Log on and help function

- Click on the “Metalib” link from the Library Web site. The default screen will be the “QuickSearch” screen for a “guest”. You can search as a guest or log on.
- Log on to the system by typing your **username**, **password** and indicating the **institution** as CPUT.
  If you are not a registered student or staff member, choose the “Guest Log On” option.
- Click “Submit”

Getting to your resources

There are four search environments in Metalib, namely:

- QuickSearch
- MetaSearch
- Find Databases
- Find e-Journal

*Note that some resources are “link to” resources only and others are searchable through Metalib.*

QuickSearch

The **QuickSearch** option is the simplest form of searching Metalib “resources” – library catalogs, databases and websites - using Quick Sets. Quick Sets are sets of predefined resources. You can either do a “simple” or “advanced” quick search.

MetaSearch

The MetaSearch option allows a user to search in a single or in multiple databases by either using “quick sets”, “categories” or “locate”.

The “Quick sets” are the same as the quick sets found in the quick search. However, when you are logged in on your username and not as a guest, you will also be able to see quick sets that you have created under **MySpace**.

The “Categories” are predefined resources according to subject fields, e.g. Engineering, Education, etc.

The “Locate” function allows you to select a particular database.
**Find Database**

This option enables the user to locate databases using the following methods:

*Title search:* Click a letter in an alphabetic list for all the databases with titles starting with that letter or type a string.

*Category:* Select databases according to a categories set, similar to categories in the MetaSearch.

*Locate:* Search for a database based on fields such as database vendor and type.

**Find e-Journal**

This function enables users to locate e-journals held by our Library. The functionality is similar to the functionality of the Find Database component.
Searching: QuickSearch

Step 1

- The “QuickSearch” option is the default option on Metalib.
- Type your keywords in the “search” field and click GO.

QuickSearch

Simple  Advanced

Enter search term:  GO

Select one of the following Quick Sets.

Step 2

- You will see your search results displayed as follows:

QuickSearch Results

Search for "assessment tools" in “QUICKSEARCH”

View retrieved  Cancel

<table>
<thead>
<tr>
<th>Database Name</th>
<th>Status</th>
<th>Found</th>
<th>Retrieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Search Premier (EBSCO)</td>
<td></td>
<td>624</td>
<td>30</td>
</tr>
<tr>
<td>Computer Database (Gale)</td>
<td>SUSPEND</td>
<td>626</td>
<td></td>
</tr>
<tr>
<td>Business Source Premier (EBSCO)</td>
<td></td>
<td>263</td>
<td>30</td>
</tr>
<tr>
<td>Education Journals (Proquest)</td>
<td></td>
<td>2430</td>
<td>30</td>
</tr>
<tr>
<td>Health Source: Nursing (EBSCO)</td>
<td></td>
<td>310</td>
<td>30</td>
</tr>
<tr>
<td>Science Journals (Proquest)</td>
<td></td>
<td>602</td>
<td>30</td>
</tr>
</tbody>
</table>

Click on “View retrieved” to see your results.

Step 3

- See your results. Click the icon to link to the full-text, abstract or the table of contents of articles. Access depends on our site license agreements.
Click the icon to place an item to your “eShelf” in My Space. You will see the following screen after you have clicked the icon. Choose your vendor.

“Advanced” offers links to abstracts, TOC’s, etc.

Step 4

- See your article!
Searching: MetaSearch

Step 1

- Choose your search option under the heading “Identify database”.

- Choose “Categories” to see all subject fields listed. Select a subcategory to see the list of predefined databases.

Step 2

- Select your resources by clicking on the box next to it. You can select up to 8 resources simultaneously.
- Type your keywords in the “Search” field.
MetaSearch

Step 3

- See your “search status”.
- Click on “View” to view your result list.

Step 4

- See your results. Click the icon to link to the full-text, abstract or the table of contents of articles. Access depends on our site license agreements.
You will see the following screen after you have clicked the 🔄 icon. Choose your vendor.

Step 5

- See your article!
The capacity to consent to treatment and research: A review of standardized assessment tools

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Received 12 May 2004; revised 14 February 2005; accepted 20 April 2005. Available online 17 June 2005.

Abstract

The use of standardized tools for the assessment of competency is vital, given that informal

Searching: Find Database

- You can search for databases by either using the title search, locate option or category search.

Find Database

Titles  Locate  Category

Available online 17 June 2005.

Titles: Click a letter in an alphabetic list for all the databases with titles starting with that letter or type a string.

Locate: Search for a database based on fields such as database vendor and type.

Category: Select databases according to a categories set, similar to categories in the MetSearch.
Searching: Find e-Journal

- This option enables users to access all e-Journals held by our Library by either using the titles or locate option.

Find e-Journal

- Type your keywords in the “title” field or select one of the alphabetical letters and click Go.

e-Journal List

- The above is your results. Click the icon to link to the full-text, abstract or the table of contents of articles. Access depends on our site license agreements.
**My space**

The “My-Space” allows users to manage their:

- e-Shelf
- My Databases
- My e-Journals
- History
- Alerts
- Preferences

Please note that you have to be logged in to be able to use the above options. If you are using Metalib as a guest you will only be able to use the e-Shelf as a basket which will be deleted once the session ends.

**e-Shelf**

This function allows users to save records in a personal folder. Each record is saved in **Full View**. The user can also select several records or even all folder records and save them or send them by e-mail.

The basic e-Shelf folder is the **basket**.

**My Databases**

Users can create multiple personal database sets. The basic database list is the database **clipboard**.

**My e-Journals**

This option allows users to manage their e-journal list.

**History**

This option lists searches that were saved by the user in the current or previous sessions. Users can therefore **rerun previous searches** by clicking on the searched terms in the Query column.

**Alerts**

Searches run in MetaLib by authenticated users can be saved and run as Alerts. Alerts are regular updates of the search that are run automatically from the server. The Alerts function is integrated into the “**History**” tab.

After performing a search in **QuickSearch**, **Find Databases** or **MetaSearch**, the query is listed in **Previous Searches**. In Previous Searches, the plus icon can be clicked to save the search. Both the databases searched as well as the search term(s) are saved.

The user will then continue to **My Space**, and from there to **History**. The saved searches will appear with a bell icon, to indicate that an **Alert** may be created. Once the icon is clicked, a form is displayed for creating the **Alert**.

**Preferences**

The user may set preferences, such as the display formats. The preferences are saved in the user profile and can be updated by the user.