



Guide to....

Using the Library+ Catalogue



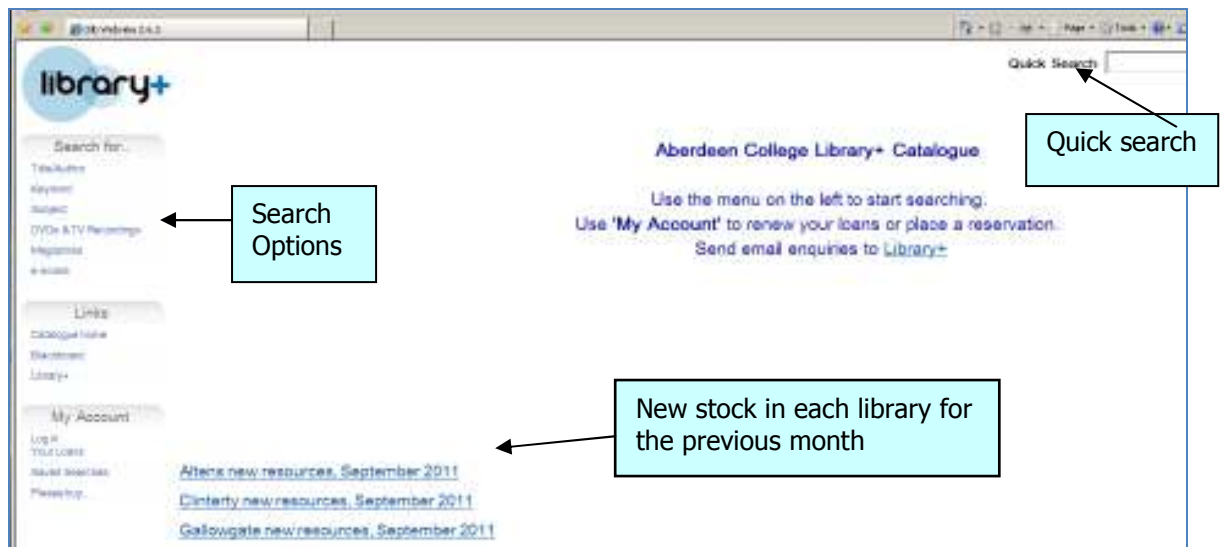
ABERDEEN COLLEGE

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Introduction

Welcome to Aberdeen College Library+ online catalogue (OLIB WebView). You can use this system to search for any item at any Library+ site. Access the catalogue from any PC with an Internet connection by following the link on the **Abcol StudentNet front page** or from within Blackboard.



Searching the catalogue

The menu on the left of the first page gives you a number of search options:

Title/Author – use this if you know all or part of the title and /or the author.

Keyword search - use this if you know a specific topic but not title or author.

Subject search – use this to find out what is available in your subject area.

DVDs & recordings – a keyword search for DVDs including TV recordings.

Magazines – this is a keyword search for magazines only.

e-books – a keyword search that will find only e-books.

All of these search options are described in more detail on the following pages.

Title/Author Searches

Click on **Title/Author** in the left hand menu.

Enter as much of the title as you know in the **Start of title** box.

AND /OR:

In the **Author surname or corporate name** box, enter the name of the author or as much of the name as you know.

The screenshot shows the search interface with the following elements:

- Search for..** dropdown menu with options: Title/Author, Keyword, Subject, DVD & TV Recordings, Magazines, e-books.
- Links** section: Catalogue home, Blackboard, Library+, My Account, Log In, Your Loans, Saved Searches.
- Search instructions:** "Enter the title of the item you are looking for, or as much of it as you know. You may also enter subtitle and author details if you know them but you do not have to." and "Use this search to find items where you know the title or author." A hint states: "Hint: If you want to find titles which contain a specific word or phrase use a wildcard, e.g. *autism will find all titles containing the word autism".
- Input fields:** "Start of title", "Start of subtitle", and "Author surname or corporate name".
- Number of hits per result page:** A dropdown menu set to 20.
- Search button:** A blue button labeled "Search".
- Footer note:** "You may limit your search by selecting from the options below."

