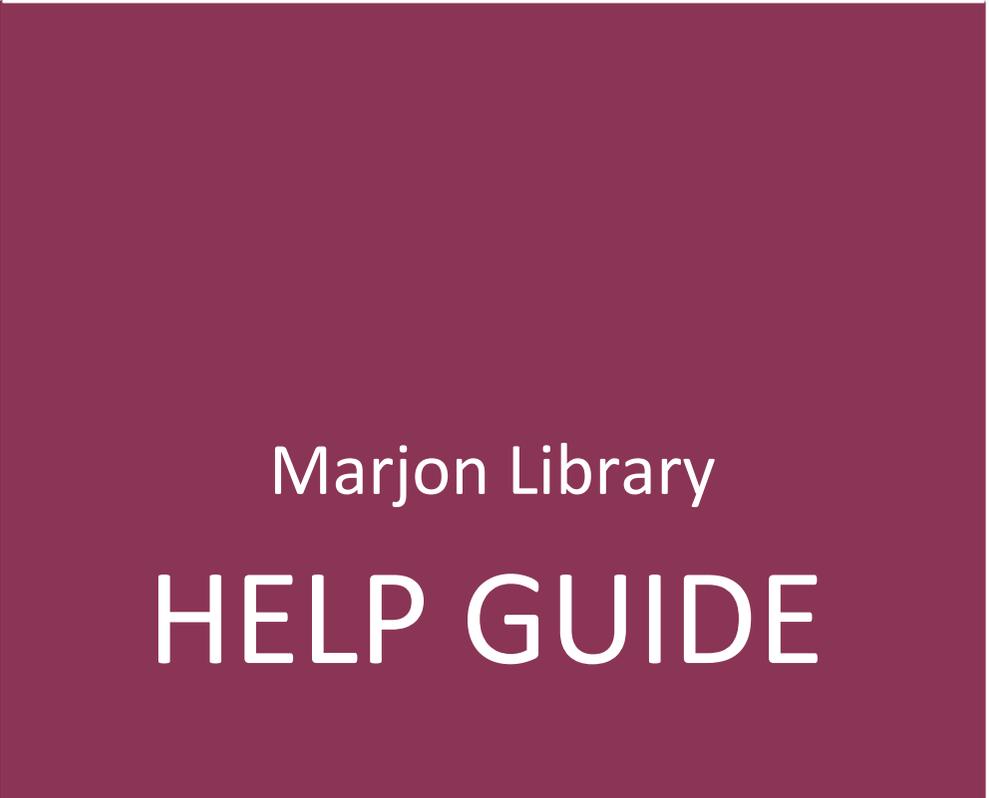




USING THE
LIBRARY
CATALOGUE



Marjon Library

HELP GUIDE

Welcome to Plymouth Marjon University Library!

This guide will help you effectively use the Library catalogue and its features and works through how to search for items and place holds.

Online versions of all the Library help-guides are available through the Library webpages: <http://bit.ly/MJLhelp>; or speak to staff at the main counter if you need a printed large format version.

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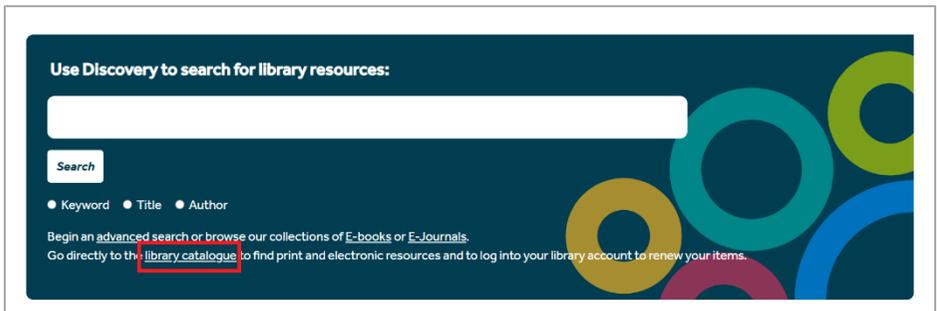
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Accessing the Catalogue

To begin with, the Library Catalogue can be accessed by clicking the link on the front page of the Library webpages:

<https://www.marjon.ac.uk/student-life/library/> underneath the Discovery search bar:



Alternatively, you can access the catalogue directly using this link:

<https://library.marjon.ac.uk/>

If you're in the Library there are 7 'catalogue only' computer terminals – 3 on the ground floor and 2 on both the first and second floors. This means you can run your search either before you come to the Library, or while you're on site.

If you're just running a general search to find item details or access links to E-Books you don't need to be signed in, but to place

reservations, use the additional features and view your account you will need to log in.

Details on how to log in can be found beginning on [page 20](#).

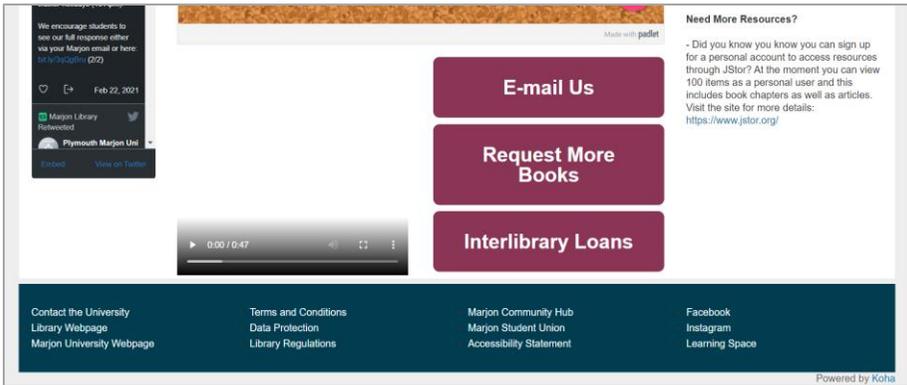
The Catalogue front page

You can access some additional services and information from the Library catalogue front page, below the search bar.

