The Library Catalogue

Search the catalogue for books (print and online), statistics, reports, videos, and DVDs.

The \textit{Search} tab

Basic
- General keyword
- Title keyword
- Title alphabetical
- Author keyword
- Author alphabetical
- Subject keyword
- Subject alphabetical
- Series keyword
- Series alphabetical

Advanced
- Combinations of different fields. For example: search for Title keywords \textit{health policy} and Author browse \textit{gardner}.
- Limit the search to fields such as publisher, edition, or to a certain collection.
- Sort results by title, author, or publication date.

Online books
See Fact Sheet no. 9: \textit{Accessing online journals and books} for more details. Some may be accessed remotely using your Athens login (see more about remote access).

Search history
Shows the searches conducted in the current session. Searches can be re-run or edited.

Truncation
Use a question mark ( ? ) to truncate search terms. For example: \textit{neonat?} will return results containing \textit{neonatal}, \textit{neonates}, \textit{neonatology} etc.

\textbf{After searching you can …}
- Sort by title, author, or publication date.
- Limit to fields such as publisher, edition, or to a certain collection.
- Show the details of the item.
- Add items to your book list, for printing or saving.
- Search for more items by the same author.
- Place a Hold on an item that is On Loan.

\textbf{Select a title from the list to see …}
- Full details of the item, including edition information.
- Assigned subject headings; select the subject heading to view more items on that subject.
- Copy information, including location within the Library, and availability.

Placing a Hold on an item
You can place an item on \textit{Hold} anywhere there is a \textit{Place a hold} button. The item's status must be \textit{Checked out} for a \textit{Hold} to be effective. Use the barcode from the back of your Library card to log in when prompted. You will be notified by email when the item is ready for pick-up

A \textit{Hold} on an item means the current borrower is not permitted to renew, and the item must be returned so you may borrow it next. You may not place a hold on items that are \textit{Available}, or on items that you currently have on loan.
The Library Catalogue

The My Details tab
Submit the barcode from the back of your Library card when prompted to:
- see and renew currently checked out items.
- check if Hold items are ready to be picked up or waiting to become available.
- see your patron profile.

The Journals tab
This will display the complete list of print and online journals. See Fact Sheet no.9: Accessing online journals and books for more information about online journals.

My book list
Create a saved list of items from your search results. You can view and sort the list, add or remove items, and save the list for future reference. The list remains available for the current session only. You can email the list to yourself for future reference.

From your first saved list, you can create more saved lists. For example, you might make a list of your favourite reference books, and one related to your specialty subject. Use Manage book lists to move items between lists, and rename or delete them.

Perform a search, then Add to my list to create a personal book list, or Remove items you no longer wish to have on your list.

Select My book list from the top of the catalogue screen to see your list. From here you can manage your lists and place items on hold.