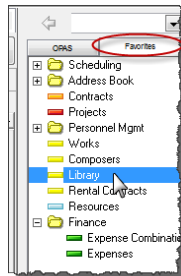


Viewing your Library Holdings

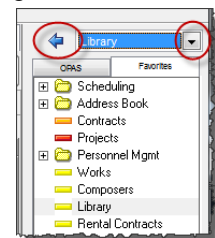
There are two basic ways to see your full Library Holdings or Catalog. The first is to have OPAS show you 'all entries in the **Library** area of OPAS.' The second is to see 'all **Works** for which I have something in the **Library**.' The first method shows *how many, and which, scores or sets of parts* and the second shows *how many, and which, compositions*.

Viewing all Library holdings / entries

Open the **Library** area

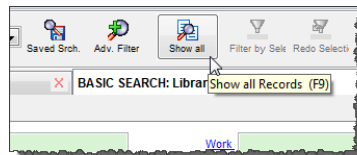


Click the **Library** program area on your **Favorites** toolbar (or select the **Library** menu item from the alphabetical list of OPAS program areas and click the blue 'open' arrow).



Search or filter for all entries

OPAS will open **Library** tab – as with all program areas, it opens in the 'Green Screen' or 'Basic Search' mode.



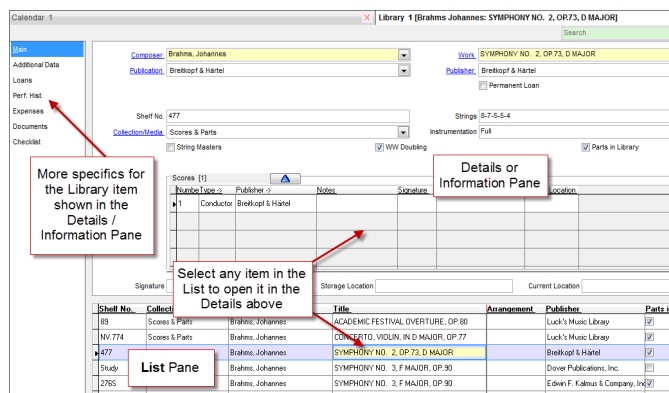
In this example we wish to see *all* entries and not search for any one **Library** entry, click the **Show All** button at the top of the screen (or press the **F9** key on your keyboard)

OPAS will display a message about the number of records you have in the **Library**. Click **Yes** and OPAS will retrieve all records in your **Library** and display them in the **List** pane at the bottom of the screen.

The **List** pane will likely show some compositions displayed more than once because the **List** pane shows each individual score or set of parts that you own, and you inevitably own more than one item for some works.

Shell No.	Collection / Media	Composer	Title	Arrange
NV 205	Scores & Parts	Beethoven, Ludwig Van	SYMPHONY NO. 4, OP.60, 8-FLAT MAJOR	
S 359	Symphonic	Beethoven, Ludwig Van	SYMPHONY NO. 7 IN D MAJOR, OPUS 92	
285	Scores & Parts	Beethoven, Ludwig Van	SYMPHONY NO. 9 IN D MINOR, OPUS 125	
Study		Beethoven, Ludwig Van	SYMPHONY NO. 9 IN D MINOR, OPUS 125	
CH 35	Choral Library	Beethoven, Ludwig Van	SYMPHONY NO. 9 IN D MINOR, OPUS 125	
443	Scores & Parts			US 21
118A	Scores & Parts			25
3070A	Scores & Parts			URE

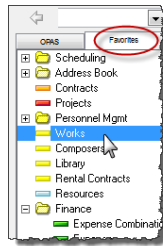
The same composition can have several entries in the Library



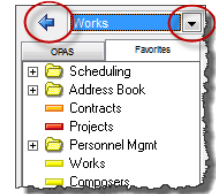
Select any entry from the **List** pane to load it into the Details pane above

Viewing all Works in the Library

Open the **Works** area



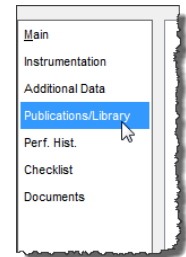
Click the **Works** program area on your **Favorites** toolbar (or select the **Works** menu item from the alphabetical list of OPAS program areas and click the blue 'open' arrow).



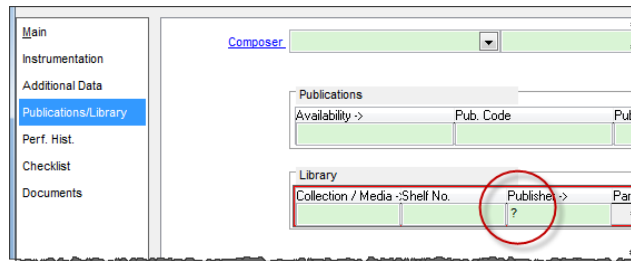
Search on the Library screen

OPAS will open **Works** tab – as with all program areas, it opens in the 'Green Screen' or 'Basic Search' mode. The criteria we need for this search is on the **Publication / Library** screen or section of the **Works** tab

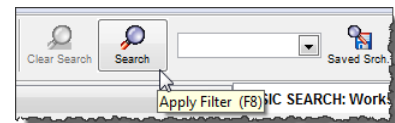
While OPAS is still in the Search Mode, open the **Publication / Library** screen by clicking the menu item at the **left** of the screen.



In the bottom **Library** grid, type a question mark (?) into the **Publisher** field. The question mark is a wildcard that tells OPAS to 'find all compositions that have any data at all in the Library Publisher field'. Since the Publisher field is mandatory, this will find all compositions that have any link to the **Library**.



Press the **Enter** key on your keyboard (as you would with an Internet search) or click the **Search** button .



OPAS will find all compositions that are represented in some way in the **Library**, and display them in the **List** pane at the bottom of the screen. Select any composition from the **List** pane to load it into the **Details** pane above

The **Library** grid in the **Details** pane will list every holding in the OPAS **Library** area.