Links out to other services can be found in the left-hand side of the page. A feedback board where you can leave anonymous suggestions or comments sits in the middle of the page, and a notice board with current information about the library service is on the right:

The screenshot shows the Plymouth Marjon University Library Catalogue front page. At the top, there is a navigation bar with a shopping cart icon, a 'Lists' dropdown, and a 'Log in to your account' link. Below this is the university logo and a search bar with a 'Go' button. The main content area is divided into three columns. The left column contains a 'Home' link and a list of services: Journals A-Z, Acquire, Improve, Master (AIM), University Library Website, Library Help Guides, Library Repository, NEW Online Dissertation Access, Study Skills and Referencing, and Scan It!. The middle column features a 'Plymouth Marjon University' header, a welcome message, and a 'Library Feedback' section with 'How to Use' and 'Auto-renew' sub-sections. The right column has an 'Important Information for Library Visitors' section with details about opening hours and contact information.

If you scroll down the front page you can also find buttons to email Library Enquiries, make a More Books request, or apply for an Inter-Library loan. If you've been at Marjon a while, these embedded buttons replace the previous form system for More Books and Interlibrary Loan applications.



More Books

'More Books' is a request service for students to recommend that the Library purchase either copies of books we don't currently stock, or additional copies of ones we do.

Click the button and you'll be asked to log in, if you're not already, and you can then fill out the item details as requested.

Library staff will check your request and you'll get a notification in your account which will let you know if we have purchased the book or declined your request.

If you're a member of teaching staff, purchase requests outside of reading list items should be made using the form in the Library section on Staff News.

Interlibrary Loans

If the Library does not have a copy of the article or book you need you can make an interlibrary loan request and we'll apply to another Library on your behalf to loan us the item.

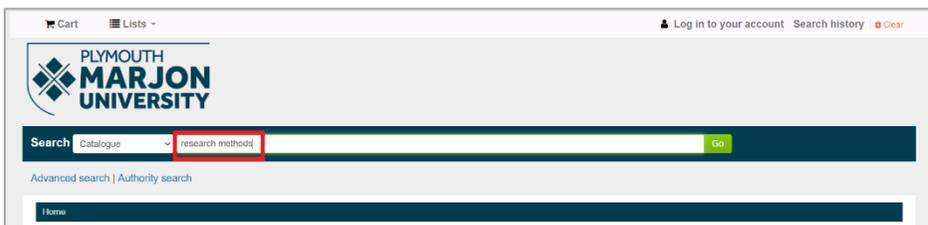
More information about the service can be found here:

<http://bit.ly/MJLills>

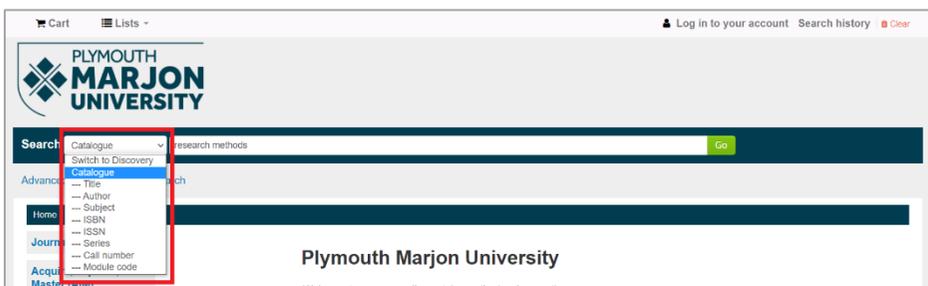
Finding Books Using a Search Term

For this example we'll use a search term – this could be a title in full or part, an author, a keyword or a subject area.

Type your search term into the top search bar, we're using 'research methods':



Next to the search bar, on the right, is a drop-down menu that you can use to narrow your search by selecting title, author, keyword in author headings, subject, keyword in subject headings or ISBN:



If you are looking for a specific book the quickest way to search is by selecting 'Title' or 'Author'.

If you want to do a general search, leaving the drop-down menu set to the default 'Catalogue' is the best option.

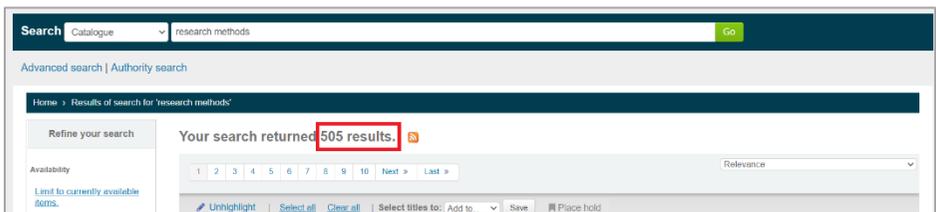
Once you have added your search term and adjusted the drop-down menu, click the green 'Go' button at the end of the bar:



This will bring up a list of all results that include your search term.

The catalogue will display the number of 'Results Found' at the top of the generated list of results and below the search bar.

In this example, by leaving the drop-down menu set to 'Catalogue', searching for research methods gives 505 results:



These results will include (where relevant) print books, electronic books (E-Books) and print journals.

