The Library Catalogue records the books and journals held by the Library and gives details of where they are located and, for books, whether they are available or on loan.

Accessing the catalogue
The catalogue can be searched from on or off campus. Logon to the Portal and click on the link to the Library Catalogue (or go directly to http://libcat.stir.ac.uk).

How to search
There are several ways you can search the Library Catalogue, for example: title, author, keyword and author & title searching. Select the appropriate search option by clicking on the appropriate tab (e.g., title, author, keyword, or author & title), enter your search words in the box, and click Submit. Once you have finished a particular type of searching use the Start Over button to take you back to the catalogue home page.

1 Title search
Use this option when you know the title of the book you want to find. Select the Title tab, then type the first few words of the book’s title (you don’t need to type The, A, An at the start of a title) and click Submit.

If your search exactly matches a title you will be taken directly into the full details of the book. If there is no exact match it will take you into an alphabetical title list which will highlight where your book would have appeared. You can then browse the nearest matching titles. To look at the catalogue record for a title, just click on the title. The catalogue record gives you the full details for your book and tells you where the book is shelved (i.e. the classmark) and whether it is available for loan (Available) or on loan (Due + date due). You need to take a note of the book’s location and classmark so you can find it on the shelf.

When you have found a book in the catalogue, take a note of its location and its classmark, e.g.

<table>
<thead>
<tr>
<th>Location</th>
<th>Classmark</th>
<th>Barcode</th>
<th>Loan Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stirling - Popular</td>
<td>XC 4.21</td>
<td>3160650400</td>
<td>ONE WEEK LOAN</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

Location is Stirling – Popular, classmark is XC 4.21 WOO

Tip: Click on the Location details link (for example Stirling – Long) for a description of where that location is in the Library

2 Keyword – quick search
Use keyword searching to find books on a particular topic. This search looks for your keyword anywhere in the titles of books and added subject terms. You will be given a summary list of titles. This list is sorted by relevance, but you can change this to display alphabetically or by date by selecting these links at the top of the summary list of titles.

3 Author search
Use this option if you want to find out what works we have by a particular author. Select the Author option; type the author’s last name first followed by the first initial, e.g., Smith A then click Submit.
4 Author and title search
This option is very useful if you are looking for a book with a popular title and you know the author. Enter the author e.g. Gleitman, and the title, e.g. Psychology, to see books which match both criteria.

Finding Journals
To find out whether the Library holds a particular journal you can use the general Title search. To limit your search to only journal titles, select the Title option, type the journal title in the search box, then select Journals from the drop down menu under the search box. The catalogue gives information on which volumes of the journal the library holds, it does not give details of the individual articles within the journals. Journals are shelved on level 3 of the library, arranged alphabetically by title.

Electronic Journals
Whether you are on or off the University Campus before you search for an electronic journal you should first be logged into the Portal. If the Library has access to an electronic journal details will be given in the catalogue. There will be a link in the catalogue record to the electronic journal, check that the dates given in this link match the date you want and click on the link.

My Library Record
My Library Record has your unique Library information – you can use it to check what books you have out on loan, details of holds or bookings you have made and to see which books you have rated and your reading history. From here you can renew your books and search the catalogue to place holds.

To make use of these services you must first set up My Library Record. To do this select My Record from the tab on the catalogue home page. Type in your name, barcode (given on the front of your library card) and leave the password box blank then click on Submit. On the next screen type in your password, then type it again to confirm it is correct.

Renewing books
When you are in My Library Record it will display how many books you have out on loan. Select the box next to the book(s) you wish to renew and click Renew Selected or Renew All.

Placing Holds
It is possible to place a hold on a book if all the copies are on loan. When the book becomes available it will be held at the Information Centre for you. Click the Request/Hold button that appears in the catalogue record.

Advance Short Loan booking
You can’t place Holds on Short Loan items, instead you can book them for a specific date and time. Select the Book this Material button in the Library Catalogue record. See the leaflet ‘Short Loan’ for a step by step guide.