

How to use the Library Catalogue

To look for books and other resources, click on **Search the Library Catalogue**.

The more words you search for the more precise your results list will be. You can change the search index by clicking on the 'down' arrow. Use the AND OR and NOT options to further limit your results. To search for an Author enter surname first then initial or first name. For further guidelines and examples on using this facility see our leaflet on How to Use the Library Catalogue.

Search by:

General Keyword AND GO

Author Alphabetical AND

Author Keyword AND

Title Alphabetical

This screen allows you to use single or multiple search terms - if you want to produce a very general list of items then enter one or more words into the **General Keyword** box and click **Go**.

You can also search using a single term in any one of the indexes.

For example, you may know the author of a book but are unsure of the title, so select the **Author Alphabetical** index and enter the author's name (in the format surname, first name) and click **Go**.

This search will display a list of authors from which you can click on the one matching your request.

If you get no results, check your spelling. It is possible we don't hold any books by the author, so please check with Library staff if unsure.

Search by:

General Keyword

Author Keyword

Title Keyword

Title Keyword

You may want to search for a specific item - to do this you will need to use more than one index.

For example, if you are looking for the Hobbit by J.R.R. Tolkien, select the **Author Keyword** index and enter the name. Then select the **Title Keyword** index and enter the title. Now click **Go**.

How your search results are displayed

The catalogue will display either a single match or a list of items that match your search terms. See the results below for a **General Keyword** search using the term 'cancer':

Click on the item's title or **Click here for location details** next to the item you wish to see. The description of each item will display the number of copies there are available.

100 questions & answers about **cancer** symptoms and **cancer** treatment side effects
by KELVIN , Joanne Frankel, TYSON , Leslie B.



Jones and Bartlett c2005
ISBN: 0763726125
Number Available For Loan: 1

Add to my list

Request item

Copy/Holding information

Location	Collection	Shelf Mark	Status
Melrose Campus	Book	616.994 KEL	Available Request Copy Add Copy to MyList

Limiting your search

Refine your search (optional):

You can refine your search by selecting either a collection or location or both, then click on the Go button

Limits

Choose from

DVD Collection
Fiction Collection
Journal Collection
Video Collection

Limit by Location

Constitution Campus
Gardyne Campus
Graham Street Campus
Kingsway Campus
Melrose Campus

If your search produces more items than you had expected, you can limit it.

Enter search terms as before and select the library you attend or a particular collection i.e. videos.

This will give you fewer and more relevant items to look through – the options can be found below the general search boxes.

Requesting an item

When you have found an item you are interested in, you may find that the item you require is already on loan or at another campus.

You can make request for the item to be held for you when it is returned, or sent to a campus you visit more often. To request an item, from the search results click on the **title of the item you require**. Then click the **Request Item button** to the right. See below:

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Add to my list

Request Item

Copy/Holding information

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Melrose Campus	Book	616.994 KEL	Available Request Copy Add Copy to MyList

You will now be asked to enter your **Library Card number**, which is the **6 digit barcode** number in the middle of your card. Your PIN is the **last 4 digits of the barcode number**. Click on **Login**. This will bring up the details of the request you are making. See below:

Please enter the following information:

Library Card No:

Pin Number:

You may need to **change the location** of where you would like to collect the item. You can do this by **clicking on the down arrow and selecting a site from this list**. Then click on the **Request button** - see right.

A screen will now appear showing the details of this request; where you have selected to collect the item, where you are in the queue for it and when this request will automatically cancel. If you have finished your search, click on **Logout and Return**. If you wish to continue searching, click on **Return to Searching**. See right:

You will receive notification from the Library when the item is available for collection.

My Account and Renewing Library Material Online

In your internet browser address bar type in tinyurl.com/cjsa0z which will take you to the log in box below;

Please enter the following information:

Library Card No:

Pin Number:

Your Library card number is the **6 digit barcode** number

Your Pin number is the last **4 digits** of the barcode number

This screen is your **Account Overview**. You can see the books you have, items you have requested, any fines you may have and your personal profile, which you can check and request an update if it is incorrect. Just click on the title of any option to see more details.

Items Out- See and renew currently checked out items

Checked Out: 3
Overdue: 0
Lost: 0

Click on the title **Items out** to see the items you have borrowed and when they are due back.

Hold Requests- Items ready to be picked up and waiting to become available

Requested items ready for pick up: 0
Requested items not yet available: 0

Click the box next to the items you wish to renew and then click **Renew**.

Blocks- Fines, blocks and account messages

Number of Blocks: 1
Current Balance: £0.00

The new date for return will be shown under **Due Date**.

Profile- See and change address, phone number, email address, PIN and preferences

Title	Out	Due Date	Times Renewed
<input type="checkbox"/> Biological science 2: systems, maintenance and change by GREEN, N.P.O. 674 GRE	09/12/2009	08/01/2010	0

You can renew items up to 5 times online, as long as no one else is waiting for them and there are no overdue fines on your card.

For further assistance contact **01382 834849** or library@dundeecollege.ac.uk or ask Library staff.