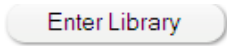


Go to the Library website:

<http://library.hull-college.ac.uk>


Select the **Library Catalogue** option and click on either **Hull College Catalogue** or **Harrogate Catalogue**. The catalogue is also available from the Library page on Moodle.

The catalogue will open in a new window, click on



### Searching for an item

#### General Search

- Search for a specific item or general subject by typing an author's name, a title or a subject keyword in the **Search term** box. As you type, suggested words will appear beneath the box that you can select.
- You can use the word **and** to link more than one keyword e.g. Dickens and Expectations.
- Click on 
- A list of relevant items is displayed, click on the **title** to obtain further information about that item.
- Use the left and right arrows to move through the list of results.

#### Advanced Search

- Click on the **Advanced** link under the search box.
- It is possible to search for a combination of keywords. These could be authors' surnames, title words, subject keywords or classmarks.
- Type each keyword in a separate box on the screen. Add more boxes by clicking on the **+** button. You can link them with AND, OR or AND NOT.
- If you wish, you can restrict the search to particular types of material, e.g. books, web sites or videos. To do this, click the mouse on the **Media Type** box to see the options available. Click on a particular media type to select it.
- You can also restrict your search by date.
- If you want to make your search even more specific, use the **Search in** drop-down list to see the options available and select where you want your keywords to appear, e.g. Shakespeare as an author (rather than as the subject of a book). Click the mouse on an option to select it, as above.
- Click on **Search**.

#### Problems

Click on the **Help** link at the top of the page at any time to use the on-screen help facility. Library staff are always happy to help as well.

### Viewing results and identifying the class number

If you click on the **title** you can see the full details of an item, including the class number, number of copies and publisher information. You also have the option to contribute a review of the item.

When you have completed your search, you need to note down the **Class** and any further information you need to help you find the item on the shelves.

### Is the item available?

Check the **Location** and **Status** of the book to see if there is a copy available. If all copies of the book are **On Loan**, you should **Reserve** it (see below). If the book you want is at another library, ask at the library desk and we may be able to get it for you.

### What if an item I want is on loan? (Reserving an item)

If all copies of the book you want are out on loan you can reserve a copy. We will send you a letter or email when it is returned and hold it behind the desk for you.

- Click on **Reserve**
- You will be asked to login, enter your Hull College Library card number, (under the barcode on your card) into the Reader box
- Enter your **Postcode** (e.g. HU1 3DG) into the **PIN** box and click on **Login**
- You should get a message saying **Reservation placed successfully** and a box showing you your place in the queue e.g. Reserver 1, Reserver 2.
- If you have any problems placing a reservation, the staff at the library desk will be happy to help

### Your Library Account

You can access your Library account details from the catalogue. This allows you to check which books you have on loan and renew them if they have not been reserved by someone else or been renewed 3 times before. You can also see your reservations, check if they are ready for collection and cancel reservations you no longer need.

- Log in using the **Please log in** section at the top right-hand corner of the screen.
- Enter your **Hull College Library card number**, (under the barcode on your card) into the Reader code box.
- Enter your **Postcode** (e.g. HU1 3DG) into the **PIN** box and click on **Login**.
- You will be shown the number of loans, reservations and reviews you have. Click on your name for more details.
- The first screen will show you the items you have on loan. To renew your item(s), tick the box(es) next to them and then click on **Renew**.
- You can also click on the **Reserved** tab to see details of your reservations, and the **History** tab to see details of items you have borrowed before.
- Remember to **Logout** when you have finished!

### How do I start a new search?

To start a new search at any time, click on the **Search** link at the top left-hand corner of the screen.

### Need any help?

Library staff are happy to help you with any catalogue enquiries, either in person, or by telephone or e-mail. Please let them know if an important book on a reading list is not in stock. If a book is still in print, it is possible that we can buy it and reserve it for you.

<http://library.hull-college.ac.uk>

This document is available in an alternative format upon request.