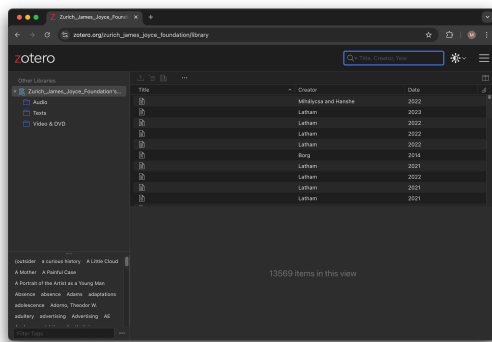# Short User's Manual for the Online Catalog of the Zurich James Joyce Foundation

*Version: September 13, 2024*

**How to Start**
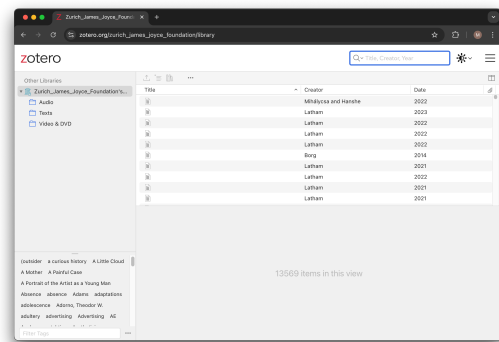
The online catalog of the Zurich James Joyce Foundation is available at
https://www.zotero.org/zurich_james_joyce_foundation/library.

If you click on the link, you will see the library catalog in your browser window. It will look something like this, depending on the settings of your computer:



or



*dark mode*  *light mode*

You can change from light to dark mode (and vice versa) by clicking on the following symbol, in the top-right corner of your screen, just above the catalog:
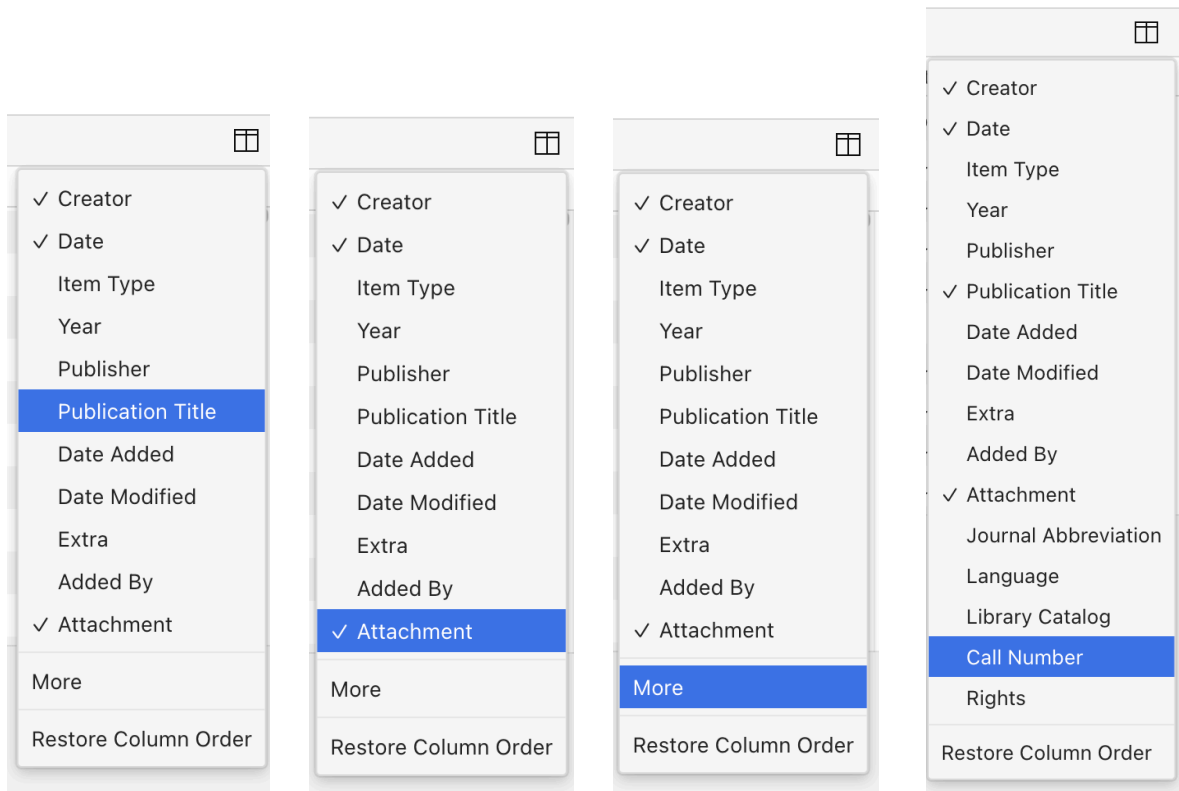
In what follows, we will use light mode to explain how you can use the catalog.

