

## DIE CUT COLLECTION: HOW TO ACCESS

### Part 1: Polaris

All of the dies are cataloged in Polaris.

**Library staff** can search, request, and check out the dies just like any other library resource using a departmental or personal library card. NOTE: These records are not visible to the public and they will not appear in the PAC.

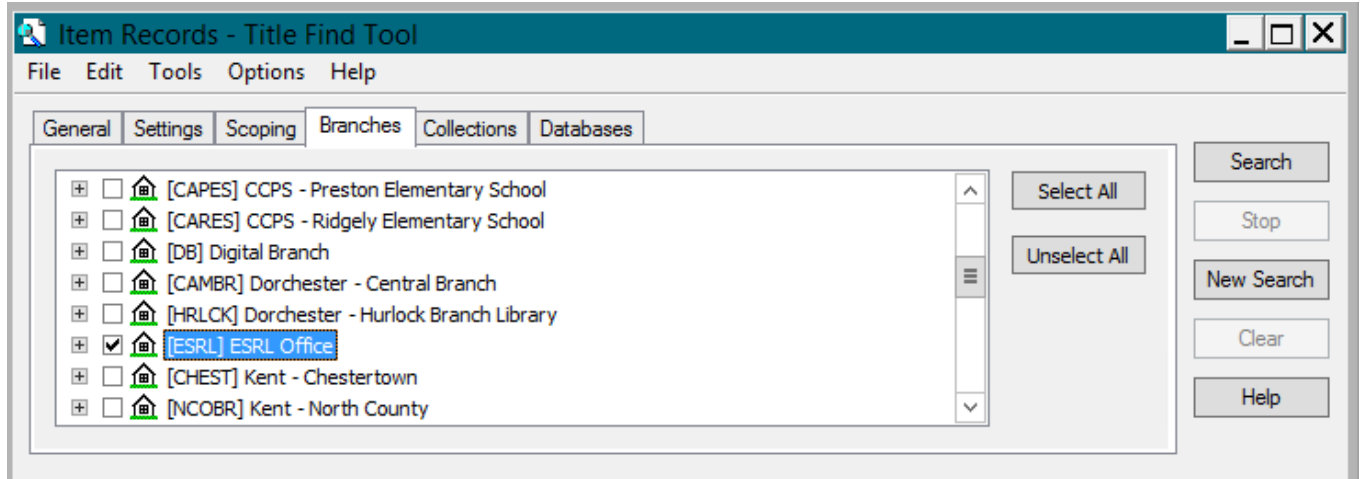
Here is how to access this collection in Polaris:

- Open the **Item Records – Title Find Tool** • Set your search parameters: **Title / keyword search**
- Perform keyword search for **die cut kit**. This search will show you all die cut patterns in the collection.

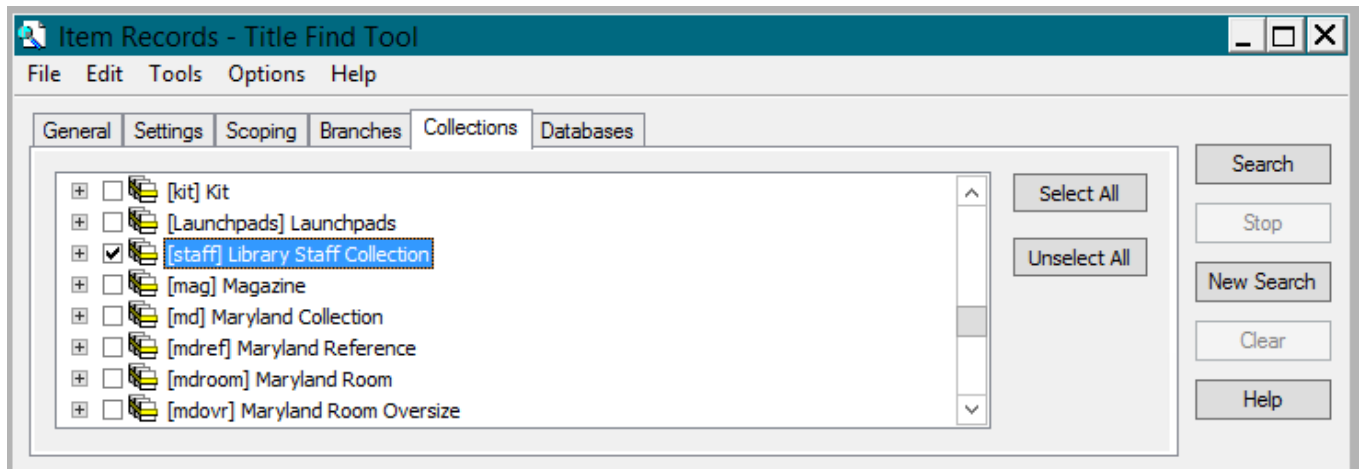
The screenshot shows the 'Item Records - Title Find Tool' interface. The window title is 'Item Records - Title Find Tool'. The menu bar includes 'File', 'Edit', 'Tools', 'Options', and 'Help'. The 'General' tab is selected, with other tabs being 'Settings', 'Scoping', 'Branches', 'Collections', and 'Databases'. The 'Object' dropdown is set to 'Item Records', 'Limit by' is '(None)', 'Search by' is 'Title', 'Type' is 'Keyword search', 'Sort by' is '(None)', and 'For' is 'die cut kit'. The 'Search Mode' section has 'Normal' selected, with 'Power' and 'SQL' as options. There is a 'Count Only' checkbox which is unchecked. On the right side, there are buttons for 'Search', 'Stop', 'New Search', 'Clear', and 'Help'.

