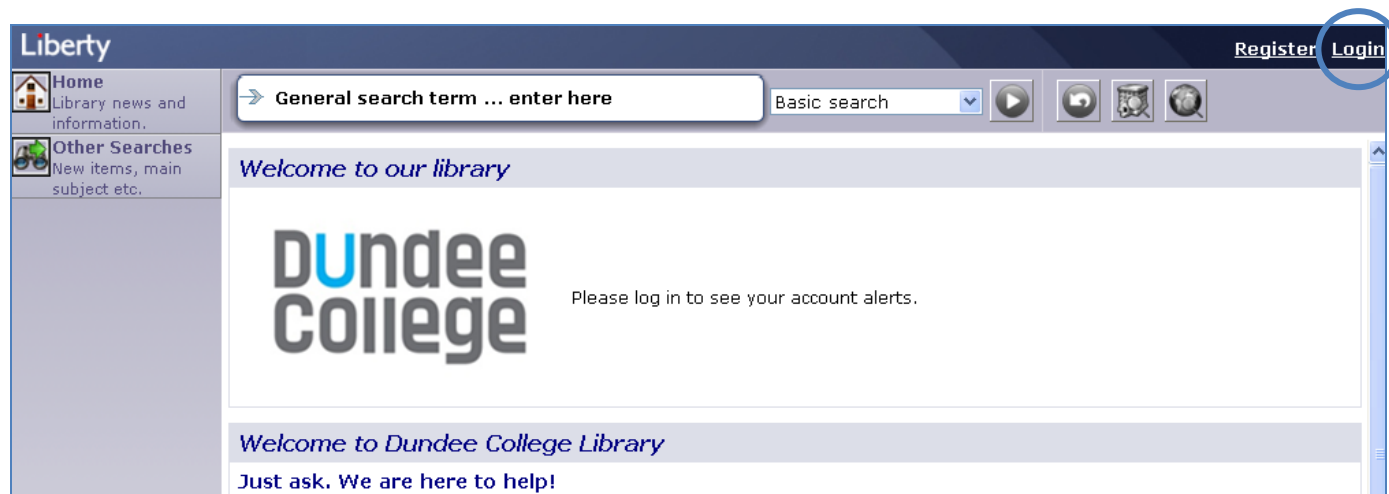


How to Use the Library Catalogue

There is a computer in every library called an **OPAC** for searching the library catalogue, but you can use the library catalogue on any computer or device with internet access.

Go to <http://liberty0.dundeecollege.ac.uk/liberty/> or follow the links on the College website or Blackboard.



If you are using the catalogue in College, you will be automatically logged in. If you navigate to the library catalogue from home, you will need to log in.

Username:

Password:

[Forgotten your password?](#)

Login Cancel

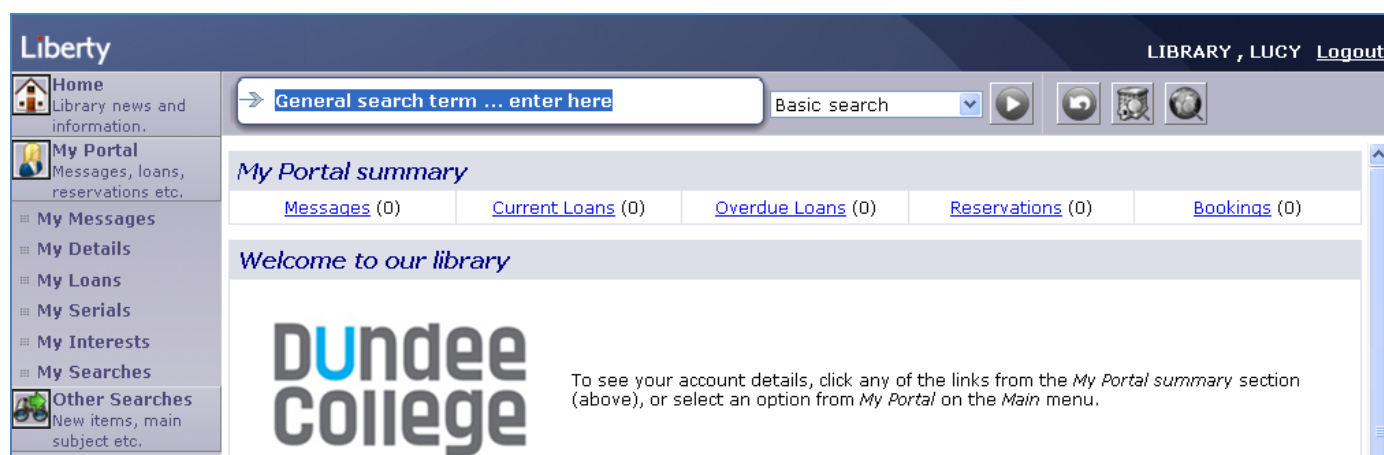
Your **username** is your **College username**, which is a seven digit number.