**Basic Settings**

When you use the catalog for the first time on a given computer, you will very likely have to make certain adjustments before you can use the search function effectively.
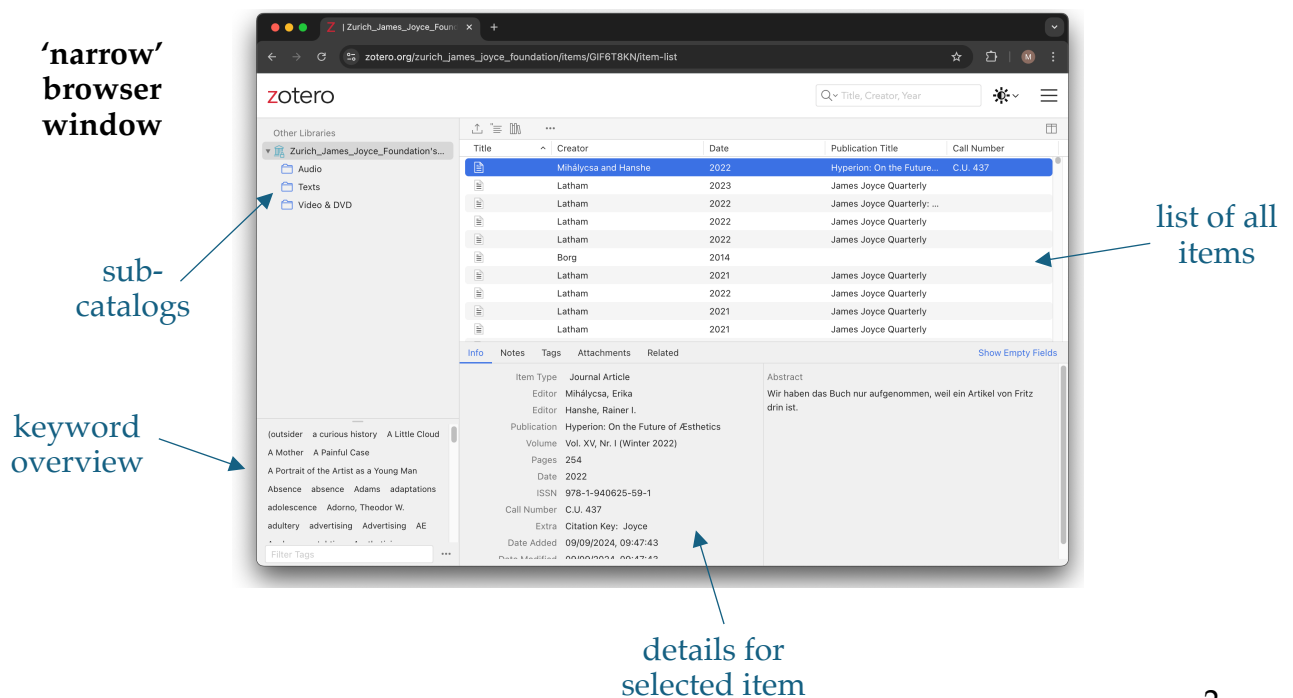
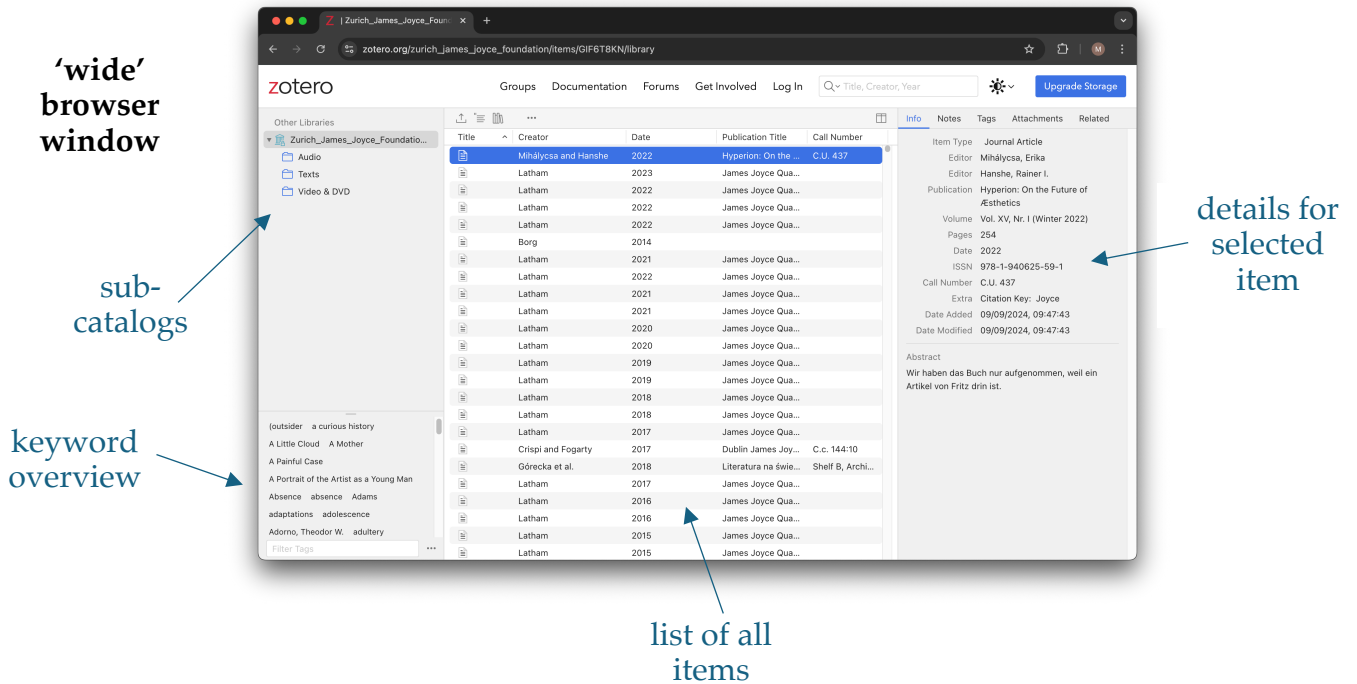Specifically, you will have to click on the following icon to add certain columns:

You can find this icon in the top-right corner of your screen, and after clicking on it, you should select the following from the menu:

| ✓ Creator | ✓ Creator | ✓ Creator | ✓ Creator |
| Date | ✓ Date | ✓ Date | ✓ Date |
| Item Type | Item Type | Item Type | Item Type |
| Year | Year | Year | Year |
| Publisher | Publisher | Publisher | Publisher |
| **Publication Title** | Publication Title | Publication Title | ✓ Publication Title |
| Date Added | Date Added | Date Added | Date Added |
| Date Modified | Date Modified | Date Modified | Date Modified |
| Extra | Extra | Extra | Extra |
| Added By | Added By | Added By | Added By |
| ✓ Attachment | ✓ **Attachment** | ✓ Attachment | ✓ Attachment |
| More | More | **More** | Journal Abbreviation |
| Restore Column Order | Restore Column Order | Restore Column Order | Language |
| | | | Library Catalog |
| | | | **Call Number** |
| | | | Rights |
| | | | Restore Column Order |

- Select "Publication Title"
- De-select "Attachment"
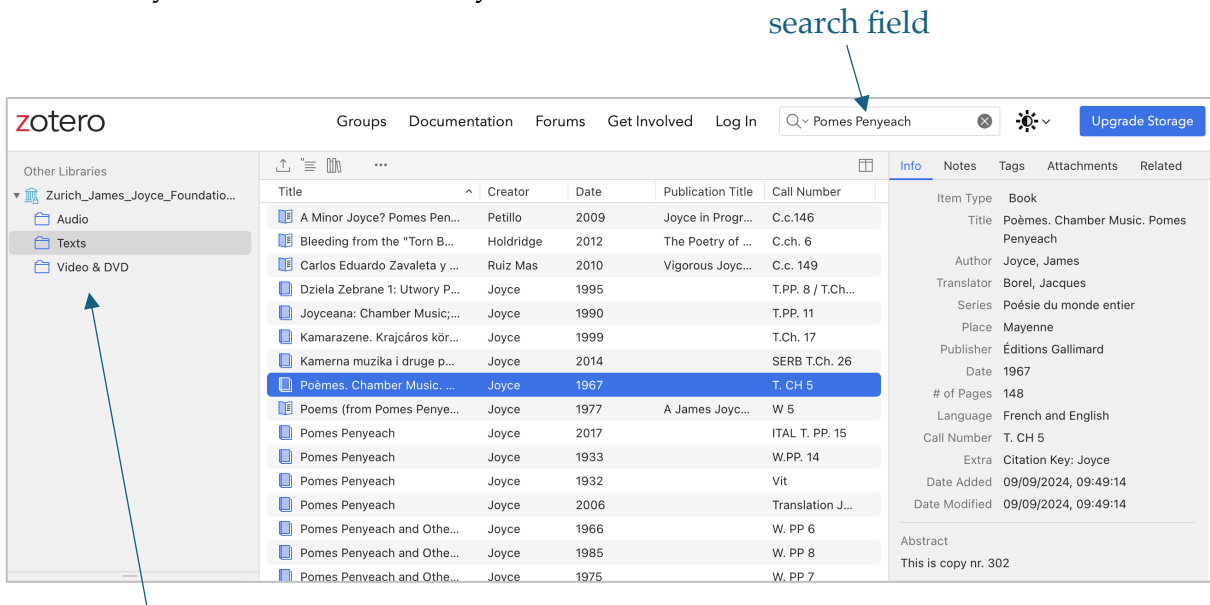- Click on "More" and then select "Call Number"