- Because this broad keyword search does retrieve irrelevant results, here are some optional limits:
  - Limit to Branch: **ESRL** (recommended)
  - Limit to Collection: **Library Staff Collection**

Limit to branch:



Limit to collection:



To narrow your search:

- Open the **Item Records – Title Find Tool** • Set your search parameters: **Call Number / keyword search**
- Perform **title word** search. This search will show you all the title word die cut patterns in the collection.

**OR**

- Open the **Item Records – Title Find Tool** • Set your search parameters: **Barcode / exact match**
- Type **ESRL #** (and die cut number). You can also list all the die cuts in numerical order by typing in **ESRL #\***.

For example: o Fairy o Box o Star or ESRL #110.

Item Records - Title Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Item Records Limit by: (None)

Search by: Title Value:

Type: Keyword search

Sort by: (None)

For: die cut kit

Search Mode

Normal

Power

SQL

Count Only

Search

Stop

New Search

Clear

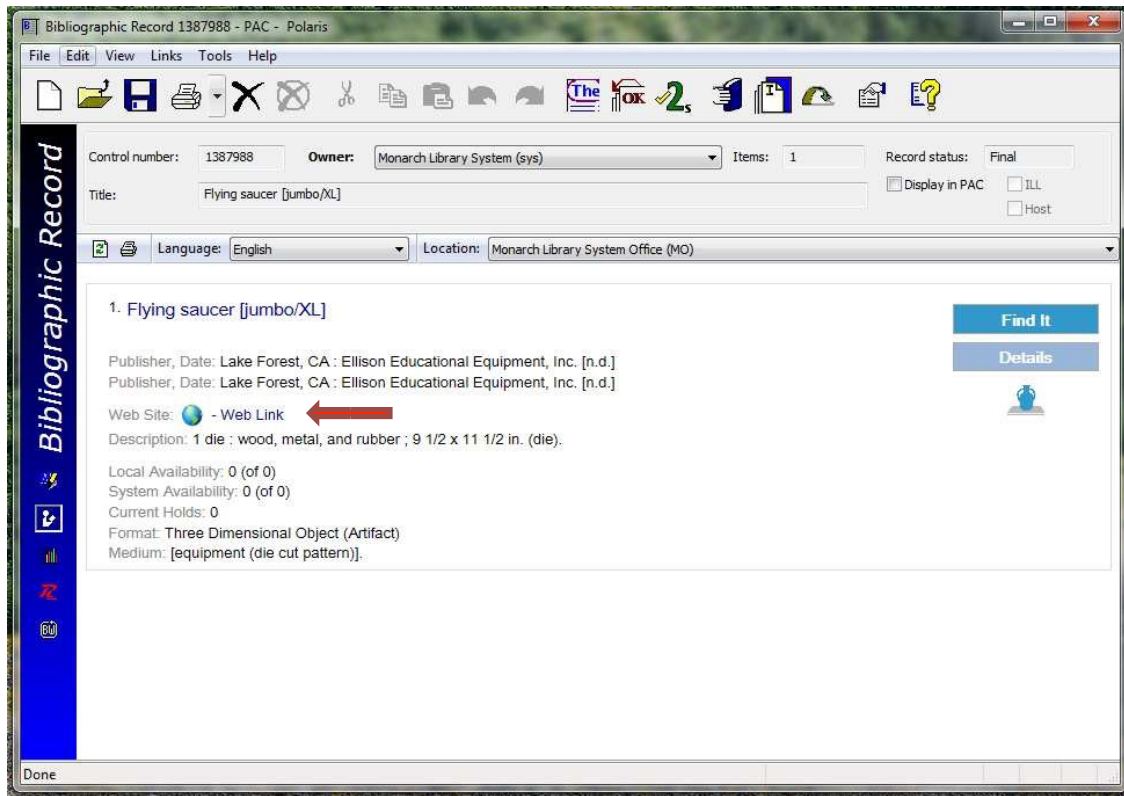
Help

Title	Assig...	Colle...	Mate...	Shelf...	Call ...	V...	Status	Barcode	Last Activi...	R...	Co...
Die cut kit.	ESRL ...	Libra...	Die C...		Alph...		In Cat...	ESRL #100		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Alph...		In Cat...	ESRL #101		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Alph...		In Cat...	ESRL #102		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Apple		In Cat...	