

## Factsheet 6

# The Catalogue: Key to the Library stock

This factsheet can be made available in alternative formats. Please make your request at any service point in the Library, telephone 01642 342117 or email [dasld@tees.ac.uk](mailto:dasld@tees.ac.uk)

### What is The Catalogue?

The Catalogue contains the records of all the items which are in the stock of the Library. It includes:-

- Books (print and electronic), pamphlets, project reports, theses
- audio visual material (videos, DVDs, audio cassettes, slide sets)
- computer software (floppy disks, CD-ROMs)
- journals (periodicals, magazines) in printed and electronic format held by the University and other academic, public and special libraries in the Teesside area *but not details of individual journal articles*

The Catalogue also has details of your **Account** so that you can check to see what items you have on loan and when they are due back. You are able to renew loans, reserve items and check outstanding reservations. You can also get details of any outstanding charges and a loan history. Factsheets No. 23 *Self Reservations* and No. 24 *Renewals* will tell you more about these features.

① *Tip* You need a PIN and borrower number to use the My Account facility.

### Where can I use The Catalogue?

The Catalogue is web based so can be accessed from any PC with an Internet connection – link to it via the **L&IS homepage** at <http://lis.tees.ac.uk>

There are also dedicated **Catalogue Points** situated on all 4 floors of the Library. Ask at the Enquiry/Information Desks for their location. The Points allow you to do quick searches for material without having to log in to a PC.

① *Tip* You will need to log in to a PC if you are searching for journal titles and wish to link to e-journal articles or if you wish to link to an e-book – you can't do this from the Catalogue Points.

The Disabilities and Specific Learning Difficulties room on the Ground Floor has a large screen PC with a link to The Catalogue.



Please note If you leave The Catalogue inactive for a short while you will be 'timed out'. This will log you out of My Account and is designed to protect access to information about you. Pressing the return key will quickly return you to The Catalogue.

## How do I use The Catalogue?

You can do either a Standard or Advanced Search.

### Standard Search

Select **Search** to display the standard search screen. This enables you to do several types of search:

**Keyword(s)** To find items with a particular word or words anywhere in the Catalogue record e.g. entering **history design** will retrieve all items with 'history' and 'design' somewhere in the Catalogue record. You can also link keywords with 'or' e.g. 'teenagers' or 'adolescents'.

Use the wildcard \* . e.g. 'wom\*n' will retrieve records with 'woman' and 'women' in the title. 'Comput\*' will retrieve records containing words with the root 'comput', such as compute, computer, computing.

**Title** If you know the exact title of a work.

① *Tip* If you are not sure of the exact title of a work, it is better to use the keyword search.

**Author** To find items by individual authors, organisations or books written about people (e.g. biographies, criticisms)  
You can use the format Dickens, Charles Dickens or C Dickens.

You can also do combined **Author/Title** or **Author/Keyword(s)** searches.

① *Tip* The quickest way to search for a known item is using the Author/Keyword search – particularly good for doing reading list checks.

① *Tip* If, however you want to know if a particular journal article is available, an author/keyword search will not be appropriate. You will need to look for the journal title instead.

You can search for all types of material at once by selecting All Collections. Or, if you wish, you can select individual collections to search separately. The individual collections are:

- **journals**
- **audio cassettes**
- **computer games**
- **counter reference** items kept at the **Service Counter**
- **electronic books**
- **CDs**
- items in the **Overnight Loan Collection**
- **skills for life**
- **slide sets** (individual slides have a separate card catalogue on Floor 3)
- **theses and project reports**
- **videos/DVDs**
- **fascism literature**
- **microfiche/microfilm**

You can also limit your search to material published in particular years.







Once you have typed in your search terms and selected relevant limiters, click on **Search**, the **Results Screen** will be displayed.

### What information will The Catalogue give me?

The **Results Screen** will display the references which match your search, 10 at a time, in title order. (The results for the advanced search are displayed in the same way as for the standard search. You can, however, change the number of records displayed per page.)