You can refine the results by using the 'Refine your search' options in the left-hand side and/or using the drop-down menu on the right-hand side above the results, which defaults to 'Relevance', to choose how you wish to rank your results:

The screenshot shows the Plymouth Marjon University library search interface. At the top, there is a search bar with 'research methods' entered and a 'Go' button. Below the search bar, there are links for 'Advanced search' and 'Authority search'. The main content area displays 'Your search returned 497 results.' and a list of search results. On the left, there is a 'Refine your search' sidebar with options like 'Availability', 'Limit to currently available items', and 'Authors'. On the right, there is a 'Relevance' dropdown menu. The first search result is 'Qualitative methods in organizational research: a practical guide / edited by Catherine Cassell and Gillian Symon Cassell, Catherine.' by Cassell, Catherine | Symon, Gillian. The publisher is Sage, London, 1994. The location is 'Main Collection: 000-999 Call number: 302.35/QUA'. There is a small image of the book cover on the right.

Some useful limiters in the ‘Refine your search’ bar are:

- Limit to currently available items – will update the results to books where one or more items are available, this also includes E-Books.
- Item type – selecting one of these will update the results to just display that item type - E-Books, for example.
- Topics – lists the subject areas that items have been catalogued with. If you’ve got a very general search term this could help you narrow the results down. The options are listed in order of the frequency they appear.

You might also want to try using the drop-down box, above the results and to the right, to get your results to display in slightly different ways – particularly if ‘Relevance’ isn’t displaying quite the results you were expecting.

Possibly the most useful is the publication date sort if you're looking for books on your subject published more recently, but have an experiment with the others to see if they're useful to your search.

What does the information in an item record mean?

Once you have found a title that you are interested in, a lot of the basic information you need to know about it can be found while you're still in the results list.

The title, authors or editors, and general publication information all display in this short record on the results list.

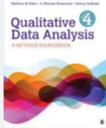
The number of available copies is displayed next to 'Availability'. In this example there are 2 available copies and 1 copy that is checked out:

Qualitative data analysis : a methods sourcebook / Matthew B. Myles, A. Michael Huberman and Johnny Saldaña
by Myles, Matthew B | Saldana, Johnny | Huberman, A. Michael.
Edition: 4th ed.
Publisher: Los Angeles : SAGE, [2020]
Availability: Items available for loan: Main Library (2). Checked out (1).
Location(s): **Main Collection: 000-999** Call number: 300.72/MIL.
[Place hold](#) [Add to cart](#)



When shelf browsing and self-selection of books is available, the details next to 'Location(s)' tells you which part of the collection the book is in, and the shelf number for where to find the title.

Qualitative data analysis : a methods sourcebook / Matthew B. Myles, A. Michael Huberman and Johnny Saldaña
by Myles, Matthew B | Saldana, Johnny | Huberman, A. Michael.
Edition: 4th ed.
Publisher: Los Angeles : SAGE, [2020]
Availability: **Items available for loan: Main Library (2). Checked out (1).**
Location(s): **Main Collection: 000-999** Call number: 300.72/MIL.
[Place hold](#) [Add to cart](#)



In this example the book is located in the Main Collection, so on either floor one or two of the Library, and it's call number (where to locate it on the shelf) is 300.72/MIL, so it's on the first floor.

- 000-372 are kept on the first floor.
- 373-999 located on the second floor.
- Teaching Practice (including Teaching Practice Oversize) is located off the first floor.
- Oversize Books of all numbers are on the second floor.

From this view of the item you can also place a hold and add them to your cart. Information on placing holds starts on [page 25](#) and more details about the cart can be found on [page 32](#).

If you click the blue title/author link on the search list record you'll be taken to some more in-depth information about the book.

Information that appears in the detailed view, but not on the short record in the results list, include:

- **Hyperlinked subject terms** – click on the blue text to see other books that were catalogued using the same term as they may be relevant to your search.

Home > Details for: Qualitative data analysis : a methods sourcebook /

Qualitative data analysis : a methods sourcebook / Matthew B. Miles, A. Michael Huberman and Johnny Saldana

By: Miles, Matthew B
 Contributor(s): Saldana, Johnny | Huberman, A. Michael
 Publisher: Los Angeles : SAGE, [2020]
 Edition: 4th ed
 Description: 380 p. : 28 cm
 ISBN: 9781506353074

Subject(s): Education Research | [Data collection](#) | [Social sciences](#) | [Research Design](#) | [Data Interpretation, Statistical](#)

DDC classification: 300.72/MIL

Contents:
 Part I. The substantive start: Introduction -- Research design and data management -- Ethical issues in analysis -- Fundamentals of qualitative data analysis -- Part II. Displaying the data: Designing matrix, network, and graphic displays -- Methods of exploring -- Methods of describing -- Methods of ordering -- Methods of explaining -- Methods of predicting -- Part III. Making good sense: Drawing and verifying conclusions -- Writing about qualitative research -- Closure.

Holdings (3) Title notes

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Weekly loan	Main Library	300.72/MIL	Checked out	23/02/2021	351337	

- **Contents** – if the item record had contents attached to it then it will display here. Not all books will have contents information, and none are hyperlinked – it just gives you a general idea of subjects covered in the book.

Home > Details for Qualitative data analysis : a methods sourcebook /

Qualitative data analysis : a methods sourcebook / Matthew B. Miles, A. Michael Huberman and Johnny Saldaña

By: Miles, Matthew B

Contributor(s): Saldaña, Johnny | Huberman, A. Michael

Publisher Los Angeles : SAGE, (2020)

Edition 4th ed

Description 380 p. 28 cm

ISBN 9781506353074

Subject(s): Education/Research | Data collection | Social sciences | Research Design | Data Interpretation, Statistical

DDC classification: 300.72/MIL

Contents:

Part I. The substantive start: Introduction -- Research design and **data** management -- Ethical issues in **analysis** -- Fundamentals of **qualitative data analysis** -- Part II. Displaying the **data**: Designing matrix, network, and graphic displays -- Methods of exploring -- Methods of describing -- Methods of ordering -- Methods of explaining -- Methods of predicting -- Part III. Making good sense: Drawing and verifying conclusions -- Writing about **qualitative** research -- Closure.