Note that the catalog will look slightly different, depending on the width of your browser window (i.e. some elements will appear in different places on your screen):
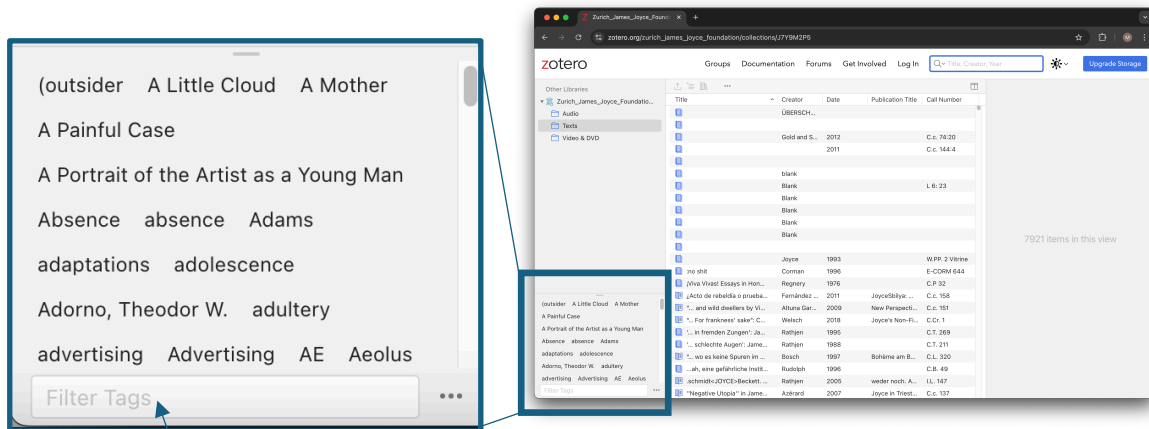
**'narrow' browser window**



sub-catalogs

keyword overview

details for selected item

list of all items

**'wide' browser window**

sub-catalogs

keyword overview

details for selected item

list of all items

## Basic Search

There are different ways in which you can search the catalog. The easiest type of search is by title, creator, and / or year.

search field

narrow search to:

- Audio
- Texts
- Video & DVD

**Note:** The Zurich James Joyce Foundation also holds collections of photographs, artworks, letters, manuscript pages, etc. These are not currently included in the online catalog. Please consult our website or contact info@joycefoundation.ch for more information on these collections.
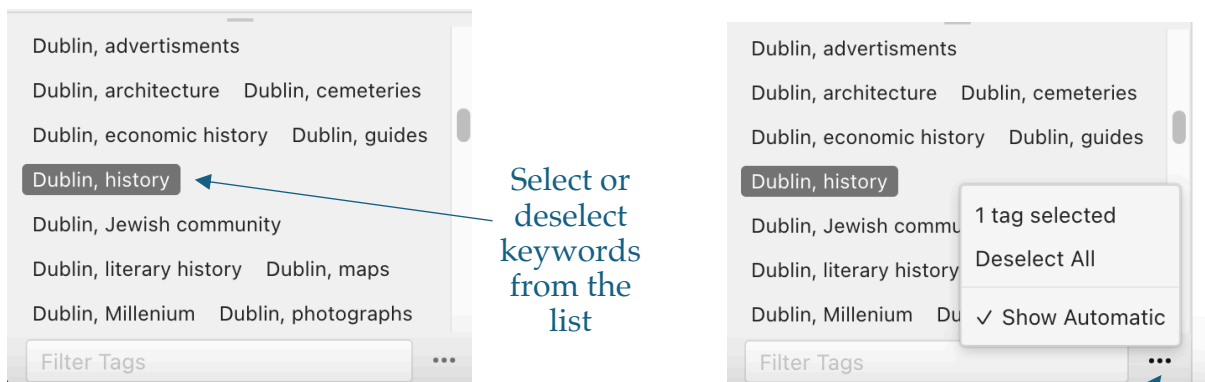
**Keyword Search**

In addition to the basic search, you can use the keyword search:



"Filter Tags"
field

There are two ways to do so:

- You can type a search term into the "Filter Tags" field.
- You can select keywords from the keyword index.



Select or
deselect
keywords
from the
list

Click on the three dots to
see how many keywords
you have selected (or to
"Deselect All" keywords)

**Note:**
- You can select multiple keywords.
- If you can't find any items, you
  may have forgotten to deselect
  keywords from an earlier search,