Your **password** is your **College Password**, which is whatever you set it to be.

Example: username **7857474** password **dundee99**

The page that opens will look very similar, but you will see your name in the format **SURNAME, FIRST NAME** in the top right:

You will see the **My Portal summary** bar and the **My Portal** link on the left will be open:



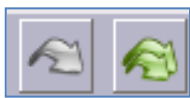
You can see if you have any **messages**, how many **current loans** and **overdue loans** you have and if you have any **reservations**. Click on any of these headers for more information.

Renewing Books

Clicking on **Current Loans** will direct you to the **My Loans** section of **My Portal**.

Title	Date out	Date due	Renew
Istanbul	10:17 AM on 14 April, 2011	5:00 PM on 21 April, 2011	<input type="checkbox"/>
Tenerife	10:17 AM on 14 April, 2011	5:00 PM on 21 April, 2011	<input type="checkbox"/>

You will see a list of all items you have borrowed. There are two **renew** options:



The single arrow (grey) will **renew selected items** and the double arrow (green) will **renew all items**. The single arrow can only be used if individual items are selected.

Once you click one of the options, you will receive confirmation:

Title	Date out	Date due	Renew
Istanbul	10:17 AM on 14 April, 2011	5:00 PM on 12 May, 2011	Renewed
Tenerife	10:17 AM on 14 April, 2011	5:00 PM on 12 May, 2011	Renewed

If you have any **overdue** items they will appear in the **Overdue Loans** tab and in the **Current Loans** tab. Overdue loans **cannot** be renewed online, you will need to bring the items to a library or contact library staff.

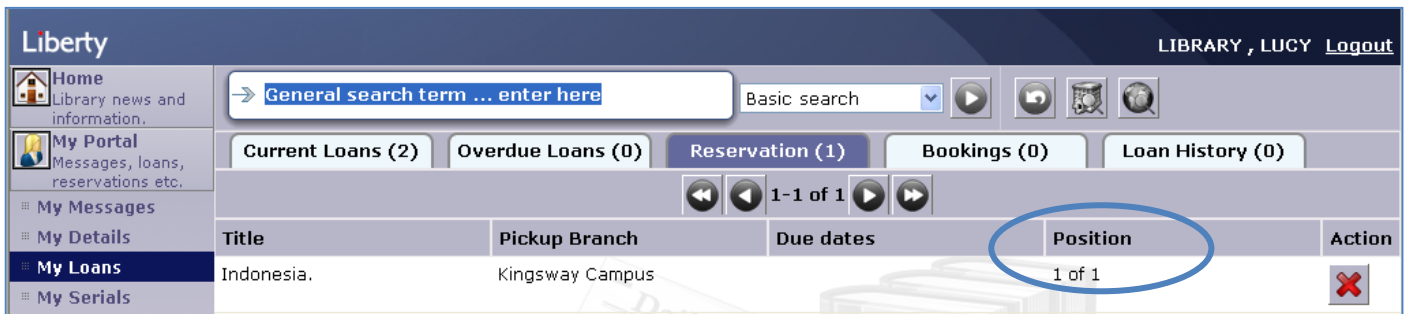
We charge **fin**es at £0.10 per item per day up to a maximum of £2.00. We don't charge fines on the days we are closed, like weekends and holidays.




If you keep an item four weeks or longer past the date it was due back, we will send you an invoice for replacement costs. If you have the items, please bring them back as soon as possible and you will only have to pay the fines.

Reservations

If you have asked for a book to be kept aside for you, it will show in the **Reservations** tab. You can reserve items through the online catalogue yourself or you can speak to library staff.