Holdings (3) Title notes

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351337	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351343	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Available		351335	

Total holds: 1

- **Item holdings tabbed box** – gives additional information about the items, including its usual loan period in the ‘Item Type’ column on the left-hand side:

Contents:

Part I. The substantive start: Introduction -- Research design and **data** management -- Ethical issues in **analysis** -- Fundamentals of **qualitative data analysis** -- Part II. Displaying the **data**: Designing matrix, network, and graphic displays -- Methods of exploring -- Methods of describing -- Methods of ordering -- Methods of explaining -- Methods of predicting -- Part III. Making good sense: Drawing and verifying conclusions -- Writing about **qualitative** research -- Closure.

Holdings (3) Title notes

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351337	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351343	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Available		351335	

Total holds: 1

The ‘Status’ and ‘Date Due’ columns toward the middle of this tab will tell you where the item currently is and, if it’s checked out, when it’s next renewal or return date is. Please remember that books will

continue to automatically renew, if there's no holds on them, so if you'd like to view the book and all copies are checked out you should place a hold.

Contents: Part I. The substantive start. Introduction – Research design and **data** management – Ethical issues in **analysis** – Fundamentals of **qualitative data analysis** – Part II. Displaying the **data**. Designing matrix, network, and graphic displays – Methods of exploring – Methods of describing – Methods of ordering – Methods of explaining – Methods of predicting – Part III. Making good sense. Drawing and verifying conclusions – Writing about **qualitative** research – Closure.

Save record -
More searches -

Share

Holdings (3) Title notes

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351337	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351343	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Available		351335	

Total holds: 1

In the 'Call number' column, underneath each shelf number is a blue hyperlinked text to 'Browse shelf':

Methods of exploring – Methods of describing – Methods of ordering – Methods of explaining – Methods of predicting – Part III. Making good sense. Drawing and verifying conclusions – Writing about **qualitative** research – Closure.

Share

Holdings (3) Title notes

Item type	Current location	Call number	Status	Date due	Barcode	Item holds
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351337	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Checked out	23/02/2021	351343	
Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Available		351335	

Underneath the 'Holdings' box a shelf browser box will appear and display all of the titles that the Library holds that run sequentially in classification numbers – as if you were browsing a shelf:

Weekly loan	Main Library Main Collection: 000-999	300.72/MIL (Browse shelf)	Available		351335	
-------------	---	------------------------------	-----------	--	--------	--

Total holds: 1

Close shelf browser



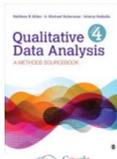
300.72/MAY
**Social research :
issues, methods
and process /**



300.72/MIL
**Qualitative
data
analysis ::
an
expanded
sourcebook
/**



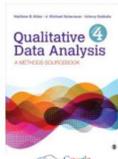
300.72/MIL
**Qualitative
data
analysis ::
an
expanded
sourcebook
/**



300.72/MIL
**Qualitative data
analysis : a
methods
sourcebook /**



300.72/MIL
**Qualitative data
analysis : a
methods
sourcebook /**



300.72/MIL
**Qualitative data
analysis : a
methods
sourcebook /**



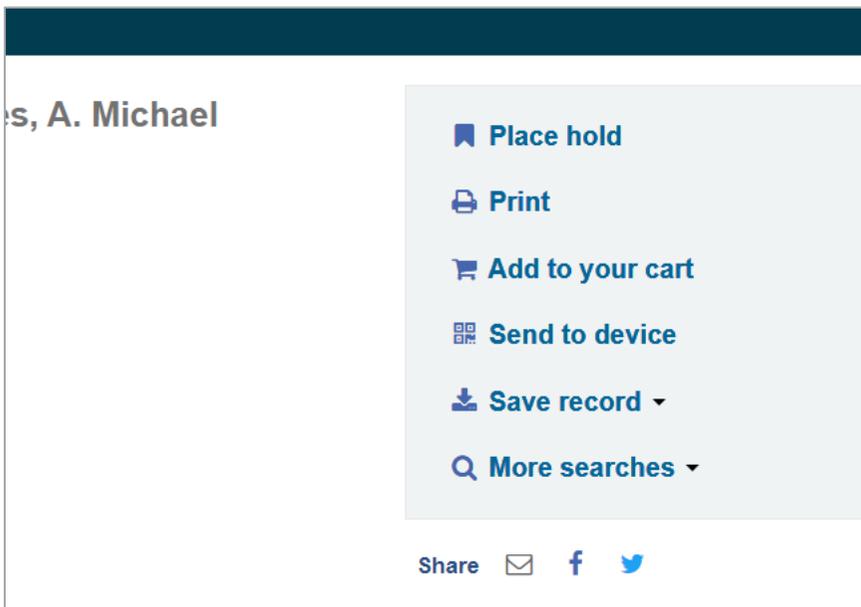
300.72/MIX
**Mixed
methods :
volume 1 /**

The Library uses Dewey Decimal Classification which groups topics into similar numbered areas, so by scrolling left or right in the shelf browser you'll see titles on a similar subject to your original title.

Bear in mind that, like browsing an actual shelf, all the copies of a book will appear so it may take some scrolling to see different titles if we have a lot of copies of one particular title in stock.

To be taken to the new book from the shelf browser, just click the cover picture or blue hyperlinked title underneath the cover to be taken to the record.

- **Right hand tool bar** – like the item record on your search page, you can place holds and add an item to your cart from the right-hand tool bar in an item record.



