

AN INTRODUCTION TO CONSULS CSU's Online Library Catalog

[What is CONSULS?](#)
[Searching CONSULS](#)
[Locating Items in the Library](#)
[Requesting Items](#)
[Renewing Items](#)

What is CONSULS?

Connecticut State University Library System

The CONSULS library catalog includes the holdings of the Connecticut State University Libraries: Eastern Connecticut State University, Central Connecticut State University, Southern Connecticut State University, Western Connecticut State University, and the holdings of the Connecticut State Library in Hartford.

Materials in CONSULS

Books
Journal Titles & Dates of Subscription
Newspaper Titles & Dates of Subscription
VHS, DVDs, and CDs

CONSULS Services

Note: A [Library PIN Code](#) is needed for ECSU students, faculty, and staff use of the following CONSULS services.

- View your Library account to see if books are due, etc.
- Request items from other CSU libraries
- Cancel requests for CSU materials
- Renew CSU books online
- Access course reserve articles online

Note: A Library PIN Code is also needed to access the Library's databases off-campus

Searching [CONSULS](#) for Library Holdings

CONSULS Home | New Search | Login | Help

Keyword Title Author Advanced Call #

ISBN/ISSN

Type the keyword(s) or phrases in the box below then press Enter or click the Submit button.

Sorted By:

Search All Libraries

Examples:

- privacy
- Indian cooking

Other Searches:

- ▶ Journal Title Search
- ▶ Subject Search
- ▶ Author and Title Search
- ▶ U.S. Federal Documents
- ▶ Family Name

Law Reading Room, State Library

- ▶ My Record
- ▶ Course Reserves
- ▶ Library PINs
- ▶ Suggest a purchase
- ▶ Comments
- ▶ Library Info
- ▶ Featured item lists
- ▶ Search
- ▶ Help

Keyword Search:

Use a Keyword Search if interested in a topic or an idea and don't have a specific title, author, or subject heading.

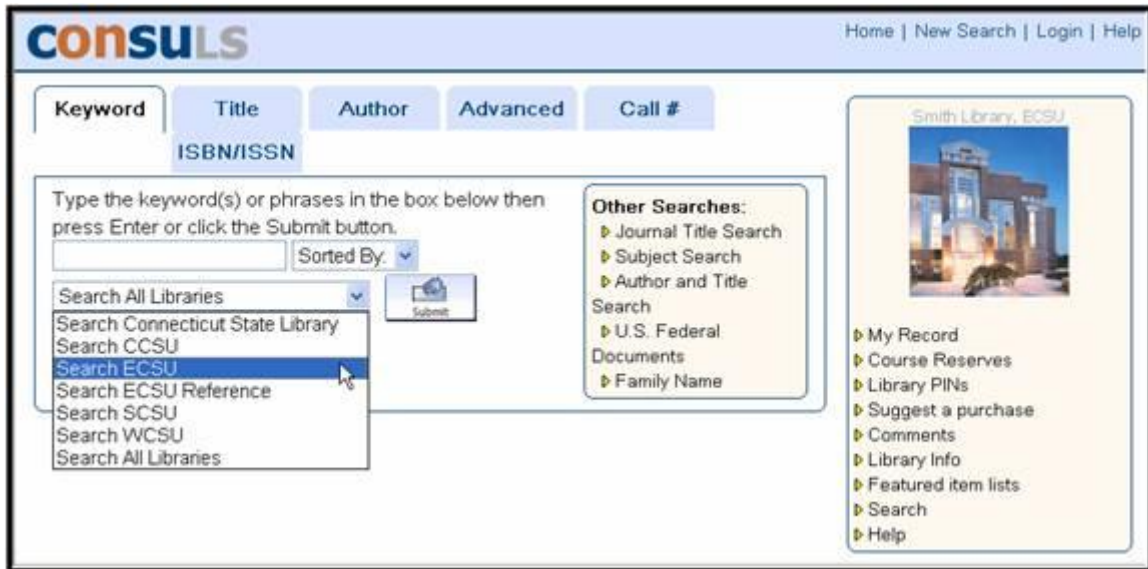
A Keyword Search can search multiple words as a phrase (example: Supreme Court, Computer Science)

A Keyword Search can look for your word(s) anywhere in a record: Title, Author, Subject, or within the notes.

