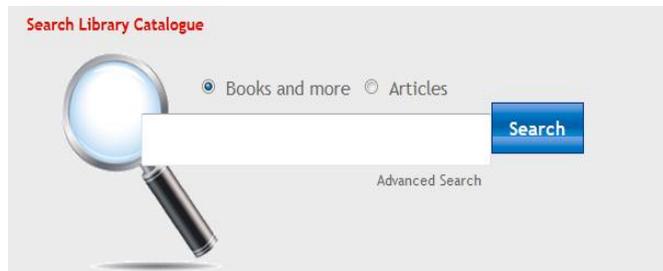# The Library Catalogue: a basic guide

Learning and Information Service

The library catalogue gives details of all items in stock plus access to much more online.

Find it on the Library portal at
www.solent.ac.uk/library/

How do I search the catalogue?

Simple search: enter keywords in search box. To find a particular book, enter author's surname plus a word or two from its title. Results appear in a new window:

There is also an advanced search option that allows you to choose specific fields, or you can refine your simple search by selecting options from the left-hand menu.

If you're not sure whether a book is suitable, click on the Details tab where you might find a description plus contents list and enlarged cover image.
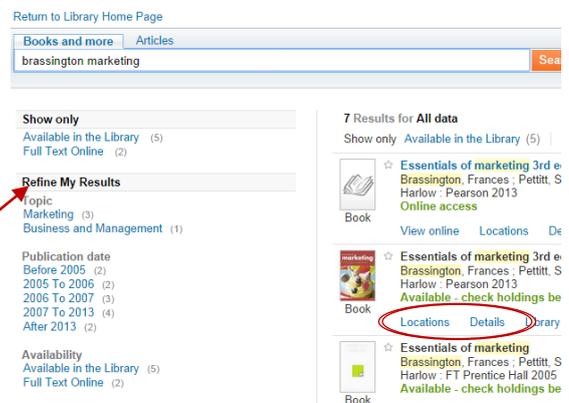
When you have the item you want, click on Locations to bring up the holdings information (below):

NB: if all loan copies are out, you can place a hold under the **Reservation options** (see next page). In this example most copies are in.

- **Status** is normally 'on shelf' unless out on loan when it will have the due-for-return date.

- **Location** gives the all-important subject code. There can be many books classified with the same number so they are shelved within the sequence by author - you just need to note the first 3 letters: e.g. *Essentials of marketing* by Brassington and Pettitt is 658.8 BRA.

- **Floor** tells you the library floor and area where the item is shelved.

- **Loan type** gives the loan period (NB: any Reference copies are only for use in the library).

Armed with the shelf number, you can now go to the shelves; the bookstack end panels give a broad guide to contents. Your book will have number plus author code on its spine:

658.3 BRA

Mountbatten Library
Enquiries: 023 8201 3681
Enquiry Hub: www.solent.ac.uk/contact-the-library
www.solent.ac.uk/library
@SolentLibrary

Southampton
Solent
University
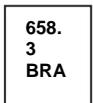
How do I renew and reserve books?

The easiest way to manage your borrower account is to log into the portal and select the Library loans app. This will show what you have out and enable you to renew any overdue items. (You can also use the catalogue's *My Account* tab.)
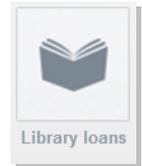
You will need to *Sign in* to the catalogue (with your university username/password) if you wish to **reserve** an item. Click on the Locations tab - if all loan copies are shown as out you will be able to place a hold; just click on Reserve.
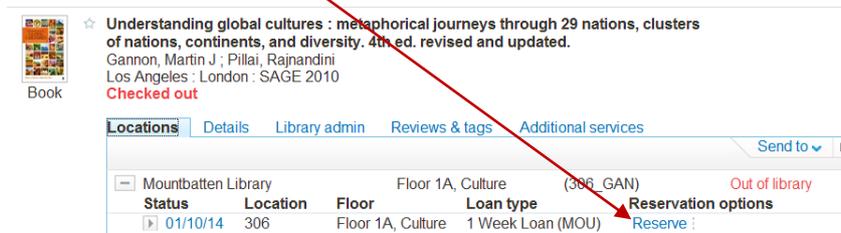
You will be emailed when a copy becomes available or you can check your account. More details about managing your account are on the library portal – or you can ask the library staff.

How do I access online items?

If you are logged into the portal, you will get access to the full range of materials available. For example you can read ebooks (many textbooks are available online) or view digital videos.

The catalogue also gives access to selected websites and to the many research databases to which the library subscribes.

What is the Articles search?

This option allows you to do a subject search for journal articles within a pre-defined set of databases. Make sure the *Articles* tab is selected then enter your keywords in the search box and click on *Search*. You will be asked to log into the databases when off campus.

For details on using this feature, please see our companion factsheet *Articles search*.

What else can I do?

To save your results: sign in before you run your search. Select records by clicking the little star to the left of each title. This sends them to your e-Shelf from where you can print, email or save. You can also send your results to the university's reference management software: *RefWorks*.

The catalogue offers a number of options not explored in this guide. Use the online *Help* to find more information or ask a member of library staff.