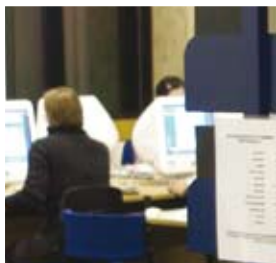
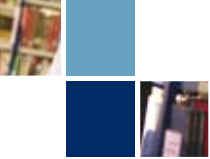




# The Library Catalogue

Library and Archives





The Library Catalogue is the key to finding the books and journals you require. It can be searched in the Library, or remotely, over the internet.

## Coverage

The Library Catalogue covers all the Library's main collections on education, international education and other subjects.

### It includes:

- books and pamphlets
- journal titles
- Curriculum Resources
- Official Publications
- Institute theses and dissertations
- electronic resources

### It does not include:

- Archives
- some Special Collections
- some older materials
- individual articles from books or journals

## Access

The Library catalogue is web-based – it is freely available on the internet. This means that you can search it:

- from dedicated PCs in the Library
- from any networked staff or student computer in the Institute of Education
- over the internet from home, or anywhere in the world

To find the Library Catalogue on the internet, go to the Library homepage at [www.ioe.ac.uk/Library](http://www.ioe.ac.uk/Library) and click on Library Catalogue in the Quick Links box. Alternatively, go direct to <http://ioe.sirsiidynix.net.uk/uhtbin/webcat> and bookmark this location.

## Logging in

The catalogue can be searched without logging in.

Institute staff and students have the option of logging in by entering a library number and PIN. This gives access to additional services such as Postal Loans and Inter Library Loans. The login box appears at the top of every screen.

## The Catalogue Screen

The top command bars include links to certain functions such as **Renew Your Loans** or **Your Account** and also give navigation instructions such as **Go Back** and **Logout**. The **Help** button provides help with using the type of search shown on screen.

The box on the right allows you to choose to search certain collections only, or to choose Full Search instead of Quick Search.

The main search box defaults to Quick Search and looks like this:



Underneath the search box are links to pre-defined searches for some popular topics, such as the National Curriculum.

## Searching the Catalogue

### Quick Search

Quick Search is a very flexible option. You can use it to search for authors, subject or title keywords, or a combination.

- Type your keyword(s) into the box
- Click on the search type you want from the next row of buttons (Author, Title, etc.)



If you use two keywords, always type AND between them and choose the SEARCH EVERYTHING button.

### Other search options

If you choose an option from the right hand box, you will move to the full search screen. This provides separate boxes for Author, Title, Keyword etc, and allows you to create a more precise search.

### Viewing results

Where you get a list of results, they will usually be displayed with the most recent first. Click on the DETAILS button to get further information about a particular item.

A sample record might look like this:

Classmark		Copies	Loan Type	Location	Reservations
Lab Rav PCL	3	Three week loan	Being returned to standard shelving location		None
Lab Rav PCL	9	Three week loan	On Loan - copy due on: 28/2/2008		None
Lab Rav PCL	2	Three week loan	Main Collection Education - Level 5		None
Lab Rav PCL	2	One week loan	On Loan - copy due on: 14/3/2008		None
Lab Rav PCL	2	Overnight	Main Collection Education - Level 5		None

This screen gives a brief description of the item, and shows how many copies we have and where they are.

- Classmark** This is the exact location of the item on the shelves
- Copies** The number of copies in any one location
- Loan type** Shows if this copy can be borrowed, and for how long
- Location** Shows which floor to go to, or if on loan
- Reservations** Shows the reservation queue

For more details of how to find a copy in the library, see the leaflet *Finding a book on the shelf*.

Choosing the Catalogue Record tab, at the top of the display, will show you the full catalogue record, including publication details, and a list of subject indexing terms used for the item.

### Reservations

You can place a reservation on a three or eight week loan copy of a book, if all copies in that category are already on loan. Click on the RESERVE button in the box on the left. In the next dialogue box enter your library number and pin, and click on the Reserve button.

### Other catalogues

The catalogues of other libraries, in London, the UK and world wide, can also be searched over the internet. Click the Other Resources link on the catalogue command bar, or go to the Library website, and choose Searching, and then Other Library Catalogues to find links to a range of useful library catalogues.

### Searching for Articles

To find articles in journals, you need to use some of the journal indexes and other databases. Check at the Enquiry Desk for more information.

### Special Collections and Archives

For more information on materials in the Special Collections and Archives, follow the links from the Library and Archives homepage.

## Contacts:

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[www.ioe.ac.uk/Library](http://www.ioe.ac.uk/Library)



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