Search Tips	
Adjacency	Multiple words are searched together as one phrase. <u>Example</u> : world health organization
Wildcards	Words may be right-hand truncated using an asterisk. "*" for 1-5 characters, "***" for open-ended truncation, "?" to replace a single character anywhere within a word. <u>Examples</u> : environment* polic*, comput**, wom?n
Boolean Operators	Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words. <u>Example</u> : stocks and bonds <u>Example</u> : (alaska or canada) and (adventure and not vacation)
Proximity Operators	Use "near" to specify words close to each other, in any order. <u>Example</u> : california near university
Field limits	A field limit causes the system to search only the specified field for the specified word(s).
Grouping	Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query.

For other search options such as by Author, Subject, Title, Advanced, etc. select each separately.

Limiting a search to only one CSU Library or the State Library can be done by selecting the drop down (see below). Select "Search ECSU" if only interested in materials at the Smith Library. Type in your keyword, then press "Submit." Also note the "Search ECSU Reference" option. This is helpful when you are only looking for encyclopedias, dictionaries, or other reference-related materials.



In the "Advanced Search" there are several options for limiting a search by the library location, material type, language, and date options. There are also options to sort results by relevance, date, or title.

**Locating Items in the Library:
(example of a search for materials at ECSU about "globalization and economy")**

Note: It is not necessary to place an "AND" between search terms as shown below, CONSULS will automatically look for all of the Keywords so that EACH result will contain ALL of the terms in the search box.

CONSULS

Keyword | Title | Author | Subject | Advanced

Type the keyword(s) or phrases in the box below then press Enter or click the Submit button.

globalization and economy | Sorted By: v

Search ECSU | Submit

Examples:

- privacy
- Indian cooking

Other Searches:

- ▶ Journal Title
- ▶ Author and Title Search
- ▶ Family Name
- ▶ LC Call No.
- ▶ Dewey Call No.
- ▶ Local Call No.
- ▶ Federal Documents Call No.
- ▶ ISBN/ISSN
- ▶ OCLC No.

Two records below that show where to find the materials.
Note the **Location**, **Call No.**, and **Status** to locate the item(s).

10	Save Record ▶ Request	Something's wrong somewhere : globalization, community and the moral economy of the farm crisis	c1995
Lind, Christopher, 1953- Halifax : Fernwood Pub., c1995			
	LOCATION	CALL NO.	STATUS
	ECSU Stacks	HD1790.S3 L56 1995	AVAILABLE
Very relevant titles entries 11-113			
11	Save Record ▶ Request	Global communications : toward a transcultural political economy	c2008
Lanham : Rowman & Littlefield Publishers, Inc., c2008			
	Website		
	LOCATION	CALL NO.	STATUS
	ECSU Stacks	JA85.G56 2008	DUE 08-27-08

Locations:

Below are just a few of the many locations and status codes found in CONSULS.
Ask at the circulation desk for assistance.

ECSU Stacks/3rd Floor: *Our circulating collection found on the 3rd Floor.*

ECSU Reference: *2nd Floor. Reference items (REF) do not circulate, they remain in the library.*

ECSU Oversize: *These books are shelved in a separate area on the 3rd Floor because of their large size. Found on the low shelving by the west windows.*

ECSU Serials.....: *Most recent issues found on the 2nd Floor in the Reading Room area. Older issues are on the 1st Floor, unless stated otherwise.*

ECSU Caribbean Collection: *Located on the 3rd Floor by the stairway.*

ECSU Circ. Desk: *2nd Floor Circulation Desk.*

ECSU Conn Documents: *Near the Reference area on the 2nd Floor.*

ECSU Conn Studies/Ref: *4th Floor*

ECSU Curric.....: *1st Floor, Curriculum Center*

ECSU US Documents: *Near the Reference area on the 2nd Floor.*

ECSU ERIC Microfiche: *1st Floor. Inquire at the Curriculum Center desk on the 1st floor if you need assistance.*