Wildcard searches

If you are looking for a title containing a particular word but are unsure where the word appears type % in front of the word you know. For example `%internet` will find all the titles containing internet not just those where the first word of the title is internet.

Filtering searches

You can limit your search results by using options at the bottom of the page.

Your search can be filtered by publishing date, location or media type (e.g. DVD). If you want to select more than one item from a list (e.g. DVD and Videos) press the ctrl key whilst selecting from the list.

The screenshot shows the filtering options at the bottom of the search page:

- Search button:** A blue button labeled "Search".
- Filtering options:**
 - Restrict to items published before: [] YYYY
 - Restrict to items published after: [] YYYY
 - Restrict to items held at: A dropdown menu with options: No restriction, Altens Library, Clinterty Library, CPD.
 - Restrict to items of media type: A dropdown menu with options: No restriction, Annual Report, Books, CD - Audio, CD - Audio Track, CD - mixed media.
- Search button:** A blue button labeled "Search" at the bottom.

Once you have entered your search options, click on

Search

Search Results

Your results page will look something like this:

The screenshot shows the Library+ search results interface. At the top, there is a search bar and navigation links like 'Basket (0)' and 'Help'. Below the search bar, it indicates 'There are 7 hits.' Callout boxes provide the following information:

- Number of results or hits:** Points to the text 'There are 7 hits.'
- Click the title for more details:** Points to the title 'Garden design (1996)'.
- Click Author to find more works by that Author:** Points to the author name 'Turner, Katharina (Author)'.
- Click the subject heading to see more works on that subject:** Points to the subject heading 'Gardens - design'.
- Number of copies:** Points to the text 'Copies: 1'.

The search results list includes:

- 1.** Garden design (1996) by Turner, Katharina (Author). ISBN: 0752524445. Copies: 1.
- 2.** Garden design : How to create a... by Clifton, Joan (Author).

Additional features visible include 'Quick Search', 'Hitlist - Title/Author', 'Search for..' (Title/Author, Keyword), 'Links' (Catalogue home, Blackboard, Library+), and 'My Account'.

Clicking the picture of a book may give you chapter headings or a summary like the example below.


This screenshot shows the 'Additional Information' page for the book 'Fashion Design : Process, Innovation and Practice' by McKelvey, Katrina, Muscare, Janice. The page includes:

- Table of Contents:**
 - Summary
 - Course Design
 - Author Profile
- Summary:**

Fashion design tends to be a glamorous activity for which only a fortunate few have sufficient talent. In reality, however, commercially successful results can be achieved if a number of logical processes are followed in the design process. It is not necessary to be blessed with a superlative talent. The analytical, problem-solving approach of this textbook, combined with practical design projects and portfolio exercises, shows how the design process can be successfully applied to satisfy creative needs and trends.

The page also features a book cover image and a 'Back' button.

From the hitlist, click the title link for further information about the book including Author or Editor, Date, Subjects, Location, Shelf mark and Loan status (i.e. whether it is available or on loan).

