

Transcript: How to search for a book using the Library Catalogue

In this short video, I will show you how to search for a book using the Library Catalogue.

Begin on the library homepage. Click the Sign in option just below the catalogue search box to the left and middle of the screen. Then sign into the catalogue following the basic instructions on the screen.

We are now in the Library Catalogue. For this example, I will search for the book An Introduction to Sociology written by Ken Brown. So I've now entered the title and the author's last name in the search box and I'm going to click the search button here.

The top result shows that we provide the 5th edition of this book. The result also includes 'Copies Available' and 'Online Access' links. These indicate that we provide this title in both print and e-book formats.

If you can't find a book within your results, then you can narrow down your results by clicking the 'Books' filter just below the search box. To find out where a print copy is located, click 'Copies Available'.

We have now entered the full catalogue record for this book. Note down the information near the top of the screen, including the floor number that's level 5 and the shelf mark 3010941, followed by the first three letters of the author's last name, BRO.

You can also click the Locate button to the right. That will enable you to view a floor plan showing the book's approximate location. Floor plans are also displayed across the library. Then go to the relevant floor and row of books. Notices on the end of each aisle display the corresponding range of shelf numbers.

Find the specific shelf mark by checking the spine labels on the books.

If you can't find the book, look in the reshelving section on the same floor or ask for help at the information point.

To access the e-book version, go back to the Library Catalogue's record for the book. Then, within the 'View Online' section, under the heading, 'Full Text Availability', click the provided link.

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If you have any questions about accessing our books, please email library@bath.ac.uk. Thank you for viewing this video.

Peter Bradley. August 2026