ECSU Video: *2nd Floor. Ask at the circulation/reserves desk.*

ECSU Web Resource: *A link to the online resource will be available after clicking on the title. Many times it is a resource from NetLibrary.*

ECSU Reserves: *1st Floor Circulation/Reserve Desk. Articles on reserve are available online with a library pin code.*

Status

AVAILABLE - *The item is in the library and available to look at or check out*

DUE - *A date when the item is due back*

IN PROCESSING - *Usually new items that are still in process -- Can be requested*

IN TRANSIT - *Returned to another location -- Coming soon or may already be on the shelf*

LIBRARY USE ONLY - *Can not be checked out*

NEW BOOKS - *On the new books shelf by the circulation desk*

ON EXHIBIT - *In the exhibit case -- Can be requested*

ON ORDER - *Ordered, but not yet received*

Requesting Items in CONSULS:

The purpose of using the "Request" feature in CONSULS is to obtain materials that are not at the J. Eugene Smith Library but are found at another CSU library (CCSU, SCSU, & WCSU)

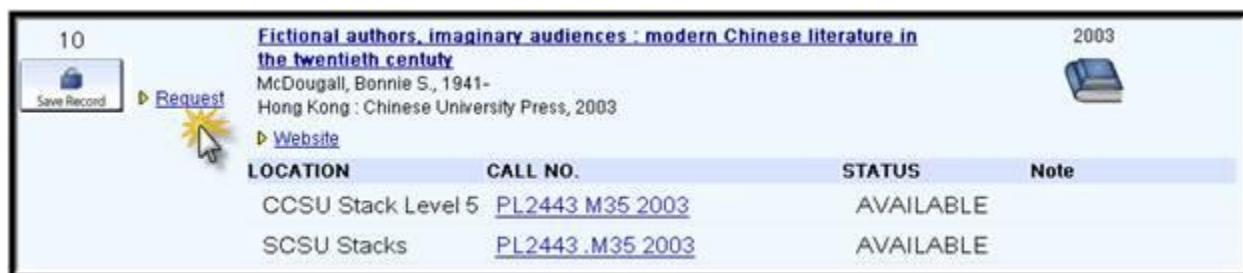
(You cannot request items from the State Library in Hartford)

You can also use "Request" to let the library know you would like a book that is currently checked out. Check the status of a book to determine if it is available. A book that is checked out will have a due date in the status column.

Note: You cannot request Reference books because they do not circulate.

After initiating a search there are two ways to request materials in CONSULS:

1) Within a list of records, select "Request" to the left of each title:



The screenshot shows a search result for the book 'Fictional authors, imaginary audiences : modern Chinese literature in the twentieth century' by McDougall, Bonnie S., 1941-. The record number is 10. A 'Request' button is highlighted with a mouse cursor. Below the title, there is a table with columns: LOCATION, CALL NO., STATUS, and Note. The table lists two locations: CCSU Stack Level 5 and SCSU Stacks, both with call numbers PL2443 M35 2003 and a status of AVAILABLE.

LOCATION	CALL NO.	STATUS	Note
CCSU Stack Level 5	PL2443 M35 2003	AVAILABLE	
SCSU Stacks	PL2443 .M35 2003	AVAILABLE	

OR

2) Within the record, select the "Request" button at the top of the page:



The screenshot shows the top navigation bar of the CONSULS interface. The 'Request' button is highlighted with a mouse cursor. Other buttons include Start Over, Save Record, MASC Display, Return to List, Modify Search, More Like This, and Another Search. A search history dropdown is visible on the right.

Once a request is made the following screen will be displayed: This is when you need a [Library PIN Code](#).

