UNIVERSITY OF ABERDEEN

Catalogue - how do I use the Library Catalogue?
Janet MacKay, July 2016

QG CAT003   [https://www.abdn.ac.uk/library/documents/guides/cat/qgcat003.pdf]

Where do I find the Library Catalogue?

Answer: Access the Library Catalogue via the internet

1.	You can link out to search Library and Special Collections catalogues from the Library home page at www.abdn.ac.uk/library. From the home page either click on the **Search Our Collections** tab, then select **Library Catalogue** or, on your web browser, enter the web address - https://aulib.abdn.ac.uk/F.
2.	Click on **Guest** if you simply want to find out if we have a book or if you are a member of the public.
	University members: Login using your University computer username and password for full access to electronic items or to check your borrower information or renew or recall items.
	External members: Log in using your University of aberdeen library card number in the **Username** box and PIN in the **Password** box to check your borrower information or renew or recall items.
3.	In the Library you'll find PCs dedicated to accessing the catalogue clearly marked "**OPAC**". Logon to the network in the normal way and then you'll get access to the catalogue immediately. If you are an external member or member of the public use **visitor** as the username and **visitor** as the password to log on to these PCs.

I'm a member of the public, can I use it?

Answer: Yes

1.	Like most library catalogues it is publicly available. However you will not be able to access electronic resources via the library catalogue. Members of the public can access some electronic resources via the **Walk-in users' service** in **The Sir Duncan Rice Library** where licensing conditions permit. There is more information about this service at **www.abdn.ac.uk/library/facilities/computer/walkin-users-service.**
2.	Follow the instructions in the section above to find our online library catalogue.

How do I find a book if I know the author or the title?

Answer: Use Quick Search or Browse

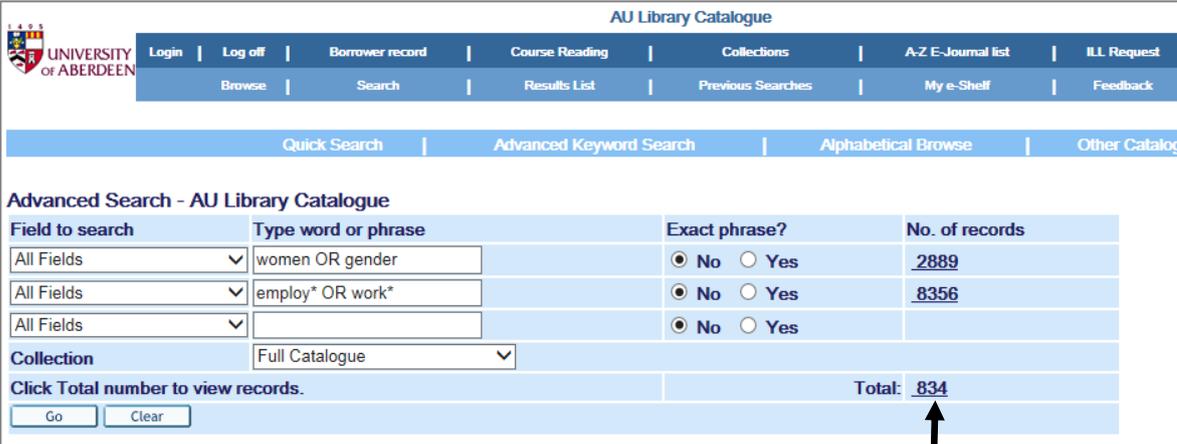|	
1.	The simplest way is to use the **Quick Search** option which appears as soon as you get into the catalogue. This provides you with a number of options including searching **All Fields -** so you enter the author's family name and two or three significant words from the title into the same box in any order.
2.	Alternatively, you can select author keyword or title keyword from the drop down menu in the **Field to search** box for either the **author** or the **title**.
3.	The **Alphabetical Browse** option will provide an alphabetical list according to what you are searching for (e.g. if you type in **Dickens, Charles** into the **Author** field it will find that entry within an alphabetical list).

