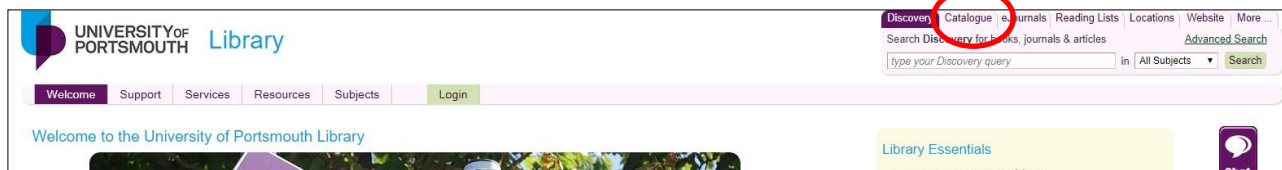


INFORMATION SKILLS

University Library

Using the Library Catalogue

The **Library Catalogue** shows you what we have in the Library: books, journals (print and selected electronic), pamphlets, DVDs etc. Being able to use the catalogue properly will help to make your research more efficient and effective. The catalogue can be accessed from the top bar on the Library website www.port.ac.uk/library



You can access the catalogue from on or off campus, and there are some computers in the Library which give you quick access to the catalogue.

If you are searching for a specific item, such as a **book** on a reading list for example, type the author's family name plus the first main word of the title and click on Search. For example, here's an extract from a reading list:

Cottrell, S. (2008). The study skills handbook (3rd ed.). Basingstoke: Palgrave Macmillan.

To find this book, type **cottrell study** in the search box and click on Search.

Click on the title to see availability and location information for the book you want

TOP TIME SAVING TIPS

- **Don't bother with capital letters** - they aren't needed on the catalogue
- Never type **the** or **a** in any language if your title begins with these words
- **Don't type out the whole title** - the first couple of words are enough and very often just the first word will do if you're typing the author's name too.

Your Library account

The **My Account** link will allow you to check the items you have on loan. You can view the books you have borrowed in the last 6 months – very useful for that reference list when you didn't record all the details!



You may find references to journals or journal articles on your reading lists. If you are looking for a **specific journal or journal article, you cannot type the author and title of the article into the Library Catalogue** as such specific details are not held. Instead you must use the title of the journal itself.

Type **journal of economic history** into the search box and click on Search.

Refine your search by clicking on Journals and Serials under Collection.

Click on the journal title to find the location. Click on Expand All to find out the dates held. There is an electronic version of this journal. Click on the journal title to get to the link to access the journal.

Please note that not all electronic journals are listed on the Library Catalogue. If you are looking for a specific journal or journal article, and cannot find it on the Library Catalogue, use the **E-Journal** search on the Library homepage.

If you do not have a specific item in mind, but you are trying to find out what resources the Library might have on a certain topic, type in one or more words that you think might appear in the title of relevant items.

TOP TIPS TO TRY

- Use quotation marks around keywords to search for a phrase for example “project management”
- Use an asterisk to search for alternative word endings for example environment* to search for environment and environmentally
- Click on **more search options** for help with refining your search

Struggling to find books on your topic?

The **Catalogue only searches the title, keywords, and the catalogue record.** Unlike Google, it cannot search within a book or journal and it will not correct spelling mistakes. If your search does not produce many results, **try and think of what kind of book might contain a chapter or section on your topic.** For example, if you are looking for books on interviewing candidates for a job, you might find a chapter or section on this topic in a book on recruitment. If you continue to ‘think in levels’, an even **broader topic** you could search for might be “human resource management”.

You can use your initial results to broaden your search. Look under **Subject** for alternative search terms. For example, ‘family violence’ could be used as an alternative for ‘domestic violence’. Click on any of these keywords to do another search. You also can re-sort your results.

Click on the Subject field to find alternative search terms. Click on any of the keywords to do another search. You also can re-sort your results.