The screenshot shows the Liberty library system interface. The user is logged in as LIBRARY, LUCY. The main navigation bar includes Home, My Portal, My Messages, My Details, My Loans, and My Serials. The search bar contains the text 'General search term ... enter here'. Below the search bar, there are tabs for Current Loans (2), Overdue Loans (0), Reservation (1), Bookings (0), and Loan History (0). The 'Reservation (1)' tab is active, showing a table with the following data:

Title	Pickup Branch	Due dates	Position	Action
Indonesia.	Kingsway Campus		1 of 1	

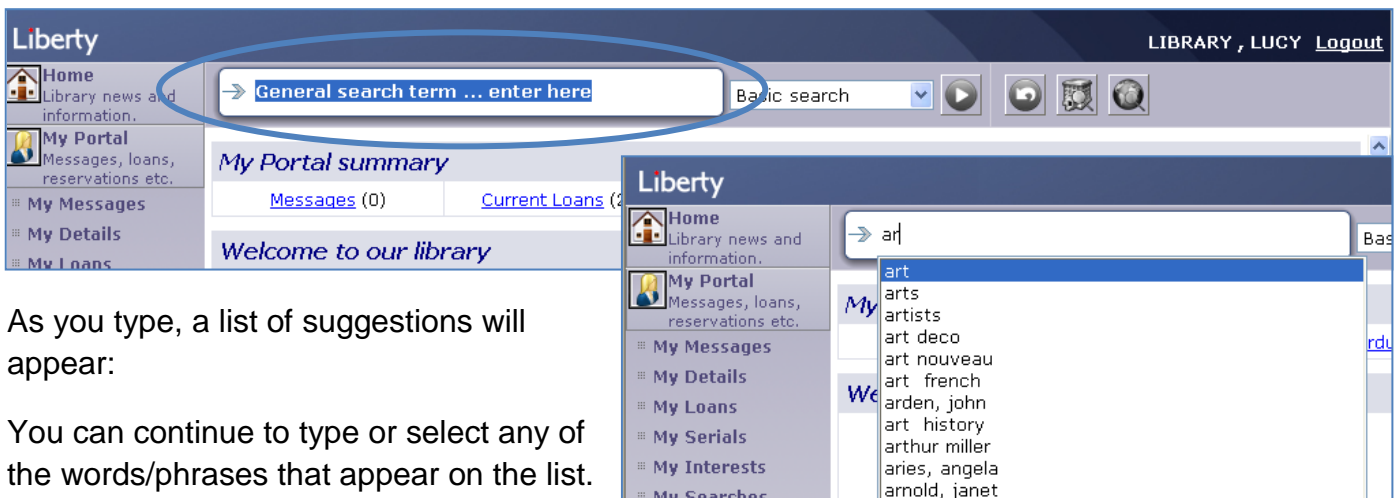
This shows that you have **reserved** the items on list and also where you are in the queue for it.

If you want to **delete** the reservation click the **red cross** 

You will receive a **Reservation Available Notice** by email when your item is ready to collect. You should collect the item/s within a week of the email being sent.

Searching

To begin searching for items, enter your **search word/s** in the **General search term** box:



The screenshot shows the Liberty library system interface. The user is logged in as LIBRARY, LUCY. The search bar contains the text 'General search term ... enter here'. Below the search bar, there are tabs for My Portal summary, Messages (0), and Current Loans (0). The 'My Portal summary' tab is active, showing a welcome message. The search bar is highlighted with a blue circle. A dropdown menu is visible below the search bar, showing suggestions for the search term 'art'.

As you type, a list of suggestions will appear:


You can continue to type or select any of the words/phrases that appear on the list.



When you press **Enter** or **select a word from the list**, all matching results are given:





The screenshot shows the Liberty library system interface. The user is logged in as LIBRARY, LUCY. The search bar contains the text 'art nouveau'. Below the search bar, there are tabs for Relevance, Messages (0), and Current Loans (0). The 'Relevance' tab is active, showing a list of search results:




Relevance	Title	Author	Year	Call number	Availability
<input type="checkbox"/>	Art nouveau		(2002)	709.034	
<input type="checkbox"/>	Art Nouveau	DE LA BEDOYERE, Camilla	(2005)	709.0349	
<input type="checkbox"/>	Art Nouveau decorative ironwork	MENTEN, Theodore	(1981)	739.4	

A **green tick** means the item is available at the library you're searching at, or at the library you use most often.  If this isn't the case, please speak to library staff.



