Searching & Requesting Items from PALMPrint

Logging in

If your library is subscribed to PALMPrint, you should have received two sets of login information. The open login can be shared and is used for searching only. The order login is what you will need to place an order. Go to https://wld.williambmeyer.com/ and enter your order login and password.

Basic search tips

The % symbol acts as a wild card operator.

The indexed fields are Item Code (Meyer’s bar code number), Title, Author, Volume, Year, Note, and OCLC number.

Use single item search only for a known item search, e.g. where you know the OCLC number or the item code number. In most cases, the advanced search is the better option.
Advanced search tips: Searching

The % symbol acts as a wild card operator.

For each indexed field there is a drop down menu where you can choose your search operator: Equals, Greater than or Equals, Less than or Equals, Is Blank, Between, Contains, In List, Starts With, or Ends With.

For a numeric search (Item Code or OCLC#), choose the search operator Equals.

For a Title search, keep in mind that the title in the record has been taken from the MARC 245 field (title field) and that exact title searches are problematic with legal materials. The best search operators are Contains or Starts With, depending on what you know about the title statement on the work. Use Title Contains if you know an exact string of words that appears in the title. Use Title Starts With if you know the beginning of the title.

For an Author search, keep in mind that very few items in the PALMPrint collection have a personal author, and the indexed fields do not include jurisdiction and uniform title combinations.

The Volume field can be searched, using this format: Volume Equals V.410. That search retrieves 17 records for different titles that all have a v.410. [Note that it is not necessary to capitalize the V in the search, but that is how it will display.] Another way to search the volume field is to use it in conjunction with a title search, to narrow the search results set.
It is possible to search the Year field using the format Year Equals yyyy, but the results set will be much larger. For example, Year Equals 1992 retrieves 317 records. It is more effective to use the Year field in conjunction with a title or title/volume search to narrow the search results set.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Equals</th>
<th>Search Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td></td>
<td></td>
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<tr>
<td>AUTHOR</td>
<td></td>
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<tr>
<td>VOLUME</td>
<td></td>
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<tr>
<td>YEAR</td>
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<td></td>
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<tr>
<td>NOTE</td>
<td></td>
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</tr>
<tr>
<td>OCLC#</td>
<td></td>
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</tbody>
</table>

The Note field is where we have put information that does not fit into the Volume or Year fields. Although it is possible to search the Notes, it would be more effectively used as a way to narrow a search results set.
**Advanced search tips: Sorting and Exporting**

The default sort order for search results is by item code. Once you have retrieved your results, you can sort them by title, author, volume, year, note, or OCLC number.

If you have a large result set, you can also export it to an Excel spreadsheet and manipulate the results in Excel.

**Requesting an item to be mailed**

Requests placed by 4:00 pm (Eastern) will be delivered the next day. Orders placed after 4:00 pm will be delivered within two days.

1. Once you have located the item you wish to request, click on the shopping cart or “Request From Offsite.

2. In the top right corner of your screen, click on the shopping cart or “Items On Order”
3. Verify it is the item you need and click on the “Send Order” button.

4. Verify that your delivery address is correct (send address changes to palmprint@nellco.org), select “Normal Delivery” as the delivery priority, and click “Send.”
**Requesting an article to be scanned**
Requests placed during business hours (Eastern) will be scanned and uploaded within three hours.

1. Complete steps 1-3 under “Requesting an item to be mailed.”

2. In the comments field, include your page numbers and the email address that the scanned materials should be sent to.

3. Select “Depository E-Scan” as the delivery priority, and click “Send.”