

How to search for a book on the catalogue

In this short video I will talk you through how to search for a book on the library catalogue.

In this example you know the exact title and author of the book you are looking for. This might be an item from a reading list you've been provided with. You need to enter text from the title and the author name in the single search box.

In this example I'm going to look for "Essentials of investments" by Alex Kane. I'm going to enter "essentials of investments" and "Kane" and click on search.

As I know it's a book I'm looking for I can select the books tab.

The results will display in a list and you will need to identify the book you are looking for. In this example there is only one result.

You then need to click where it says see all results. This means we hold more than one edition, or an e-book and print copy of that title.

Once you've clicked on see all results you need to select the copy you want, in this case there are two different editions and I am going to select the 6th edition and click copies available.

To be able to find the book in the Library you need to make a note of the shelfmark and floor location.

This detailed information shows you how many copies are available and it shows you the shelfmark which is 332.6 BOD and that the book is on level 5. You can also view the floorplan of level 5.

If you have difficulty locating a book, contact the friendly team of library staff for help.