

Lees bij de volgende tekst eerst de vraag voordat je de tekst zelf raadpleegt.

Tekst 11

How to use the Library Catalogue

Introduction for students

To find any item held in the library you need to use the catalogue. The catalogue contains the records of most items held by the John Rylands University Library. It includes material held at the Main Library, site libraries and Special Collections.

The library catalogue can be accessed via the library homepage www.manchester.ac.uk/library and from dedicated catalogue (OPAC) machines located in all the libraries.

How to search for a book if you know the author but don't know the exact title

You are looking for a book on crime. You know it was written by Ainsworth. If you type Ainsworth in the *Author Box* and Crime in the *Keyword Box*, you will get a pop-up window with different book titles to choose from. To see them all you can scroll down the page.

How to search for a book if you know the author and exact title

Your tutor may have given you a reading list with the exact details of a book you are required to read and you want to check the library catalogue to see if the library has it.

The most effective way of using the catalogue is by not entering too much information. For example only enter the author's surname and the first few words of the title.

How to locate a book once you have found it on the catalogue

There are several headings to look at in order to determine where the book is, if it's available and for how long you can borrow it.

Location - The majority of law and criminology books will be held in the Main Library; many will have copies in the Short Loan Collection which is located on the Ground Floor of the Main Library.

Shelf mark - This tells you which area and floor the book is located and its classification number. For example, Green Area, Floor 3, 343.95 A10.

Loan Type - This indicates whether it is a normal loan, seven day loan or a one or two night loan in the Short Loan Collection.

How to locate periodicals

Most reading lists contain journal articles you need to read. To find if the library subscribes to a particular periodical, you need to search the library catalogue. When searching the library catalogue for journals, you should choose journals from the collection menu.

Important: you cannot search the catalogue for an article title. You must search

for the title of the journal. You can do this in either the *Title Search Box* or the *Keyword Search Box*.

A title search has to contain the exact title. A keyword search can contain any words from the title.

The catalogue says Offsite store, can I still access the journal?

In many cases, when you look at the details for the hard copy, it will say that it is *Offsite*. This is because where the library has both print and electronic versions of a journal, the print copies have been put into storage. In such cases you will have to look at the electronic copy.

Reservations

If you wish to reserve a book when all copies are out on loan, you can do this via the library catalogue. When you have searched for a book and gone into *show details*, click on the request button beside the book record and follow the instructions.

<http://www.manchester.ac.uk/library>, 2009

Lees bij de volgende opgave eerst de vraag voordat je de bijbehorende tekst raadpleegt.

Tekst 11 How to use the library catalogue

Voor je vervolgstudie studeer je enkele maanden in Engeland. Van je docent heb je een lijst met titels van artikelen uit bepaalde tijdschriften gekregen die je moet bestuderen.

- 1p **40** Geeft "How to use the Library Catalogue" aan hoe deze artikelen te vinden zijn? Zo nee, antwoord "Nee". Zo ja, noteer onder welk kopje deze informatie te vinden is.