Login

Please enter the following information:

For example, type "444531..." and then press the RETURN key (TAB from the Web)

Please enter your university ID number:

Enter your PIN:

Enter your pin. (1st time users will be prompted to enter a PIN)

Once you have created a PIN and click "Submit", your Library record will be displayed as shown below. You can select the "Items currently checked out" link to view the list of Library materials you currently have checked out.

KEYWORD

Search All Libraries

Limit search to available items

[5 Items currently checked out](#)

[Help with Renewals](#)

[Help with Preferred Searches](#)

John Adams
Eastern CT State University
J. Eugene Smith Library

EXP DATE:12-31-2008

Renewing Items in CONSULS:

First, login to your library record. There are several ways to do this within CONSULS or from our library home page.

CONSULS Home | New Search | [Login](#) | [Help](#)

Keyword Title Author Subject Advanced

Type the keyword(s) or phrases in the box below then press Enter or click the Submit button.

Sorted By:

Search All Libraries:


Examples:

- [privacy](#)
- [Indian cooking](#)

Other Searches:

- ▶ [Journal Title](#)
- ▶ [Author and Title Search](#)
- ▶ [Family Name](#)
- ▶ [LC Call No.](#)
- ▶ [Dewey Call No.](#)
- ▶ [Local Call No.](#)
- ▶ [Federal Documents Call No.](#)
- ▶ [ISBN/ISSN](#)
- ▶ [OCLC No.](#)

Genealogy Index Corridor, State Library



- ▶ [My Record](#)
- ▶ [Course Reserves](#)
- ▶ [Library PINs](#)
- ▶ [Suggest a purchase](#)
- ▶ [Comments](#)
- ▶ [Library Info](#)
- ▶ [Featured item lists](#)
- ▶ [Search](#)
- ▶ [Help](#)

Find Information	Get Help
Online Catalog - CONSULS	Ask a Librarian
Databases (articles, images)	Getting Started
Journal Locator	Login to your library record
Government Documents	PIN Codes
Course Reserves	Suggestion Box
Research Guides	
Services	
Alumni/Community Resources	Reserve Forms
EasternOnline Resources	Information Literacy
Borrowing	
Faculty Resources	
Interlibrary Loan	

Once you have logged in with your Library [PIN Code](#) you can view your library record. This is where you can renew your Library materials by selecting the item(s) you want renewed and clicking "Renew Selected" as shown below. You cannot renew an item if it is overdue. Please be sure to pay any fines or bills. There are also buttons for modifying your PIN and personal information.

\$0.30 in unpaid fines and bills

John Adams
Eastern CT State University

EXP DATE: 12-31-2008

Help with Renewals
Help with Preferred Searches

Modify Your PIN
Modify Personal Info
Preferred Searches

Sort by Due Date
Renew All
Renew Selected

5 ITEMS CHECKED OUT

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input checked="" type="checkbox"/>	Real-life marketing and promotion strategies in college libraries : connecting with campus and commu	34041071392595	DUE 03-05-08	Z716.3.R42 2005
<input type="checkbox"/>	The facilitator excellence handbook : helping people work creatively and productively together / Fra	34041070939677	DUE 03-05-08	HD66.R3938 1998

Choose "Help" (found in the top, right of the CONSULS screen or in box to the right) to get more details about using CONSULS.

Home | New Search | Login | [Help](#)

Keyword | Title | Author | Subject | **Advanced**

Type the keyword(s) or phrases in the box below then press Enter or click the Submit button.

Sorted By:

Search All Libraries


Examples:

- privacy
- Indian cooking

Other Searches:

- ▶ Journal Title
- ▶ Author and Title Search
- ▶ Family Name
- ▶ LC Call No.
- ▶ Dewey Call No.
- ▶ Local Call No.
- ▶ Federal Documents Call No.
- ▶ ISBN/ISSN
- ▶ OCLC No.

Genealogy Index Corridor - State Library



- ▶ My Record
- ▶ Course Reserves
- ▶ Library PINs
- ▶ Suggest a purchase
- ▶ Comments
- ▶ Library Info
- ▶ Featured item lists
- ▶ Search
- ▶ **Help**