How do I find a book in the Library?

Answer: Click on the Copies owned/out information

1.	Once you have found the item(s) you are looking for the catalogue lists basic details such as author, title, year of publication and the Library holding the item(s).
2.	Click on the link in the **Copies owned/out** column. This takes you to the **Holdings** screen which will tell you what library holds the item, the collection, if it is available, and what the Location (shelfmark) is.
3.	Go to the appropriate library and use the shelfmark to find the item(s) on the shelves.

How do I find a book if I have a topic in mind?

Answer: Use Quick Search or Advanced Keyword

1.	Use **Quick Search** and leave the field box set at **All fields**. Type in a few words that describe your topic e.g. **environment weather**. This will find items which have both those words in the title or the subject field or a mixture of both. **Hint**: Don't put in too many words as the more you put in, the fewer you will find. This is not like using Google where you are searching through lots of words. This is a catalogue where the number of words you search in each catalogue record is very small (how many words do you normally find in a book title?). Alternatively you can select **Subject Keyword** from the **Field to search** box. This will produce fewer results but those found will be specifically on your topic.
2.	The **Advanced Keyword Search** option allows you to link your keywords with a mixture of **AND**, **OR**, **NOT** commands and limit your search to date of publication and types of resources, such as **books**.
3.	You can truncate a keyword to find words that are similar, eg **work*** will look for **work** OR **worker** OR **workers** OR **working** OR **workplace**.
4.	Click on the **Total** number to get your list of results.

How do I find other things like journals or theses?

Answer: Use Quick Search or Advanced Keyword Search

1.	The catalogue lists everything from maps and manuscripts to theses and teaching kits.
2.	However, it can't search for articles that appear in journals or chapters in books. You'll find journal articles by using **Primo** (see our **Primo library guide** for more information).
3.	The **Quick Search** option allows you to search for journals by **title** (not for the articles in them). The **Advanced Keyword** option lets you **LIMIT** your searching to specific kinds of resources by choosing from the drop down menu in the **Format** box (located below the **Year from** box).
4.	To find a thesis type your keywords(s) and the word **thesis** into the **Quick Search** box.

How do I link to electronic resources on the catalogue?

Answer: Click on the title to find the electronic link

1.	All our full text electronic journals are listed on the catalogue. You need to link to an individual journal to browse or search its contents from the website of the journal provider. To search multiple journals simultaneously you need to search Primo to find and link to relevant databases.
2.	Electronic books are also listed on the catalogue. Many are available from the e-books database, **ebrary**, but there are many other important e-book databases on offer. Type **ebrary** in a search if you want to find books there.

What if the item I want is on loan?

Answer: Request it from the Holdings Screen

1.	Click on the Library named in the **Copies owned/out** column, and open the **Holdings** screen which tells you where an item is held.
	If the item is out on loan click on the **Request** link located to the left of the holdings information. If you have not already logged on you will be prompted to do so.
2.	If the item is on **Four Week Loan** or **Long Loan**, an e-mail is sent to the borrower asking them to bring it back within 5 days. You receive an e-mail message (to your **University** email account) when it has arrived.
	If the item is a **3 Day Loan**, the automatic renewal system will not renew the item and it sends an email to the borrower requesting return of the book. It is important that you check in the relevant Library for an item you have requested, or check your borrower record if you have received a recall.
	Please note: items held on 3 Day and Heavy Demand loan periods are restricted to University staff and students.

What if the item I want is in a store or at another library?

