

SEARCHING THE LIBRARY CATALOGUE



What does the Library Catalogue include?

- **Birmingham City University Library Catalogue** – everything we have in stock at every campus, plus many electronic resources including links to electronic journals.
- **My Library Record** – lists the books you have on loan, any outstanding fines, your loan history and you can renew your loans.
- **Email, Print and Download** facilities (if you are using a library catalogue PC you will be able to email a results page to yourself, but not print or download).

2. How to access the catalogue

From one of the dedicated library catalogue terminals at any Birmingham City University Library
From any internet connected computer anywhere. To use the catalogue, go to the Catalogue link on the Library and Learning Resources Homepage (<http://library.bcu.ac.uk/>)

3. The catalogue basic search screen

- 1 The main menu (tabs).
- 2 Author search
- 3 Title search
- 4 Keyword search
- 5 Choose from this list the collection to search
- 6 Choose from this list to restrict your search to a particular Collection
- 7 Choose from this list to restrict your search to a particular Library
- 8 The Clear search boxes button
- 9 The Search button
- 10 Choose from this list to restrict your search to particular Years

Our catalogue contains details of material held by this University and also provides access to a wide range of other resources, e.g. Electronic journals. It will alter and improve as we tailor it to users' needs. Please email any comments you have to the [Prism Development Team](#).

Reading Lists for many courses are available through [TalisList](#)

You can now search the University's Digital Library [UCEEL](#) directly from this catalogue.

1. If you know the item you're looking for, type the author and/or the title in these boxes.
2. Otherwise type what you are looking for into the keyword box.
3. Click the Search button.
4. Click the Help button for further information.

Improved Subject and Site [New Book searches](#) are now available

Search

Author 2

Title 3

Keyword 4

Source 5
UCEEL Digital Library
Reading Lists (TalisList)

Collection Complete University Catalogue 6

Library Site All 7 (Your Library Catalogue only)

Year any year 10

9 Search 8 Clear

4. Quick Tips for successful searching

- Click on the Clear (8) box before you start each new search
- Fill in one or two search boxes (2,3,4) (do not use Keyword as well as Title).
- Select Collection (6) (usually Complete University Catalogue) and Library Site (7).
- Click on Search (9) to start the search of the catalogue

- 11 The number of matching titles on the catalogue
- 2 Change this to sort the list by title, author or date
- 13 Click here to reserve an item
- 14 Brief details of the item. Click on the title to see full details.
- 15 Click here to show the locations of copies and whether they are on loan

There are 421 titles 11 matching your search. Sort by title 12 Page 1 of 43 [previous](#) [next](#)

1 ["Towards clinical governance" : A continuing case study of the progress of t](#) 13 [request](#)

14 Brothwood, Christopher [Other titles by Author\(s\)](#)
 Publication Date: 2000
 Control Number: q7149521
 Copies: 1 copy - [Show Copy 15](#)

2 [The A-Z of quality : a guide to quality initiatives in the NHS / NHS Managem](#) [request](#)

14 Publication Date: 1993
 Control Number: b9356813
 Copies: 3 copies - [Show Copies 15](#)

- When you find an item you want in the library catalogue, click on the title (14), or [Show Copy/Copies](#) (15).
- Look for the blue block – it tells you where to find the item and whether it is available.
- If you are looking for a journal, type the name of the journal (not the article) in Title (3) and select Journals Catalogue in the Collection box (6). Note, the catalogue only lists journal titles, not their content.
- **Help is available!** Staff at library enquiry desks will be happy to help you, or you can click on the Help tab (1) at the top of the screen for tips about the screen you are searching.