Other options in this tool bar are:

Print – will print the item record as displayed on the catalogue. It will not print the book.

Send to device – clicking this will open a QR code that will open the record on another device when scanned.

Save record – provides options to save the record in different formats for exporting to a reference manager. If you use Mendeley, you can use the RIS file format.

More searches – links out to other search options including Worldcat and Google Scholar. This linked search is based on the title, so the first results may not match the catalogue record you were originally looking at as books frequently share titles.

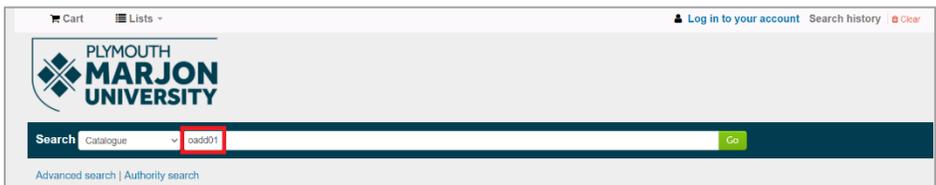
There are also icons underneath this menu where you can share the catalogue record in an email, on Facebook or on Twitter.

Finding Books Using a Reading List

To make it quicker and easier for you to find books on your module reading lists, the Library has an electronic reading list service so you can see all books on the one list - rather than looking up individual titles.

You can simply search the catalogue by typing in your module code into the bar at the top.

It doesn't matter if you enter it in upper or lower case, but make sure there are no spaces. So, in this example, we've entered 'oadd01':



After clicking the 'Go' button the results generated will show items on your reading list that the Library stocks, including E-Books.

The results may be spread over several pages and generate in the default 'Relevance' order, so make sure you check all the pages by clicking the navigation options at the top or bottom right of the results list:

The screenshot shows the Plymouth Marjon University library catalogue interface. At the top, there is a search bar with the text 'bad001' and a 'Go' button. Below the search bar, the page indicates 'Your search returned 30 results.' A navigation bar shows '1 2 Next > Last >' with the '1' and '2' buttons highlighted in a red box. The first search result is 'Place: an introduction (electronic book) / Tim Cresswell.' The result details include the author 'Cresswell, Tim.', edition '2nd ed.', publisher 'Chichester : Wiley & Sons, 2015', and online access information. A small book cover image is visible to the right of the text. The left sidebar contains 'Refine your search' options such as 'Availability', 'Authors', and 'Item types'.

➔ The list generated does not show the books in order of ‘Essential’ or ‘Recommended’ so you may like to cross-reference a copy of your reading list.

Once you have found a title that you are interested in, basic details can be found in the results list or by clicking the blue hyperlinked title.

More information about what details are in an item record starts on [page 8](#).

Finding E-Books on the Catalogue

You can run a search for E-Books in the same way as you would for print books – by using either a search term or a module code.

Once you’ve run your search you can limit your results to display only E-Books by clicking the ‘E-Book’ limiter option in the ‘Item Type’ section, in the left-hand ‘Refine your search’ toolbar:

Refine your search

Availability

[Limit to currently available items.](#)

Authors

[Brown, Mike](#)
[Convery, Ian](#)
[Davis, Peter](#)
[Denscombe, Martyn](#)
[Mitten, Denise](#)
[Show more](#)

Item types

[Weekly loan](#)
[Basic loan](#)
[E-Book](#)

Your search returned 30

1
2
Next »
Last »

Unhighlight
Select all

Place : an introduction (e
by Cresswell, Tim.
Edition: 2nd ed.
Publisher: Chichester : J. Wiley & S
Online access: [Click to access ebo](#)
Availability: **Items available for re**
Location(s): **Online** Call number: 3

Add to cart

Seascapes : shaped by th
Humberstone.

The results generated will all be E-Books that the Library has bought, so you can access them straight away.

Once you've found the title you'd like to look at, just click the 'Click to access e-book' text in the item record, on the search results list.

It is not recommended to read E-Books on the catalogue terminals in the Library.

Place : an introduction (electronic book) / Tim Cresswell.
by Cresswell, Tim.
Edition: 2nd ed.
Publisher: Chichester : J. Wiley & Sons, 2015
Online access: [Click to access ebook](#)
Availability: **Items available for reference**: Main Library Online (1) :
Location(s): **Online** Call number: 304.23/CRE.
 Add to cart



You will be taken to either a log in page, or to the provider's site where you will need to log in.

There is an in-depth written Help Guide on finding and accessing E-Books, available here: <http://bit.ly/MJLhelp>, but in general you will need to look for an 'Institutional' or 'Shibboleth' login option.

You will then be asked to search for your University, which is 'University of St. Mark and St. John' in these lists and once clicked the usual Marjon login box will appear where you can enter your username and password.

Journals

The Library primarily purchases electronic copies of journals and not every E-Journal has a record on the catalogue, so you'll need to check the A-Z Listing or Discovery.

The Library has written Help Guides on using both methods to access journals, available here: <http://bit.ly/MJLhelp>

However, we still have a number of print journals in stock. These are for reference use only and are held on the second floor.

Journals are shelved alphabetically with current issues marked within their storage boxes.

- The catalogue will only search for journal titles. To search for specific articles, or general subject keywords for articles, you need to use Discovery. Or know the specific year, volume and issue of the journal that the article is published in.