ESRL #103		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Astro...		In Cat...	ESRL #104		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Awar...		In Cat...	ESRL #105		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Baby...		In Cat...	ESRL #106		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Badge		In Cat...	ESRL #107		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Badg...		In Cat...	ESRL #108		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Bask...		In Cat...	ESRL #109		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Beetle		In Cat...	ESRL #110		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Bell		In Cat...	ESRL #111		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Big B...		In Cat...	ESRL #112		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Book...		In Cat...	ESRL #113		F...	128...
Die cut kit.	ESRL ...	Libra...	Die C...		Cat B...		In Cat...	ESRL #114		F...	128...

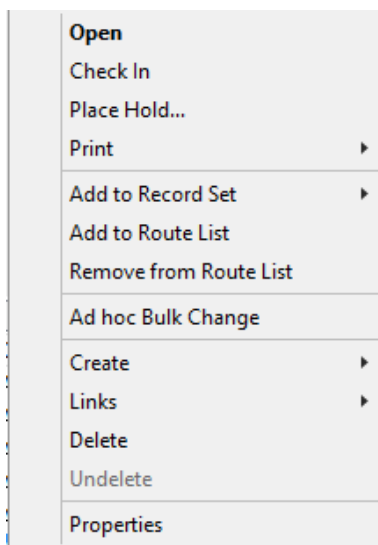
Done Stay on Select 28 of 161 record(s) retr...

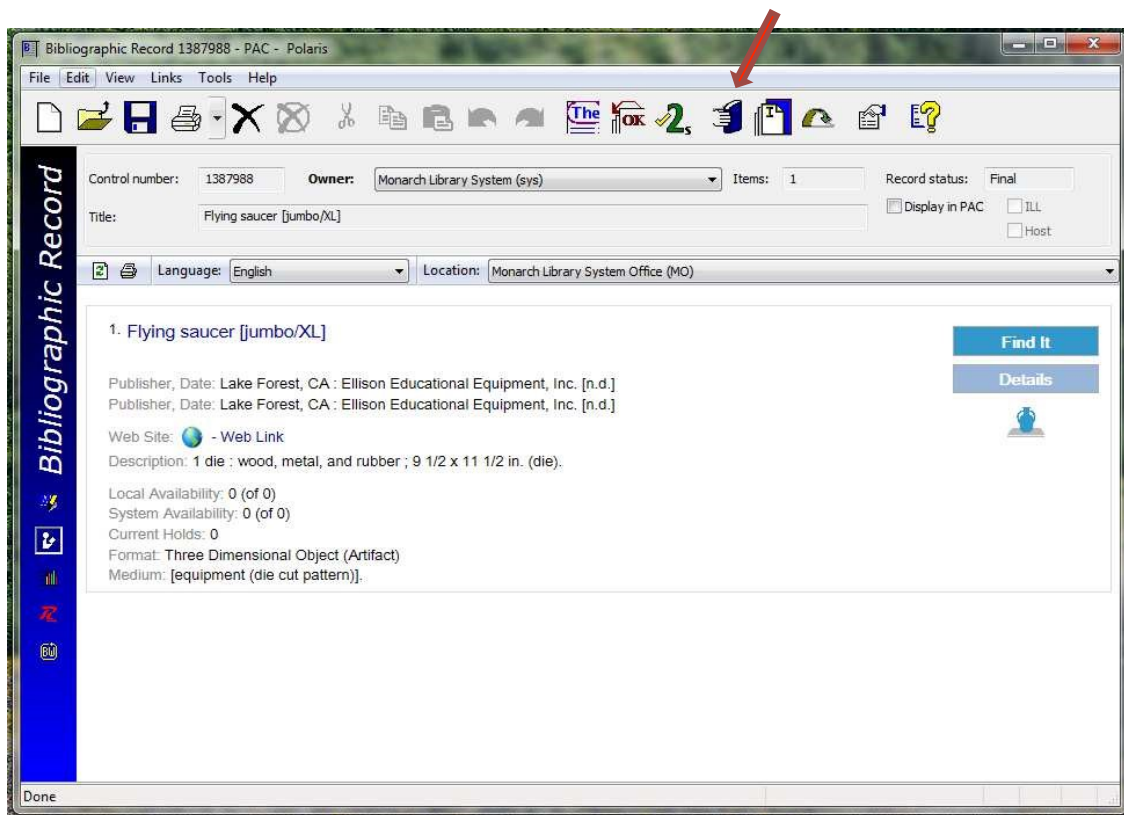
- If your search results in more than 28-30 records, execute the **karate chop** to see all results (**Ctrl Shift A**).
- Double-click a record to open it; click on **Links** and then **Bibliographic Record** - you will see either the MARC or the PAC view depending on your preferences.
- Bib records include a link to a list of die cut image. Access the list by going to the **PAC view** and clicking on the website link.

