



USING THE CATALOGUE TO FIND A BOOK

Hi my name's Susan. In this VodCast we are going to show you how to use the Library catalogue to find a book.

We have recorded this VodCast using **Windows** and the browser **Internet Explorer** – if you are using a Mac your screen may look slightly different.

First of all you should navigate to the Library Catalogue by going to the university home page at <http://www.abdn.ac.uk/>, and then click on '**library catalogue**' towards the bottom of the list on the left hand side of the page. Click on the **link to the library catalogue** button.

Imagine your lecturer has suggested you to read the following book and has given you the exact author and title details:

Holden, Joseph. (2005). An introduction to physical geography and the environment. Harlow: Pearson/Prentice Hall.

We can use the catalogue to see if the book is in the Library.

Now you have navigated to the Library Catalogue home page you will need to click on '**link to the library catalogue**'.

You will then see the log in to the catalogue. You should log in using your computer username and password – this is the same as the log in you use to get into your university email account and, for students, will either start with a '**u**' or a '**t**'. Staff have different usernames related to their department – and that is why this one looks different!

Once logged in you will see the '**quick search**' screen. However, the **Advanced Keyword Search** is more flexible so let's use that.

Here you can search across all fields and type in a few important keywords from the title. First of all try using **geography** and **introduction** and **physical**. You can see that the keywords do not have to be in the same order as they appear in the title of the work. Click on **Go**. You should get around 10 titles that match your search terms.

A handy tip to speed up the search and reduce the number of results is to add the author's family name (**holden**) in the second search box. Click on **Go**. We now have 1 result that matches all of our keywords.

Click on the *number* next to the **Total** - in this case **1**.

[At the **Security Information** dialogue box select dialogue box select **Yes.**]

The **Results** screen shows you the Author, Title, Year of Publication, Format and the number of copies held by the library. This title is held in Queen Mother Library and there are 10 copies and 1 is out on loan.

To find out where the books are in the library click on the **copies owned/out** link, in this example it's **Queen Mother Library**.

You can see that 9 copies are on the shelf and 1 is out on loan. Look in the **Collection** column to find out where in library to go for the book – some are in Heavy Demand and the rest on Floor 1. Note down the **location number** to help you find the book on the shelf.

If you have any questions or problems speak with a member of library staff.