



NAVIGATING THE SEARCH SCREENS OF THE LIBRARY CATALOGUE

Hi my name's Susan. This is one of a series of vodcasts on getting the best out of the library catalogue. In this vodcast we are going to show you the different search screens in the library catalogue.

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

To get to the Library Catalogue use the University home page at <http://www.abdn.ac.uk/>, and then scroll down the left hand side and click on '**library catalogue**'.

You are now at the home page for the Library Catalogue where you can access detailed information on many aspects of using the catalogue. However, to actually use the catalogue click on '**link to the library catalogue**'.

You will see the catalogue login page. We recommend that you log in rather than go in as a guest as the login allows you to access electronic materials and access parts of the catalogue that guests are not allowed to see. The simplest way to log in is to use 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 a separate username format – which is why this one looks different!

Once logged in you will see the '**quick search**' screen.

This search is useful if you want to carry out a quick and simple search with a small number of keywords. Search hints and tips are provided underneath the search boxes and you can search across all fields or limit your search to a specific field by using the drop-down menu.

If we type in the word **plague**, leaving the search across **All Fields** and click on **Go**, the catalogue finds 243 items.

However, if we decide that we only want items that contain the word **plague** in the title of the document we can modify the search to do this. To return to the quick search screen we click on the Search option in the blue navigation bar and then use the drop down menu to limit the search to the word **plague** appearing in **Title Keyword**. Limiting the search in this we find only 189 items rather than the previous 253 documents across our collections.

Another search option is to use an **alphabetical browse** search screen

This is useful if you have the exact details of a book or journal title and are confident that you will be able to type them into the catalogue correctly! Most searches in this option will be across the Title field and results are displayed in a-z order.

In this example we know that there is a book on our reading list where the title starts with the words **Teaching with technology**, but we can't quite remember the remainder of the title. By typing these words into the search box in the correct order, making sure that the **Title** index is selected in the drop-down menu and clicking on **Go** we are presented with a list of titles that start with these words. The closest match is generally displayed as the second item on the list. In our case there is no exact match (we knew there were other words, but could not remember what they were). But now that I see the list I recognise the title and it is the third one on the list: **Teaching with technology: an academic librarian's guide**.

When using the alphabetical browse search to check for titles: use the correct title, take care to spell the words correctly and type them in the exact order that they appear in the title! If I had made an error in my example and instead typed in **teeching with technology** we end up in the wrong part of the a-z list and do not find the item we were looking for.

The **Advanced Keyword Search** is a flexible search and can be used for lots of different searches.

Here you can search across all fields and type in a few important keywords. I am looking for items that include the words **black death** as an exact phrase and either the word **Scotland** or the word **Ireland** somewhere in the record. By clicking on **Go** the catalogue finds 3 items with that particular combination of terms. These are displayed by clicking on the number next to the Total entry.

NOTE: [You may get a **Security Information** dialogue box select d **Yes**. The results are now displayed.]

The **Advanced Keyword Search** allows you to limit your searches to particular document types or **Formats** and to specific **Library** collections using drop-down menus.

If we wanted to find out how many **journals** we subscribed to that had the words **chemical** and **engineering** in the **title** we can do this. At the time of this search we had 22 entries that matched these search terms and restrictions. Click on the **number** next to the **Total** to view your results.

If you are doing further searches in the Advanced Keyword search screen remember that you have set some limits – you may need to change these for your next search.

The last search screen is the **Other Catalogues** option.

This is useful if you want to check other libraries to see if they hold an item that you have not been able to find in our catalogue.

A useful reminder of the search rules for the catalogue is provided under the search boxes. As in the other screens type in your keywords (**Scottish baronial**), select which field (leave at all fields) you want to search across and the libraries that you want to search (select **RGU**). Click on **Go** to activate the search.

This type of search may take a little longer if you search across more than one library.

If you are doing further searches remember that you have set some limits – you may need to change these for your next search.

When you have finished using the catalogue remember to **logoff**.

In this vodcast we have demonstrated the four types of search options available to you from the search navigation bar. Each of these searches is useful in different situations and gives you access to information on the million plus items that we hold in the University libraries.

For more information on further aspects of using the library catalogue please view our other library catalogue vodcasts.

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