Answer: Request it from the Holdings Screen

1.	When you click on on the Library named in the **Copies owned/out** column, you open the **Holdings** screen which tells you where an item is.
	If the item is in one of our locked stores, click on the **Request** link on the left. Our van service, which runs daily Monday to Friday, then collects the item and delivers it to your chosen library for collection.
2.	Members of the public must go to an **Issue Desk** to request an item in a store.
	If you are working on the **Old Aberdeen campus** and the item you want is at the **Medical Library**, you can use the **Request** link to ask for the item to be brought to an Old Aberdeen campus library.
	Similarly if you are at the **Medical Library** you can request an item from either **The Sir Duncan Rice Library** or **Taylor Library**. If you are on the Old Aberdeen campus, and you want an item from another Old Aberdeen library, you must go to that library to find the item on the shelves.

Can I renew items I have on loan?

Answer: Yes, from your Borrower Record

1.	Click on **Borrower Record** on the top toolbar. You must log in to use this service.
2.	Click on **Loans** and tick the ones you want to renew, and then click on **Renew Selected**.
3.	If you wish to renew **Long Loan** items at the end of the academic year you may only do this twice without bringing the items back.
4.	**Four Week Loans** may only be renewed 3 times through your Borrower Record; and **3 Day Loans** will be renewed up to 9 times by the Automatic Renewal System without having to return the item(s). You will not be able to renew items requested by others.

Can I book items in advance?

Answer: Yes if they are in a Heavy Demand collection

1.	From the **Holdings** screen of an item that is in **Heavy Demand**, click on the **Booking** link.
2.	A box with 19 day slots will appear, with availability listed beside each day.
3.	If the item you want is available on the date you want, click the **Requests** link. The figures in brackets show the number of copies requested together with the total number of copies, e.g. (1/5) indicates that 1 copy has been requested from a total of 5 copies.
	If your booking is successful the message **Booking has been registered** will appear in red at the top of the screen.

What if the item I want isn't in the Catalogue?

Answer: Check your spelling or request an Inter Library Loan (costed service)

1.	Your spelling may vary from the spelling in the catalogue. Check that your spelling is correct or try some variations of spelling.
2.	You may have typed in too many words and reduced your chances of finding anything.
3.	It may be possible for you to use the **Inter Library Loan Service** which costs from £7.00 per request (prices as of July 2016). Individual Schools buy vouchers to which you may have access. Check with your School Administrator or tutor. External members are charged £8.00. Members of the public cannot use this service.
	See our Inter Library Loans web page for more information: www.abdn.ac.uk/library/facilities/services/interlibrary-loans

Need help?

For access problems (including Out-of-Hours Service) contact the <u>IT Service Desk</u>:
Email: servicedesk@abdn.ac.uk
Log a call on MyIT: https://myit.abdn.ac.uk
Telephone: +44 (0)1224 273636* (for *Out of Hours Service – call this number)
The **Out-of-Hours** (OOH) emergency helpline operates from 17:00 to 08:00 weekdays and provides 24 hour cover over weekends and public holidays.

For general advice on searching the Library Catalogue and using Primo please ask Library staff.
For subject-specific enquiries please contact an **Information Consultant or Adviser:**

Arts, Humanities & Languages Janet MacKay - Email: j.i.mackay@abdn.ac.uk	**Medicine & Biomedical Sciences** Mel Bickerton - Email: m.bickerton@abdn.ac.uk
Education, Music and Social Sciences Claire Molloy - Email: c.a.l.molloy@abdn.ac.uk	**Life Sciences, Physical Sciences & Engineering** Susan McCourt - Email: s.mccourt@abdn.ac.uk
General Support Ewan Grant - Email: e.grant@abdn.ac.uk	**Law** Taylor Library - Email: lawlib@abdn.ac.uk

Useful Library Information Guides

QG PRI001 Primo – quick guide: www.abdn.ac.uk/library/documents/guides/pri/qgpri001.pdf

QG DBS004 Ebrary – a quick guide: www.abdn.ac.uk/library/documents/guides/dbs/qgdbs004.pdf

QG DBS005 Accessing electronic information: www.abdn.ac.uk/library/documents/guides/dbs/qgdbs005.pdf

You can find all of our guides online: www.abdn.ac.uk/library/support/guides