 [Original Art Deco designs](#) / ROWE, William (1973) 745.4442 



The **yellow tick** shows that the item is available, the **red cross** shows it is unavailable; usually these items are **on loan** and you could **reserve** them.


 [Art Nouveau: floral designs](#) / GRASSET, Eugene (1988) 709.034 


 [A guide to art nouveau style](#) / HARDY, William (1997) 709.034  


Hovering the mouse over a title shows you more details including author, publication date and at which library the item is held:

 [Art Nouveau](#) / DE LA BEDOYERE, Camilla (2005d) 709.0349 

 [Art Nouveau decorative ironwork](#) / MENTEN, Theodore (1981) 

 [Art Nouveau](#) / MENTEN, Theodore (1981)

 [Art Nouveau](#) / MENTEN, Theodore (1981)

 [Art Nouveau](#) / MENTEN, Theodore (1981)

Authors: [MENTEN, Theodore](#) (2);
 ISBN: 0486239861
 Subjects: [Art nouveau](#) (21); [Metalwork](#) (14); [Ironwork](#) (3);

Holdings:

Branch	Classification	Copies:	Status	
Graham Street Campus	739.4 ART	1 Copy	Available	List




Clicking the title shows opens the full item record:


  [Art Nouveau decorative ironwork / MENTEN, Theodore \(1981\)](#) 

Authors: [MENTEN, Theodore](#) (2);
ISBN: 0486239861
Imprint: [Dover](#) (21), 1981
Subjects: [Art nouveau](#) (21); [Metalwork](#) (14); [Ironwork](#) (3);

Holdings:

Branch	Classification	Copies:	Status	
Graham Street Campus	739.4 ART	1 Copy	Available	List

Art Nouveau decorative ironwork

Reserving an Item

If an item is out on loan or it's at a different campus, you can **reserve** it. This means if it's available we can send it to the campus you'd like to collect it from and if it's on loan, when it comes back we'll keep it aside for you.

When you've found an item you would like to reserve, click on the title to open the full record.

To reserve the item, click on the **book with a padlock**:

Art Nouveau decorative ironwork / MENTEN, Theodore (1981)

Authors: [MENTEN, Theodore](#) (2);
 ISBN: 0486239861
 Imprint: [Dover](#) (21), 1981
 Subjects: [Art nouveau](#) (21); [Metalwork](#) (14); [Ironwork](#) (3);

Holdings:

Branch	Classification	Copies:	Status	List
Graham Street Campus	739.4 ART	1 Copy	Available	List



You will be taken to the **reservation** screen but your reservation isn't complete until you tick the **Reserve** box and **Save**

Liberty LIBRARY, LUCY Logout

Home Library news and information.
 My Portal Messages, loans, reservations etc.
 My Messages
 My Details
 My Loans
 My Serials

Change Borrower: Pickup Branch: Kingsway Campus

1-1 of 1

Reserve Description
 Art Nouveau decorative ironwork / MENTEN, Theodore (1981)

The screen will refresh and you can see the status of your reservations in the **Reservation tab**.

Liberty LIBRARY, LUCY Logout

Home Library news and information.
 My Portal Messages, loans, reservations etc.
 My Messages
 My Details
 My Loans
 My Serials
 My Interests
 My Searches
 Other Searches New items, main subject etc.

Basic search Basic search

Current Loans (2) Overdue Loans (0) Reservations (4) Bookings (0) Loan History (0)

1-4 of 4

Title	Pickup Branch	Due dates	Position	Action
Art Nouveau decorative ironwork	Kingsway Campus		1 of 1	
Top 10 Madeira	Kingsway Campus		1 of 1	
Cyprus	Kingsway Campus	11 May, 2011	1 of 1	
Indonesia.	Kingsway Campus	Pick-up	1 of 1	

In the **Due dates** column, if **no information** shows, the reservation has not yet been processed. If there is a **date**, the item is **on loan** and the date is when it's due back. If it says **Pick-up** the book is ready to be collected from the library stated under **Pickup Branch**.