOR last name::

SUBJECT starts with::

4. Please note that Browse Searching Searches Library of Congress author and subject authority records.

## RECORDS & BRIEFS



1. Click on the "Indices" Tab.
2. You can search by Plaintiff/Appellant or Defendant/Respondent, Citation, Date, or Case number.
3. You can search multiple fields in this database.
4. You can choose to search for available Records on Appeal or Trial transcripts. Confidential Records may not be available.

## HISTORY



By clicking on "History" you can see the searches that you have entered during your search session. You can edit and re-run those searches in order to refine your results.



## MY ACCOUNT



1. Click on the "My Account" tab.
2. Enter your library barcode and your PIN . If you do not have a PIN please contact the library.
3. Click on "Login."

### To Renew Items:

1. Click on "Checked Out."
2. Click on the box next to the item(s) you wish to renew, then click on the "RENEW" button at the top of the list.

|                          | Title   | Out                                 |
|--------------------------|---|-------------------------------------|
| <input type="checkbox"/> | Black's law dictionary.<br>by Black, Henry Campbell, 1850-1927.                                   | 04/20/2006 <input type="checkbox"/> |
| <input type="checkbox"/> | Disaster preparedness manual.<br>by Genovese, Robert.   | 04/20/2006 <input type="checkbox"/> |
| <input type="checkbox"/> | Law of the super searchers : the online secrets of top legal researchers /<br>by Halverson, T. R. | 04/20/2006 <input type="checkbox"/> |

### You cannot renew books online if:

1. The item has already been renewed.
2. Your Card has expired.
3. The item is requested by another patron or is on hold.
4. You already have excessive fines or overdue materials.

## Reviewing Fines/Fees and Requests

You can review outstanding fines and fees, block notices, and requests you have placed by clicking on the "fines/blocks" tab within "My Account."

### My Profile:

1. Click on "My Profile."
2. You are able to view, but not change your name and primary contact information. Please contact the library to make these changes.
3. You can change your email address and your PIN from this screen by scrolling down to the appropriate fields, and making the changes you desire and clicking on "Update."

## REQUESTING ITEMS

1. Locate the item in the catalog using the search instructions in this brochure.
2. Click on the title and view the Copy/Holdings Information.
3. Find the copy owned by the AD 4th Law Library.
4. Click on "Place Request" next to that copy.
5. Enter your library barcode number and PIN and logon.
6. Read the Confirmation Message carefully, and add any comments you wish.
7. Click on the "Request" button to proceed.

## REQUESTS FOR ITEMS via ILL

The library can provide materials we do not own through our InterLibrary Services Department. If you need to request such materials, please call 585-530-3254.

## LOCATING MATERIALS IN THE LIBRARY

Once you have searched for materials in LION you can locate them on the shelf in the library by collection code and call number.

1. Please verify the status of the item in the online catalog is "On Shelf" or "Checked-in"
2. Note the collection code (i.e., MAIN, FED, NY ROOM, etc.) and Call Number of the material.
3. A floor map of the library and the location of specific collections go to:

<http://www.courts.state.ny.us/ad4/lib/libfloor.pdf>

4. To see a brief explanation of the Library of Congress Call Number system go to

<http://www.courts.state.ny.us/ad4/lib/lcnew.pdf>

## PROBLEMS

If you experience problems searching LION or with My Account, please contact the law library at 585-530-3253 or at [sweiter@courts.state.ny.us](mailto:sweiter@courts.state.ny.us) and we will assist you.

Please note that if you have unresolved fines, fees, or other blocks on your account that prevent you from renewing your books or placing requests on materials, you will have to come into the library to resolve those issues. Our circulation guidelines available at <http://www.courts.state.ny.us/ad4/lib/genlibinf.pdf>