If you know the name of the print journal you're looking for, type the title into the search box on the catalogue. In this example, we're looking for 'Journal of Sports Sciences':

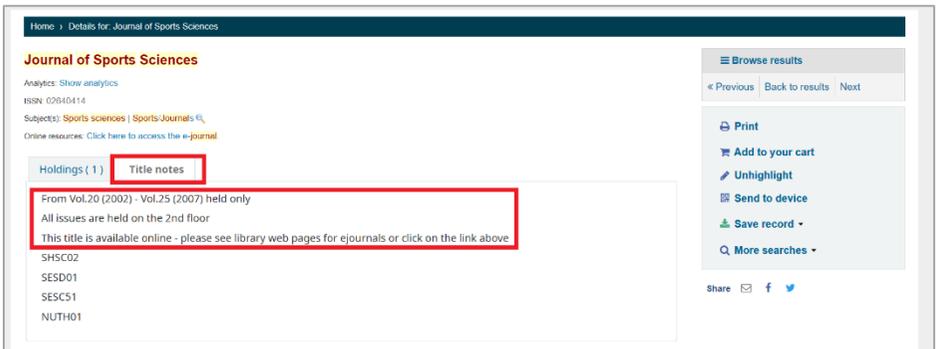


The Library only has one print journal where these words are included in the title or keywords, but this search has also picked up a book because the words in the search also appear in that item's record.

You therefore need to click the blue hyperlinked title to get a bit more information about the journal.

Once you've opened the detailed description, you'll need to click the 'Title notes' tab in the 'Holdings' box.

This tab shows what years we hold e.g. this title we have in print from 2002 to 2007 after that it is available electronically:



It will also say if any copies are held in the stack – if they are please ask a member of Library staff to find this for you.

If we have the journal electronically, as well as in print, there will be an 'Electronic Access' heading on the record and you can click the words 'Click here to access the e-journal'.

A new page will load, and you will then need to click 'Full Text Access' to expand the list of providers.

Click the provider who offers the year you would like to access.

In this example, if you wanted to access an article from 1996 you would need select the SPORTDiscus option. But if you wanted the most recent publication you would need to click on the Taylor & Francis link as SPORTDiscus has an 18-month delay on accessing full text articles:

The screenshot shows a search results page from Plymouth Marjon University. The search term is 'journal of sports'. The results list '1. Journal of sports sciences' with ISSN 0264-0414. A red box highlights the 'Full Text Access' section, which lists two providers: 'SPORTDiscus with Full Text' (05/01/1996 - present, 18-month delay) and 'Taylor & Francis' (01/01/1997 - present). Both entries include a lightbulb icon and the text 'Opens in new window - please ensure your pop up blocker is switched off'.

➔ Sometimes there will be information you may need to know on how to log in. Hover over the 'i' icon and any special instructions will be displayed.

Once you've clicked on the provider, a new page will load where you can browse the journal's volumes.

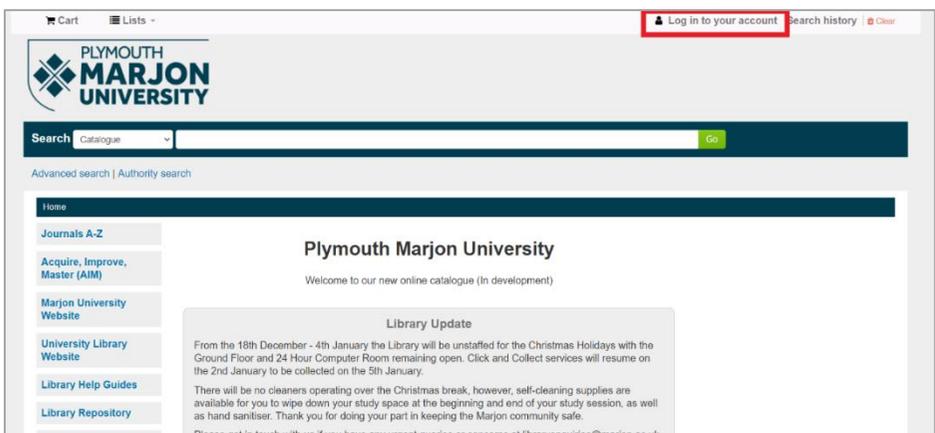
How this page displays depends on the provider, but the A-Z of E-Journals written Help Guide (available here: <http://bit.ly/MJLhelp>) works through, in detail, how to log in and access articles with the main providers.

Your Account

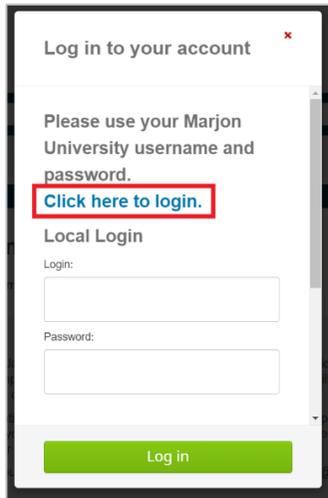
Your log in to your Library account is your standard Marjon username and password.

While you don't need to log in to search the catalogue, you do need to log into your account to renew, reserve or view your personal details.

On the catalogue you can log in by selecting either 'Log in to your account' in the top right corner:



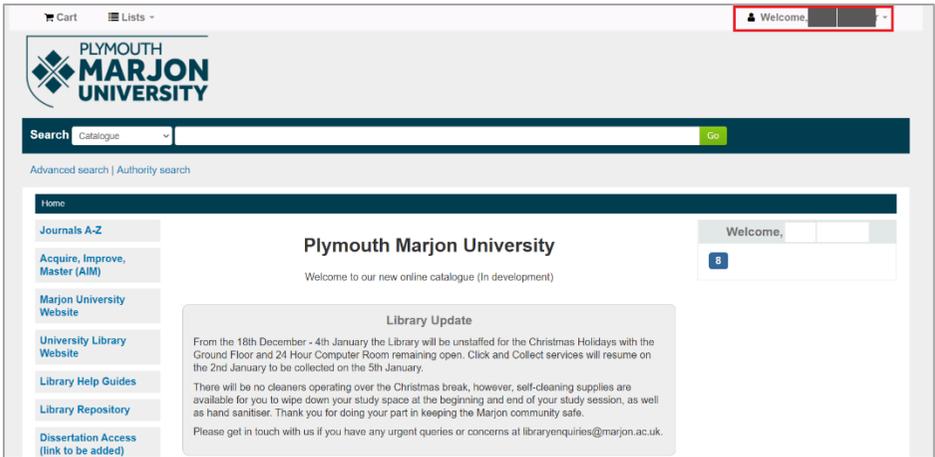
A popup will appear - as a Marjon member use the blue 'Click here to login' option, not the login boxes:



The usual Shibboleth Marjon network login box will appear and you can log in using your Marjon network username and password.



