

## 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 by clicking on the blue button in the top right-hand corner of the Library website <https://library.port.ac.uk/>

You can access the catalogue from on or off campus, and via the Information Kiosks in the Library.



## Searching for a book

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

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

To find this book, type **cottrell study** in the search box and click on Search. You will then be shown matching results.

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

## TOP 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.
- 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

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.

## Searching for a journal article

You may find references to journals or journal articles on your reading lists. The easiest way to find a journal article is to see if we hold it electronically. To do this go to the Library Search Page and use the Discovery Service box to search for the article by author and title.

If we don't have an electronic copy of an article, you can use the Library Catalogue to find out if we have a **print copy** of a journal. 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 here. Instead you must use the title of the journal itself. For example, here's an extract from a reading list:

Bahadir, B. & Gumus, I. (2016). Credit decomposition and business cycles in emerging market economies. *Journal of International Economics*, 103, 250-262.

To find out if we have a print copy of this article you would type **Journal of International Economics** into the search box and click on search. The Catalogue will tell you if we have a print copy in the Library, what years we hold, and where it is kept.

## 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.



## Your Library Account

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