



Quick Search Guide

Access via the Library Network Web site at <http://jolis>



Description: JOLIS Library Catalog (JOLIS) provides electronic access to the shared catalog of the Library Network, headquarters which consists of 12 World Bank Group and IMF libraries in Washington, D.C. JOLIS includes references to books, journal titles, journal articles, working papers, conference proceedings, technical reports, and Internet hotlinks to full-text items when available. Codes identify individual libraries which own the materials. Items can be requested from JOLIS while in JOLIS.

Getting Started

From the Library Network Web site, click on [Jolis Library Catalog](#). **Advanced search** is now the opening screen instead of the single-field **Quick search**. Type your search in the appropriate field or fields on the search form and click on the button to submit your search.

You do not have to log into “**My Account**” to search JOLIS, but we recommended that you log in so that you may enjoy all of the benefits of the JOLIS Interface!

Logon To “My Account”

Click on the  icon in the middle of any JOLIS screen. Enter your staff id, enter it again, then click the “Login” button. **World Bank staff must enter leading zeros to make the ID nine digits long e.g. 000012345.** You will be logged out of the system after 15 minutes of inactivity! The  icon will no longer appear once you are logged in!

Searching

Type your search words in the appropriate search field or fields. When words are typed side by side as in *financial crisis argentina*, JOLIS looks for all 3 words in the same field (i.e. title field, or notes field, or subject field, etc.) Click the button to submit your search.



The screenshot shows a search form with three rows of input fields. Each row has a dropdown menu on the left, a text input field in the middle, and a dropdown menu on the right. The first row has 'keywords anywhere' in the dropdown, 'financial crisis argentina' in the text field, and 'And' in the dropdown. The second row has 'publisher' in the dropdown, 'world bank or international monetary fund' in the text field, and 'And' in the dropdown. The third row has 'periodical title' in the dropdown and an empty text field. Below the text fields are two buttons: 'Search' and 'Reset'.

Note that you may click on any of these down arrows and make a choice from the drop-down list to change the name of the field!

- ADJ** the two terms are **adjacent** to each other in the order used e.g. welfare **adj** economics
NEAR the two terms are **adjacent** to each other but in any order e.g. social **near** conflict
AND both words appear in the same record e.g. asia **and** crisis
OR either one or both words appear in the same record e.g. governance **or** corruption

Search Tips

- Use a question mark ? to retrieve any character in a word. E.g. *cris?s* will retrieve crisis or crises.
- Use the dollar sign \$ to truncate words. E.g. *trad\$* will retrieve *trade, traded, trader, trading*
- If there is no exact match between search words and items in the catalog, the system automatically moves to BROWSE list, based on first search word.
- As you run searches the system will remember what you marked so you may print at the end.
- Click **New Search** button or **Advanced search** button (on the sidebar) to do a new search.
- Scroll to the bottom of your Results Screen if you want to see the search form with your previous search statement.

Limit Your Search

Search limits can be used to narrow your search. Click on **Limit Search** button on the top left of your results screen. Scroll down the next screen to display. Then click the down arrow beside each option box and make a choice from the drop-down menu if you so desire. For example:


library: JL – Joint Library to find items in the Joint Library
language: FRENCH to find items in French
type: BOOK to find books only
pubyear: >1993 to find items from 1994 to present

You must type the pubyear information! There is no drop-down list!
 limit your search to titles added recently (3 Weeks, 1 Month, 2 Months, etc.)

NEW! Recent Acquisitions:

Limit search to titles added during last: 

Print/Save/E-mail Results

On the Search Results page or pages, check the Mark box  beside each item you would like to print/save/e-mail or place a check mark to Mark all titles on page. Click on the **Print/Save** button on the top right of your Search Results list. From the next screen click **Print/Save** to print or save. The catalog record(s) will appear on the screen. Click on **File | Print** to print or click on **Save As ...** to save. Save in ASCII format. File name must be followed by **.txt** for example **a:governance.txt** To **E-mail** records: type the e-mail address and click on the **E-Mail** button.

Borrowing and Requesting Items Found in JOLIS

To request one item at a time, from the results list on your screen, click **Full Details**, then click on the **Request** button (top of your screen; far right) and complete the form. Click on **Submit Request** button. The holding library will send the item to you.

To request many items

E-mail the references to yourself, then forward the e-mail with the list of items to the holding library(ies). Acronyms for each library and their e-mail addresses can be found at the Library Network Web site <http://jolis> under List of Libraries.