You'll know you're correctly logged in because your name will display next to 'Welcome' on the top right of the page.



To view your account, click your name at the top right of the page and a drop-down menu will appear. Click the 'Your account' option in this box:



On your account page, your current checkouts will display in a list in the middle of the page. If you scroll down, there is a toolbar on the left-hand side that has additional information you can see about your account. This is set to 'your summary' when you log in:

<ul style="list-style-type: none"> your summary your charges your personal details your search history your reading history your purchase suggestions your lists your interlibrary loan requests 		The Librarian's nitty-gritty guide to content marketing /	Solomon, Laura	23/02/2021	021.7/SOL
		Little men (Classics) /	Alcott, Louisa May	23/02/2021	823/ALC

In order of this list the other sections are:

Your charges – details any fees that have been added to your account and previously paid charges. This may be bills for replacement copies of lost books or replacement university cards. Library charges can be paid at the self-service machines or through the student pay portal.

Your personal details – this is information provided to us by Registry and can't be changed, if you think anything is incorrect on this page please contact Library Enquiries by emailing libraryenquiries@marjon.ac.uk but depending on the query we may refer you to the Student Records department.

Your search history – if you run a search while logged in, or log in after running some searches and have the same tab open, this information will be stored here so that you can re-run the terms. You can also delete saved searches from this page.

Your reading history – essentially your borrowing history. This page will show everything you've currently got checked out and everything you've previously returned. Because of this the same title may appear

multiple times in this list if you've borrowed it more than once, but you'll know if it's been returned as the date you returned it will appear.

Your purchase suggestions – if you've made a purchase suggestion using the button on the front page of the catalogue, the status of your request will appear here. New suggestions can also be made here.

Your lists – you can create private lists of catalogue items so you don't have to run searches for them every time, if it's something you might revisit frequently. So, you might want to create a list of all the books used for one essay, or all the E-Books on one particular subject.

Your interlibrary loan requests - if you've made an interlibrary loan request using the button on the front page of the catalogue, the status of your request will appear here. New requests can also be made here.

Renewing Books

If you've been at Marjon before you may remember that you previously had to renew items when they were due.

The catalogue will now automatically renew your items, if there are no reservations, so you won't be able to renew items online as the system will give you the best date. You'll get an email to your University address to let you know that you'll need to return items that have a reservation on them.

Reserving Books/Placing a Hold

As it is impossible for the Library to stock one book per user, and because renewals are automatic, it is likely that you will need to reserve books at some point.

Currently the Library is operating a Click and Collect service to enable you to access print books – there is no shelf browsing/self selection of books from the open shelves available at the moment so you must place holds to access print titles.

Your holds are generated on a list that staff will then pick and notify you of availability. Once you've had the notification email you'll be able to come into the Library and issue the collected items to your account.

At the moment the expiry date/last date for collection of your items will be listed in the confirmation email you are sent, this may differ from the information on your account, but you should go by the expiry date in the email.

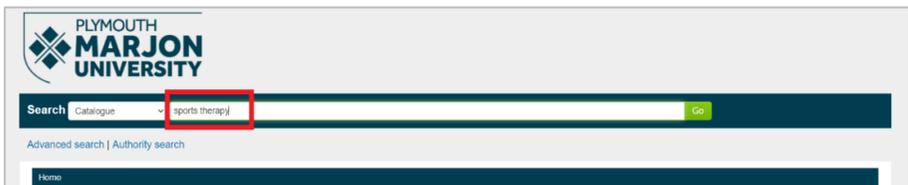
More information about Click and Collect can be found here:

<https://bit.ly/MJLClick>

How to Place a Hold – Single Items

To place a hold for one item, make sure you are logged in before you begin – details about how to log in begin on [page 20](#)

Once you're correctly logged in, run a search using the search bar towards the top of the page for the item using Title, Author or Keywords. The left-hand drop-down defaults to Catalogue, so for placing holds you should leave this selected.



PLYMOUTH
MARJON
UNIVERSITY

Search Catalogue sports therapj Go

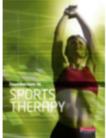
Advanced search | Authority search

Home

Once the results list has generated and you've found the title you'd like to look at, click the 'Place hold' option at the far bottom left of the item record box:

Foundations in sports therapy / Dale Forsdyke ... [et al.]
by Forsdyke, Dale.
Publisher: Harlow : Heinemann, 2011
Availability: **Items available for loan:** Main Library (6)
Location(s): **Main Collection: 000-999** Call number: 617.1027/FOU

Place hold Save to lists Add to cart



You'll then be asked to confirm your hold – just click the 'Confirm hold' button at the bottom left of this section – nothing else will need amending:

Home > Placing a hold

Confirm holds for: [redacted] [redacted]

Place a hold on **Foundations in sports therapy /**

Pick up location: Main Library

Show more options

Confirm hold

Once the hold has been applied, you'll be taken back to your account summary page with the holds tab open to display your new hold.

