A Guide to Searching the Library Catalogue

The Library Catalogue allows you to search all of the Library's holdings in one easy search. You can find books, eBooks and articles from eJournals in one place. This guide will help you get the most out of the catalogue and help you find the resources you want.

Sign in to your account
We recommend, in order to get the best search results, that you always sign in to ‘My Account’ using your username and password. Some resources won’t show up in search results unless you are signed in. Once signed in, access to most online resources won’t require any further log-in.

Searching for books, eBooks and hard-copy journals
To search for books, eBooks or hard copy journals we hold in the library select the ‘Search the library’s print holdings and eBooks’ option. Type your key word search into the box and click on the search button. You can refine your search by clicking on the facets on the left hand side. They will help you narrow down the format, author, subject, location or date of publication. Once you have found the item you want, click ‘Check Availability’.

For print books you can find the shelfmark, loan type and availability information. Make a note of the shelfmark and use it to identify the location of the book on the shelf. Signage around the library will indicate the shelfmark ranges in each area of the Library.

For eBooks, click on the ‘View online’ button to be taken to the eBook providers website. If you have logged in to your library account you shouldn’t need to log in again to access the eBook. Please note: you will not be able to access eBooks through the dedicated Library catalogue machines in the Library.
Search Everything
If you would like to start your research with the widest possible search encompassing books, eBooks and journal articles you can use the ‘Search Everything’ option. This is great for researching around a topic. It not only searches our local holdings, it also searches the full text or abstracts from a huge range of journal articles held in academic databases.

Again, start by typing your key word search and clicking the search icon. You can refine your search using facets just like when you search the library’s print holdings.

Books and eBooks record will display in exactly the same way as when you search our local holdings and you can find the shelfmark or view online as described overleaf. For academic journal articles the record will often provide a copy of the abstract to help you assess if it is useful to you. If it looks good, simply click on the view online button. If you have logged in to your library account you shouldn’t need to log in again to access the article.

The E-Journals Finder
The E-Journals finder allows you to browse or search our eJournal collection. The E-Journals finder works at the level of Journal title so you can’t search for articles but it is great if you want to browse through a particular journal title, or check what journals we have in a specific subject area. To access the E-Journals finder click on the link at the top of the catalogue homepage.

You can search or browse for a Journal title, or you can select the ‘Subject’ tab and choose from a range of top level subjects that divide in to sub categories allowing you to narrow your search further.

Help and Support
If you need advice or support using the catalogue or any of our services you can contact us using the following methods:

- Virtual Librarian Live, instant chat – Accessed via the Library home page
- Virtual Librarian Online Enquiries – Accessed via my tools in Myzone
- Call us on 020 8392 3770