<p>Keyword</p> <p>Subject</p> <p>DVDs & TV Recordings</p> <p>Magazines</p> <p>e-books</p> <p>Links</p> <p>Catalogue home</p> <p>Blackboard</p> <p>Library+</p> <p>My Account</p> <p>Log In</p> <p>Your Loans</p> <p>Saved Searches</p> <p>Please buy...</p>	<p>Title Puppylopaedia: A complete guide to puppy care Books</p> <p>Name(s) Evans, J. M., 1931-</p> <p>Physical Details 176pp; pbk</p> <p>ISBN 1860542395</p> <p>Publication Gloucestershire : Ringpress Books Ltd, 2005</p> <p>Classmarks 636.7007</p> <p>Subjects Puppy - care; Puppy - training; Animal care; Puppy - care;</p> <p>Availability</p> <table border="1"> <thead> <tr> <th>Barcode</th> <th>Location</th> <th>Shelf</th> <th>Shelfmark</th> <th>Status</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>064001</td> <td>Clinterty Library</td> <td>Main Stock</td> <td>636.7007 EVA</td> <td>Available</td> <td>Standard</td> </tr> <tr> <td>064002</td> <td>Clinterty Library</td> <td>Main Stock</td> <td>636.7007 EVA</td> <td>Available</td> <td>Standard</td> </tr> </tbody> </table> <p>Language English;</p> <p style="text-align: center;">Reserve a copy </p>	Barcode	Location	Shelf	Shelfmark	Status	Category	064001	Clinterty Library	Main Stock	636.7007 EVA	Available	Standard	064002	Clinterty Library	Main Stock	636.7007 EVA	Available	Standard
Barcode	Location	Shelf	Shelfmark	Status	Category														
064001	Clinterty Library	Main Stock	636.7007 EVA	Available	Standard														
064002	Clinterty Library	Main Stock	636.7007 EVA	Available	Standard														

Title records all contain links that take you to related items. For example if you click the Classmarks you will see a list of items at the same number (and therefore in the same subject area) or click the name of the author to see other works by that author.

Reservations

If you find that the Library+ item you want is already on loan you can **reserve** the item. This means that when it is returned it cannot be renewed and it will be kept for the first person to have reserved it.



You cannot place a reservation on an item that is available. If you need an item to be sent from another College site for you, speak to Library+ staff or phone/email Library+.

To reserve an item click the **Reserve a copy** button at the bottom of the title record (see above).

You will be asked to type in your user ID which is the number on the front of your library card.

On the next screen choose the site that you would like to collect it from and click the submit button.

Keyword Searches

Use the Keyword search when you do not have specific details of title or author
You can choose to search for:

- **An exact phrase** (e.g. a search for animal nutrition will find titles called “animal nutrition” but not “nutrition for animals”).
- **All words.** This looks for items containing all words you typed (e.g. a search will return all titles with both “animal” and “nutrition” in the record).
- **Any of the words.** This is the default search and will give you the most hits, but they may be less specific to what you are looking for (e.g. a search for *animal nutrition* will return all titles with either word in the record).

Choose your search method by ticking the appropriate box.

Subject Searches

You can use a subject search to find all titles that have been linked to the subject you are searching for

OR

to retrieve a list of more specific subject headings related to that subject. These headings will also have a list of titles connected to them.

Enter your keywords in the search box and follow the on-screen instructions.

DVDS & Recordings

This search will find only DVDs including Television recordings. Your hitlist may include titles of episodes. There may be several episodes on a DVD so an episode title shows 0 copies. Click on the title to find the DVD the episode is on.

You can see from this example that "Insect hunters" is part of "The life of mammals: the complete series: Episodes 1-3".

The screenshot shows a search results page with a left-hand navigation menu and a main results area. The search results are as follows:

Keyword	ESD	Select all	Deselect all
Subject			
DVDs & TV Recordings			
Magazines			
e-books			
Links			
Catalogue home			
Blackboard			
Library+			
My Account			
Log In			
Your Loans			
Saved Searches			
Please buy...			

The following records contain all the words you searched for (or similar words) somewhere in the record:

1	<input type="checkbox"/>	Life - Disc Three : Insects Hunters and hunted	Attenborough, David, 1926- (Presenter)	Evolution	DVD	
Attenborough,						
David, BBC Earth						
Copies: 1						
2	<input type="checkbox"/>	Insect hunters	Attenborough, David, 1926- (Presenter)	Mammals	Episode	
Attenborough, David						
Copies: 0						
3	<input type="checkbox"/>	Insect hunters	Attenborough, David, 1926- (Presenter)	Mammals	DVD	

The record for "Insect hunters" is expanded to show the following details:

Title/Author	Title	Insect hunters	DVD
Keyword	Part of	The life of mammals: Episodes 1-3	
Subject	Name(s)	Attenborough, David, 1926-	
DVDs & TV Recordings	Physical Details	50 mins; English subtitles	
Magazines	Series	The life of mammals (2)	
e-books	Publication	BBC Worldwide, 2008	
Links	Classmarks	508	
Catalogue home	Subjects	Mammals ; Insectivores ; Animal care ;	
Blackboard	Abstract	Documentary series with David Attenborough. He looks at the mammals that hunt insects, creatures that once shared the planet with the dinosaurs. When the giant reptiles disappeared, the mammals seized the chance to conquer new territory. David meets moles that can swim through sand, a shrew that hunts underwater, and the world's strangest bat in New Zealand.	
Library+	Language	English;	
My Account			
Log In			
Your Loans			
Saved Searches			
Please buy...			

Magazine Searches

This is a keyword search that will find only magazine titles. Click on a title to see the record for that magazine including details of the issues held and a link to the magazine's website.

e-books

There are nearly 3000 e-books in the catalogue, for the use of Aberdeen College students and staff. All you need to access them is your usual College username and password.

From a normal Title/Author or a Keyword search you can see whether there are any e-books in your results by looking at the column on the right.



You can also click on e-books in the home page menu to find only e-books.

From the title record of the e-book click on the URL (web address).

Search for..
 Title/Author
 Keyword
 Subject
 DVDs & TV Recordings
 Magazines
 e-books

Links
 Catalogue home
 Blackboard
 Library+

My Account
 Log In
 Your Loans
 Saved Searches

Title Fashion design: process, innovation & practice // Kathryn McKelvey & Janine Munslow.

Physical Details
 Physical: viii, 228 p. ; ill. (some col.)
 ISBN: 0632055995, 9780632055999, 9781444313000
 Publication: Malden, USA : Blackwell Science, c2003.
 Classmarks: 646/.34
 Subjects: Electronic books;
 Files: <http://site.ebrary.com/lib/abcol/Doc?id=10292032>
 Language: English;
 Notes: Includes bibliographical references and index. Electronic reproduction.

Choose Aberdeen College

ABERDEEN COLLEGE

Aberdeen College Identity Provider

Login to: <https://sp.ebrary.com/shibboleth>

Username:

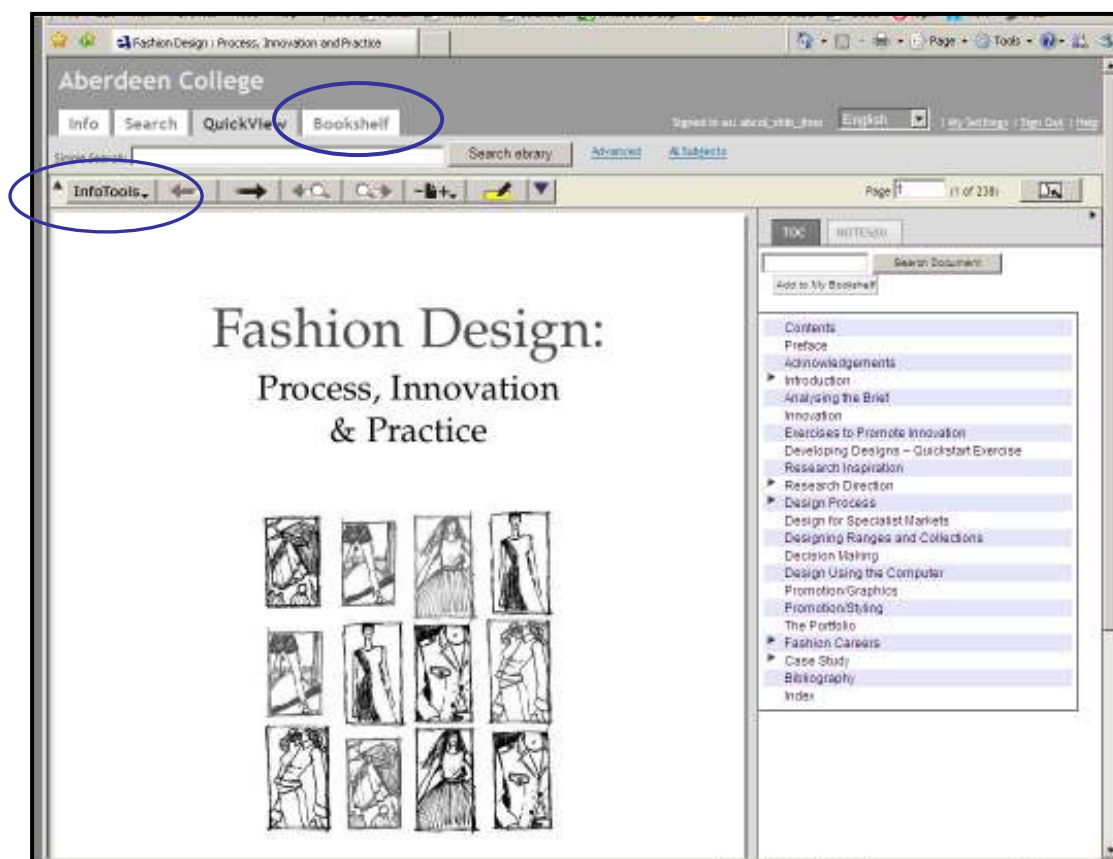
Password:

You will be asked to type in your user name and password which is the same username and password you use to log into the college PC's.

Following a slight delay for authentication you will see the book you have selected in the ebrary reader like the example on the next page.

Use the contents pane and the back and forward arrows to navigate.

Because you have logged in as an individual you can use the **InfoTools** to make notes and annotate passages in the book and you will find these notes on your **Bookshelf** whenever you log in to any e-book.



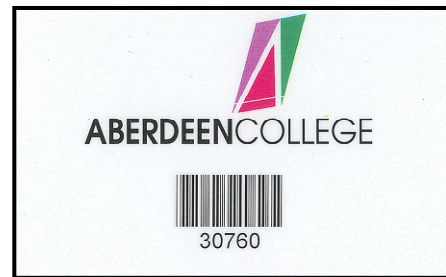
You can also copy or print pages from the book. Copying from an e-book will also give you a ready made reference.

To find more e-books you can search ebrary or return to the Library+ catalogue.

Your Library+ Account Details

By logging in to your account you can:

- ⇒ Check how many items you have on loan and when they are due back
- ⇒ Renew your loans
- ⇒ See your loan history
- ⇒ Suggest a title for the Library to buy
- ⇒ Save your searches



To login click '**Log in your loans**' under '**My Account**' on the Library+ catalogue menu and then enter the number from the front of your Library card.

You will not be able to see any personal information such as an address.

Quick Search Account Details Shopping Basket (0)

Please exit this screen when done to prevent other users accessing your information

Alten Library

Search for...

Loans/Reservations **Loan History** Purchase Suggestions

Title/Author
Keyword
Subject
DVDs & TV Recordings
Magazines
e-books

Links
Catalogue home
Blackboard
Library+

Name Roger, Lindsey (L.R.)
Location Alten Library

Items on loan to you:-

Barcode	Title	Location	Due Back	Charge	Select
113733	Word 2007 all-in-one desk reference for dummies	Alten Library	06-Jun-2011	0.00	<input type="checkbox"/>



Please click 'Log Out' on the left of your screen when you have finished so that other users do not see your loan details.

Saved Searches

To save a search so that you can easily rerun it at anytime, first log in to your account and conduct your search as normal. In your list of results look for the Save Search button in the top right hand corner, click it and follow the instruction to name your search.



To run a saved search just click **Saved Searches** in the **My Account** menu. From here you can also delete your searches by clicking the red cross.

Automatic Referencing

If you have used Library+ items for a written piece of work and you need to reference them, the catalogue will do it for you.



⇒ First run a search to find the items you want to reference, and select them by using the check boxes to the left of each title.

⇒ Next click the ISBD button in the top left hand corner.

⇒ This will produce a reference list that you can copy or email to yourself.



If you would like more help please ask Library+ staff at the issue desk who will be happy to help you with any queries.

