

# Searching the Chinese and Russian Catalogs in Minuteman

## To find Chinese language and Russian language materials in the online catalog:

There are many Chinese language and Russian language items in the Minuteman Library Network (MLN). You can find these items by searching with the keywords **Chinese language materials** or **Russian language materials**. To the keyword search can be added the name of an author, for example, Tolstoy or Zhang, or a word from the title. You must use English language characters for the keywords. You can limit your search by material type (books only, for example) or to a particular library's collection.

Most Chinese and Russian materials can be shared among libraries. Use the Catalog's **Request** button to request that an item be sent to the Winchester Public Library for you.

## To see Chinese and Russian language characters in the online catalog:

- **AT THE WINCHESTER PUBLIC LIBRARY**, use a computer with the **Internet Browser**.
- **AT HOME**, you must use **Internet Explorer** as the browser. **Some computers come with Chinese and Russian character sets already installed**. If you do not see these characters after you complete the steps below, you will need to download the Simplified and Traditional Chinese character sets and/or the Russian character set as well as the Unicode UTF-8 encoding.
- **Go to [www.winpublib.org](http://www.winpublib.org)**
- **Click on Catalog**
- **Click on CHINESE/RUSSIAN CATALOG** [The computer screen will not change.]
- **Select All Locations Collection** for your search.
- **Search** the Catalog by the keywords **Chinese language materials** or **Russian language materials**. To the keyword search can be added the name of an author, for example, Tolstoy or Zhang, or a word from the title. You must use English language characters for the keywords. **It is not possible at this time to search the catalog by inputting Chinese and Russian characters**.
- **Click on a blue link for the title** or a **blue link for the author** to see the record for a particular item. At this level you should be able to see the Chinese or Russian characters for the records that include them. Some records do not include Chinese and Russian characters.
- **Click the Next Record** button at the bottom of the page to view the next item in the list.

*If you have any questions, please ask a Librarian. We will be very glad to assist you.*

**Winchester Public Library ~ 80 Washington St., Winchester, MA 01890**

**781-721-7171 x20 for Reference Dept. ~ [www.winpublib.org](http://www.winpublib.org)**

**See also: [www.winpublib.org/esolclasses.htm](http://www.winpublib.org/esolclasses.htm)**