

# 3

# Using the Library Catalogue



Searching for and locating items

## What the catalogue includes

The catalogue lists all Library print materials, audio-visual items, brief details of electronic journals, and thousands of electronic books. The catalogue is freely available via the Library homepage or at <http://vufind.lib.bbk.ac.uk/vufind/>.

## Searching

Using the general search box retrieves all items which match the search term(s). Type in the author's surname and/or one or two words from the title – don't put in any first names, initials, dates, etc. If there's more than one author, just use the surname of the first one. You can also search for items by subject or keyword.

The screenshot shows the Birkbeck Library Search homepage. A search box contains the text 'Gross psychology'. To the right of the search box is a 'Find' button. Above the search box is a 'Login' button. Below the search box is a 'Sort' dropdown menu set to 'Relevance'. To the right of the search results is a 'Narrow Search' panel with various filters. The first search result is for 'Psychology : the science of mind and behaviour / by Gross, Richard D.' with a shelfmark of '150 GRO' and a status of 'On loan'. The second search result is for 'Psychology / by Gleitman, Henry.' with a shelfmark of '150 GLE' and a status of 'Available'. Red arrows point to the 'Search' box, 'Login' button, 'Sort' dropdown, 'Available formats' panel, 'Shelfmark & Location' field, and 'Item status' field.

## Narrowing your search

Search results can be sorted (e.g. by year of publication) by using the 'Sort' dropdown menu. By using the options to the right of the list, search results can be refined according to criteria including format and language.

## Full details of a title

Clicking on a title provides fuller details of the title and multiple copies are listed where available. For each copy the location, shelfmark and loan status are shown. Items with location 'Bloomsbury' and status 'Available' or 'Recently Returned' can be found within the Library and can be borrowed for the stated loan period.

Reference items with location 'Bloomsbury' are also available to consult within the Library. Items with status 'On loan' or with location 'Russell Square Store' or 'Malet Street Store' can usually be requested. Store items can be requested at <http://vufind.lib.bbk.ac.uk/libforms/storeform.htm>. There is a link to this form at the bottom left of the catalogue website.

### Library shelfmarks

To find a particular item on the shelves, note the complete shelfmark (e.g. 305.896073 HOO) from the catalogue. Books are kept in order by shelfmark, which will be on a sticker on the item's spine, along with the loan period information if it is a '7 Day Loan' item, a '1 Day Loan' item, or a 'Reference' item. 'Reference' items cannot be borrowed.

### Advanced searches

To carry out more detailed searches, click on **Advanced** to the right of the general search box. Multiple fields can be searched at the same time.

E.g. Entering *Jane Austen* as an author search and 1999 as a year of publication search will only list titles by Jane Austen that were published in 1999.

**Browse** searches are available by clicking on links at the bottom of the screen.

### Discover

We have recently implemented a new type of search, which uses Boolean logic to look across the full text of some of our subscribed journals and databases (see Guide 4 – Using the Library's Databases for more advice on how to search effectively). If you are off-campus you may find it helps to login with your library barcode and PIN before using Discover. This service is still being developed and is subject to changes. Feel free to experiment with it and let us know what you think!

### Accessing ebooks and ejournals from the catalogue

Many electronic books and journals can be found on the catalogue. In the majority of cases, access to e-resources is limited to Birkbeck staff and students and your ITS username and password will be required. To access ebooks from the catalogue, look for the icons

**eBook** or **Electronic** and click on **Click here to access ebook**. For more information on accessing ebooks go to <http://www.bbk.ac.uk/lib/elib/ebooks>. To access ejournals from the catalogue, look for the icon **eJournal** and click on **See holdings via the eLibrary**. For more information on accessing ejournals go to <http://www.bbk.ac.uk/lib/elib/ejournals>.

The screenshot shows a library catalogue record for the book 'Egan's skilled helper model developments and applications in counselling /'. The record includes the following details:

Main Author:	Wosket, Val, 1954-
Corporate Author:	MyiLibrary.
Format:	Electronic
Language:	English
Published:	London : Routledge, 2006.
Physical Description:	xviii, 268 p. ; 23 cm.
Subjects:	Counseling. Helping behavior.

Annotations on the screenshot include:

- A red arrow pointing to the 'Format' field with the label 'Format'.
- A red arrow pointing to the 'Click here to access ebook' link with the label 'Click here to access ebook'.

### Finding print journals

To find out whether the Library has a particular print journal, enter the title of the journal e.g. *English Historical Review*. Click on the journal title and look at the **Holdings** to see which issues of the journal are available and where they are held.

Some journals are held only in print, some only in electronic format; others are held in both formats.

### Renewing your items via the catalogue to avoid fines

**Step 1.** Click on **Login** at the top right of the screen.

**Step 2.** Enter your Library Barcode number (without spaces) and your Library PIN number and click on **Login**.

**Step 3.** Click on options on the screen to renew items and manage your requests.

N.B. 1-Day Loan items and requested items cannot be renewed.

For information on the Inter-Library Loans service, see Guide 8 – Inter-Library Loans – or go to <http://www.bbk.ac.uk/lib/about/how/ill/>.

### How to request an item which is on loan to another reader

If all copies of the item you want to borrow are on loan, you can make a request. **Login** as above and click on **Place a request for this title** and then **Submit Request**. You will be notified by email when the item is ready for you to collect. Please don't forget to issue it to yourself before you take it away from the Issue Desk area on the ground floor. Available items cannot be requested.