



USING THE LIBRARY CATALOGUE TO FIND INFORMATION ON A TOPIC/SUBJECT

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 how to use the Library catalogue to find reliable information to help in an assignment.

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. However, the Advanced Keyword search is more flexible so let's use that.

Imagine that you have been asked to prepare for a tutorial on **gender issues in relation to work and welfare**. If you have viewed our VodCast on how to plan a search you will be aware that for this type of search it is worthwhile spending a few moments to think about the best keywords to use. We have 3 separate ideas in this assignment and we need to make sure that we cover them all. You rarely get the perfect search first time but planning allows you to increase your chances of finding relevant results!

In the Advanced Keyword search we can search across all fields or limit the search to specific fields. We'll leave each of the search boxes as they are – **All fields**. We'll now type in some important keywords for each of the ideas or concepts in our topic. Don't rely just on the words that appear in the description or title of your assignment. Try to think about alternative words for the same idea.

1st idea: Gender or women

2nd idea: Work? Or employ? Or job?

We are using a truncation symbol, the the catalogue it is a question mark, to tell the catalogue to look for all words that start with particular letters but may end in different ways for example work? will look for work, works, worker, workers, working. For more information on why truncation symbols are useful have a look at our VodCast on planning a search.

We'll click on **Go** at this point to see if we get any hits in the library catalogue. Yes – we do – a very high number, so we need to refine the search a bit more!

By adding the word **Welfare** to the search and clicking on **Go** – we get a much smaller, and perhaps, more manageable number – **22**.

The results are displayed. For each item we can see the **author, title, format, year of publication and copies owned/out**. Results are automatically displayed with the most recent item at the top of the list and the oldest at the

bottom – if this is not the best sort order for you it can be changed to a-z by author by clicking on the **author** column heading, to title a-z order by clicking on the **title** column heading or back to publication date order by clicking on the **year** column heading

In the **copies owned/out** column we can see that these books are held in different libraries (they have different subject approaches and are held in the most relevant library). And we hold different numbers of copies of each of the items. For more information click on the library name.

For this item we own 6 copies and none of these are out on loan at this time. One copy is in heavy demand with the others available in Queen Mother Library, Floor 1 and are located (or shelved) at 361.65095 DAL. Remember to take a note of the location if you plan to look for the book on the shelves!

>**Go back to the results list**

A number of items found have no library listed in the **Copies owned/out** column. Look at the title line - it includes **[electronic resource]**. Click on the title line to display further information.

This book is available in our ebrary full text electronic book collection. To access the book click on the URL given in the **Electronic Location**. Provided you are on campus and you logged into the catalogue at the beginning of your session this document will now open up and you will be able to view the document on screen. If you are working from off campus we have a separate VodCast on setting up your PC to allow you to access materials. There is also a VodCast on how to carry out searches within the ebrary collection.

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

In this VodCast we have demonstrated using the Advanced Keyword search option to look for information on a subject or topic. We have a series of VodCasts on using the library catalogue – have a look at these to expand your information skills!

If you have any questions or problems just ask for help from a member of library staff.