5. Your search results

1. Check where to find the item.

Your search may take you to a single matching item or to a list of titles. If you wish you may sort the list by title, author or date (12). Find an item you want in the list and click on [Show Copy/Copies](#) or, for journals, [Show Library holdings](#). Now you will see a blue block that will tell you where the item is located:

Copies:						
Location	Shelfmark	Loan Type	Availability	Copies	Loans	
KENRICK LIBRARY	362.10941/Ine	TWO WEEK LOAN	16/12/2005 23:59	2	2	Show details
KENRICK STLC	REF 362.10941/Ine	4 HOUR LOAN	Available	1	0	Show details
MARY SEACOLE LIBRARY	362.10941/Ine	NORMAL LOAN	Available	24	0	Show details
MARY SEACOLE LIBRARY	362.10941/Ine	TWO WEEK LOAN	Available	24	3	Show details
MARY SEACOLE LIBRARY	REF 362.10941/Ine	REFERENCE	Available	1	0	Show details

2. Shelfmarks

The Shelfmark tells you where the book is located on the shelves. Books run in a straight numerical sequence, e.g. 610.73 will come before 610.73072. Shelfmarks are followed by a suffix, e.g. 610.73072/**Gou**. This is usually the first three letters of the authors name or of the title. Where there are several books with the same number, the books are arranged first by the number then alphabetically by the suffix. In the Mary Seacole Library, Official Publications are shelved separately; their shelfmark will be shown as OFFICIAL PUBLICATIONS. Click on [Show details](#) to see exactly which box in the Reference area contains the item.

3. See full bibliographic details


If you wish to see full details of an item, click on the title. This is often helpful if you need to see a long title or more information about editions or authors and for checking your references.

4. Email, download or print.

Scroll down to the bottom of any results page for these options.

6. How to reserve an item that is on loan to someone else

If you find the item you want on the catalogue but there are no copies available to borrow, you may reserve a copy.

1. Click on the request box 
2. Type your borrower number (minus the BIP) and PIN in the respective boxes and log on.
3. Click on the Place Request box at the bottom of the screen.
4. On the next screen click on Confirm.
5. We will let you know when the item is available to collect

If you have any problems, please ask at the issue/ help desk or telephone any of the BCU libraries. Remember to Log out!

7. Using Advanced Search



Advanced Search is not difficult to use – it just provides you with more options!

Choose what to search – for example, you can select two author searches(16), which enables you to search for joint authors
Combine your search terms with AND or OR (17)
Limit your search by date (18), format (20), language (19)
Browse (21) the list of authors, keywords etc. – useful if you are not sure of the spelling, for example

Search:

1. Choose what to search: 2. Type search term(s):

16 Author And 17
Title And
Keyword

3. Choose where to search: Your Library Catalogue
UCEEL Digital Library
Reading Lists (TalisList)

4. Limit search by:

Collection Audio Visual Catalogue
Childrens Collection
Journals catalogue (Your Library Catalogue only)

Library Site All
BOURNVILLE
COLLEGE OF ART (Your Library Catalogue only)

18 Year any year
this year (2007)
last year (2006) or enter specific year:

19 Language Any
English
Danish

20 Format Any
Compact disc
Video disc

5. Show references per page: 10

Browse a list: 21

1. Choose list to browse: Author

2. Type search term(s):

4. Choose collection: Complete University Catalogue (Your Library Catalogue only)

5. Show references per page: 10


8. How to search for some special types of material

a) Journal titles and e-journals

You can only search for journal titles on the catalogue, not journal articles.

- Select Journals Catalogue in the Collection box (6)
- Use a Title or Keyword search
- If you are taken to a list of titles, click on the title or [Show library holdings](#)
- Read the information in the blue block (see example below)

There is 1 title matching your search. Number 1 of 1 [previous](#) [next](#)

 **Title** Journal of advanced nursing
Publisher Oxford : Blackwell
Control Number 0309-2402
Subject Nursing--Periodicals
Notes Connection to journal is via Ovid
Link [Connect to e-journal](#)
Reading Lists This item is on 1 reading lists. [Search Reading Lists](#)

[Hide library holdings](#)

Location	Shelfmark	Holdings
INTERNET	ELECTRONIC JOURNAL	
MARY SEACOLE LIBRARY	JOURNALS	1976 onwards

[Show all issues](#)

b) Audio visual material, DVDs

- Click on the Advanced Search tab
- Type in your search terms
- Select the format you want in the Format box
- Formats available include:
 - Compact Disc (CD)
 - Computer file
 - Multimedia
 - Video Disc (DVD)
 - Video Tape (VHS)

Other guides which you may find useful:

My Library Record: Includes How to find out what books you have had on loan, renewing books online and how to find out what books you have borrowed in the past.

Reading Lists (TalisList): Includes how to find a reading list or an item on a reading list from the catalogue.