- ① *Tip* References are displayed up to a maximum of 250 items. Results over this *can* be displayed but in a random fashion. Alternatively you can reduce the number of references by refining your search.

Click **Next** and **Previous** to page through all the results. Unless you have selected to search in a particular collection, references in varying formats will be interfiled in one sequence.

The icons       denote that the items are books, videos, audio cassettes, DVDs & CDs, microform/slide sets and journals.

### From the Results Screen you can:

- **Resort the results** in alpha and reverse alphabetical order by title or author and in ascending or descending order by publication date.
- **Click on the title of individual works** to get more information about the item and about the copies which the Library holds:
  - Which collection they are in (e.g. University Library or Closed Access Store)
  - The location in the Library – shelf mark and special location if appropriate
  - The loan type
  - Number of copies in stock
  - Number of copies on loan  
(this information is also displayed if you click on **Check Availability**)
- Where it is an electronic book, you will be directed to click on the link **Connect to ebook** which connects you directly to the ebook.
- Click on **Show Details** to display more information about the availability of individual copies (or the due date of return for copies on loan) and the number of reservations set against copies.
- Where your results include **journals**, click on **Check Availability** to display information about
  - The location of the journal (The Catalogue includes details of titles held at other Teesside libraries)
  - The shelf mark for University Library stock e.g. J300
  - The holdings of each library
  - Click on the link **Latest Print Volumes** to show the most recent print issues added to stock in the Library.
- Where it is an electronic journal, you will be directed to click on the link **Connect to ejournal** which connects you to the relevant page on the Electronic Journals section of the L&IS website.
- **Mark items** which you wish to save. Click on the box in the left hand margin to select individual items.

- **Save results** by emailing them, printing them out or downloading them to disk. Scroll to the bottom of the results page to Print/output records. You can choose the amount of information you save – either brief bibliographic or full bibliographic (which as well as having fuller publication details, also gives more copy information).

① *Tip* Save your results in the 'Full bibliographic' format if you need the information to create a bibliography.

- **Reserve** items when all copies are on loan. To do this click on the reserve button to the right of each record. For more information, see Factsheet 23 *Reservations*.

### When would I use the Advanced Search?

Generally to refine a search or use other fields not included in the standard search, for example

- If you want to search The Catalogue using ISBNs or classification numbers as well as keywords, authors and titles.
- If you want to combine search terms using AND / OR
- If you want to limit your search by language and year of publication as well as by Collection.

① *Tip* If you are using any of the limiters – collection, date, language – scroll through and click on the relevant entry to select it.

### What is 'Further Search Options'?

This facility allows you to look at the indexes of e.g. keywords, authors. It is useful if you are unsure of the spelling of an author's surname or of their first names. **You must also use this method if you wish to do a subject search using the subject index.**

- **Select the list** you wish to browse from the pull down menu.
- Type in the term you wish to search for.
- Click on **Search**.
- On the Results Screen:
  - The left hand panel will display the set of index entries nearest your search term with the entry best matching your search term highlighted.
  - The right hand panel will display the items associated with the highlighted index entry.
- You can use the **Previous** and **Next** buttons to page through the index.
- You can click on other index entries to highlight them and display the items associated with them.

### Finding the Material on the Shelves

Once you have found references to relevant material on The Catalogue, it is likely that you will want to locate the actual items on the shelves. Check that you have the necessary information to do this – floor number, author, title, shelf mark (sometimes called class mark, class number, classification or subject number). If the item is in a special collection it means it will not be shelved in the ordinary sequence of books. In which case The Catalogue does not tell you which floor it will be shelved on. Collect a bookmark from the information desk to find out which class numbers are shelved on which floors.

For further information see Factsheet 3 *Arrangement of Material in the Library*

**Help!** There is a help facility on The Catalogue. However if you would like some help from a member of staff we will be happy to assist you. Ask at any Information or Enquiry Desk.