PAC view of the bib record:



- To request the die, **right-click** on the *item* in the search results and select **Place Hold** or click on the **Hold Request** icon in the item record. Enter your patron barcode, pickup location, activation/expiration date, and save it.





- The system office will send the requested patterns in the totes for delivery.

## Part 2: Die Cut Gallery

Polaris is a great tool for managing circulation of the die cuts and equipment, but it is not easy to browse the thumbnails.

To browse the collection visually, check out the **ESRL** website under **Stuff to Borrow > Die Cuts** (<http://www.esrl.org/offer/stufftoborrow.php>)

NOTE: This gallery was created for visual reference only—there is no cart or other request functionality here—so you will need to make a note of the titles, keywords, or themes that interest you, and use that information to search in the Polaris client.

## Part 3: Walkthrough

Let's walk through a scenario from start to finish.

I am preparing a display for spring. I am browsing the **Die Cut Gallery** on <http://www.esrl.org/offer/stufftoborrow.php> for ideas, and I have found some patterns that I would like to use.

 <p>Leaf Oak <b>158</b></p>	 <p>Leaves <b>159</b></p>	 <p>Light Bulb <b>160</b></p>	 <p>Lion <b>161</b></p>	 <p>Magnifying Glass <b>162</b></p>
 <p>Magnifying Glass Small <b>162 B</b></p>	 <p>Mask <b>163</b></p>	 <p>Mask Comedy <b>164</b></p>	 <p>Mask Tragedy <b>165</b></p>	 <p>Microscope <b>166</b></p>
 <p>Monkey <b>167</b></p>	 <p>Music Note Treble Clef <b>168</b></p>	 <p>Music Note <b>169</b></p>	 <p>Music Note Double note <b>170</b></p>	 <p>Numbers 5 inch <b>171</b></p>

I note the titles of the patterns I like:

- I like **Mask** better than Mask Comedy.
- I like the **Leaf Oak**, and it makes me think I could maybe find some **Leaves** to put with it.
- In Polaris, I can search for **Mask**, or **leaf**, or **leaves** to retrieve the dies I want to put on hold.

The system office receives the request and sends a tote on the truck for delivery.

NOTE: All **check-out** and **check-in** of die cut patterns is handled by ESRL, so all I need to do when I am done with the delivery is to send it back to ESRL.

### **DIE CUT COLLECTION CONTACTS**

To request die cut patterns (when it is inventoried & cataloged)	place a hold in <b>Polaris</b>
To request die cut equipment that is not yet available via Polaris	Contact: <b>Amanda</b>
To request recommendations for particular programs or themes	Contact: <b>Amanda</b>
For instructions on how to operate the die cut machine	Contact: <b>Amanda</b> or <b>Lori</b>
To report errors or omissions in the bib/item records in Polaris or in the Die Cut Galleries on the ESRL website	Contact: <b>Mira</b> or <b>Kacey</b>