



## USING THE CATALOGUE TO FIND A JOURNAL ARTICLE

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

Please note that 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 from the university home page using the Library catalogue link towards the bottom of the list on the left hand side of the page. Click on the **link to the library catalogue** button. Make sure that you Log in to the catalogue as this allows you to access electronic material that we have paid for. Log in using your University **computer username and password** – this is the same as the login 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!

Imagine your lecturer has given you a reading list that includes a journal article. He has given you the exact details of the article so that you can locate a copy:

Parker, Dennis J., (1995). Floodplain development policy in England and Wales. <i>Applied Geography</i> , <b>15</b> (4), 341-363.
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We can use the catalogue to get to check if the library holds a paper copy or an electronic version of the journal in which this article appears.

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

We do not have individual entries on our catalogue for the millions of the articles that we hold – it would cost too much money and take too much time to do this. Instead, we create a record for each of our journal titles and provide information on our holdings. So, to find an article using the library catalogue you must search using the title of the journal in which it was published.

In the first search box type important keywords from the **title of the journal - not the article** (in this example the journal title is very short so you should type in *Applied Geography*). Scroll down a short way to the **Limit your search** options and in the **format** search box select **Journals only** from the drop-down menu. Click **Go**.

We found 4 results that match our search terms.

Click on the *number* next to the **Total** - in this case **4**.

In our example the **Results** screen shows us 2 journal titles that match our search terms. It gives you **Title** and **Format** details and the **name** of the library holding the journals. The first 2 entries in the list are for the journal we are looking for – **Applied Geography**. If a journal is available in both electronic and paper format you will see the title listed twice.

The first entry on the results list is for an electronic version of the journal – it includes **[electronic resource]** in the title line. Notice there is no library name in the **Copies owned/out** column.

The second entry is for a paper version of the journal shelved in the library. You will notice that the name of the library holding the journal is given (**Queen Mother Library**), followed by 2 numbers. Do not worry about the numbers as they relate to numbers of issues that have been borrowed in the past. The numbers only become important if you cannot find the journal issue on the shelf – the information in this section of the catalogue might indicate that the issue you are looking for is out on loan.

### Finding the journal in the library

Parker, Dennis J., (1995). Floodplain development policy in England and Wales. <i>Applied Geography</i> , <b>15</b> (4), 341-363.
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If you prefer to find the journal *Applied Geography* on the shelf in the library you must first check if we hold it for the year that you require, in this example we need the volume published in 1995. Click on name of the library in the **Copies owned/out** column - **Queen Mother Library**.

At the top of the **Holdings** screen you will see the years available for this journal (Jan. 1986 – Jan 2004). Our article was published in 1995 so you will be able to find the article you need in the library.

Look at the **Location** information to find out where in the library to go for the journal – in this case, Queen Mother Library, Floor 1. Note down the location number (Per 910 App) to help you find the journal on the shelf.

### Finding the journal article in electronic format

Parker, Dennis J., (1995). Floodplain development policy in England and Wales. <i>Applied Geography</i> , <b>15</b> (4), 341-363.
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On the search **Results List**, click on the title of the electronic version of *Applied Geography*.

A dialogue box **may** open: click on **Yes** to display non-secure items.

A **Full View of record** screen opens which gives you more detail about the journal, when we subscribe to it, the publisher, place of publication and so on.

One of the easiest ways to check our holdings of an electronic journal is to use the **SFX** button at the top right of the screen.

SFX is a linking service to electronic resources. It will tell you if the article you require is available in full text.

A dialogue box **may** open: click on **Yes** to continue.

You will see that this journal is available from 2 providers – Elsevier and SwetsWise. Check the years available from each provider as they may not all give you the same access – in our example – **Elsevier** gives full text access to articles published from **1995**, but SwetsWise gives access from 1997 onwards.

The article we want was published in 1995 so we must to connect to Elsevier. Click on the **Go** button. You will be connected to the **ScienceDirect** Website which is owned by Elsevier.

We must now locate the volume containing the article we need – volume (**15**).

Scroll down the index of volumes listed on the left hand side of the screen and click volume 15 (1995). The individual issues for that volume are now listed. As issue 4 was the last issue in that volume it has been automatically highlighted by the system and the article details displayed in the right hand pane. Coincidentally the paper we are looking for is at page 341 of issue 4.

To open the article in full text - click on the PDF link for '*Floodplain development policy in England and Wales*'. The document opens up in a new window. You can read this on screen or use the PDF reader toolbar to print off the article or download to your hard disk or pen-drive. Remember that copyright applies to electronic items in the same way as for paper items – you should not download or print off multiple articles from the same issue number of a journal.

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