Home > [redacted] > Your summary

Journals A-Z

Acquire, Improve, Master (AIM)

Marjon University Website

University Library Website

Library Help Guides

Library Repository

Dissertation Access (link to be added)

Study Skills and Referencing

Hello [redacted]

Click here if you're not [redacted]

Checked out (8) Holds (1)

Holds (1 total)

Title	Placed on	Expires on	Pick up location	Status	Modify
Foundations in sports therapy /	18/12/2020	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>

From this tab you can also cancel your hold if you no longer need the item, however you can only cancel holds from this screen if the item status is still pending.

Once an item is available, if you need to cancel a hold just email libraryenquiries@marjon.ac.uk and staff will sort it for you.

How to Place a Hold – Multiple Items

If you've got a few items that you want to place holds on, you can place them individually but you can also put them all in your virtual cart and then place the holds in one go.

If you've not already done so, log in at this point by following the instructions beginning on [page 20](#).

Run a search using the search bar towards the top of the page for the item using Title, Author or Keywords. The left-hand drop-down defaults to Catalogue, so for placing holds you should leave this selected.



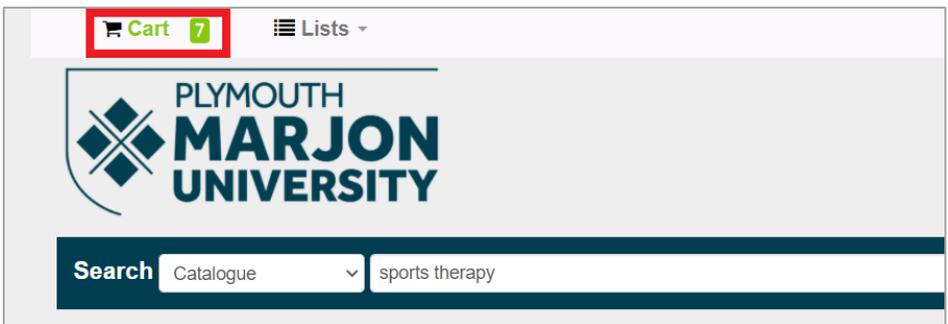
Once the results list has generated and you've found the title you'd like to look at, click the 'Add to cart' option at the bottom left of the item box:

Mental health and well-being interventions in sport : research, theory and practice / edited by Gavin Breslin and Gerard Leavey.
by Breslin, Gavin | Leavey, Gerard.
Publisher: London ; New York : Routledge, 2019
Availability: No items available : Checked out (1)

[Place hold](#) [Save to lists](#) [Add to cart](#)



When you've added all the books you want to place a hold on to the cart scroll to the top of the catalogue page and click the cart icon or text – there will be a number in white in a green box next to this, which indicates the number of items in the cart:



Cart 7 **Lists** ▾

PLYMOUTH MARJON UNIVERSITY

Search Catalogue ▾ sports therapy

A new popup will appear, which you can expand if you prefer, but to place holds first click the blue 'Select all' text towards the top left of this box. This selects all the tick boxes in your cart so you're ready to place holds on all the items.

Next click the 'Place hold' option towards the top right of this box:

Your cart

More details | Send | Download | Empty and close | Hide window | Print

Select all | Clear all | With selected titles: Remove | Add to a list | Place hold

	Title	Author	Year	Location (Status)
<input checked="" type="checkbox"/>	Foundations in sports therapy /		2011	<ul style="list-style-type: none"> Main Library Main Collection: 000-999 (617.1027/FOU) (Available) Main Library Main Collection: 000-999 (617.1027/FOU) (Available) Main Library Main Collection:

The pop-up box will disappear and a list of the items you selected will be on the page. At this point you can double check and remove any items you don't need before confirming.

NOTE: You can add items to the cart that can't have a hold placed on them – E-Books, print journals and dissertations all fall into this category - but the confirmation list will flag these items for you by displaying the message 'There are no items that can be placed on hold' underneath the title:

The relationship between kinesiology tape, fascial chains and flexibility / , by Slater, S

There are no items that can be placed on hold.

Scroll to the bottom of the list and click the 'Confirm hold' button at the bottom left of this list:

Place a hold on **ACSM's guidelines for exercise testing and prescription /**
Number of holds: 1

[Show more options](#)

Place a hold on **Mental health and well-being interventions in sport : research, theory and practice /**
Number of holds: 1

[Show more options](#)

Once the hold has been applied, you'll be taken back to your account summary page with the holds tab open to display your new hold:

Checked out (9) Holds (6)

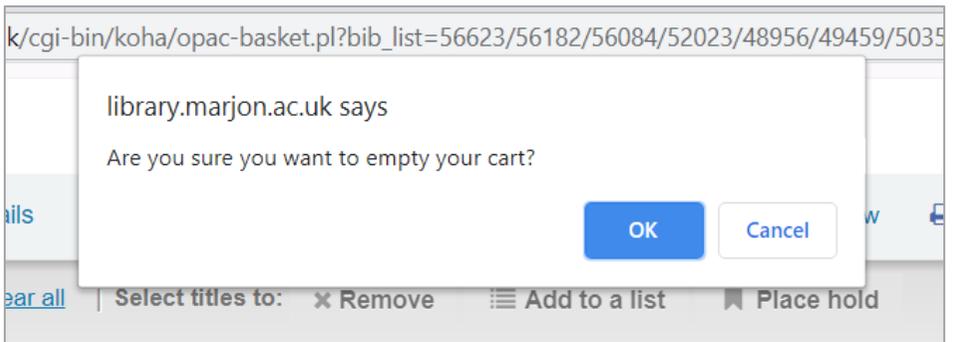
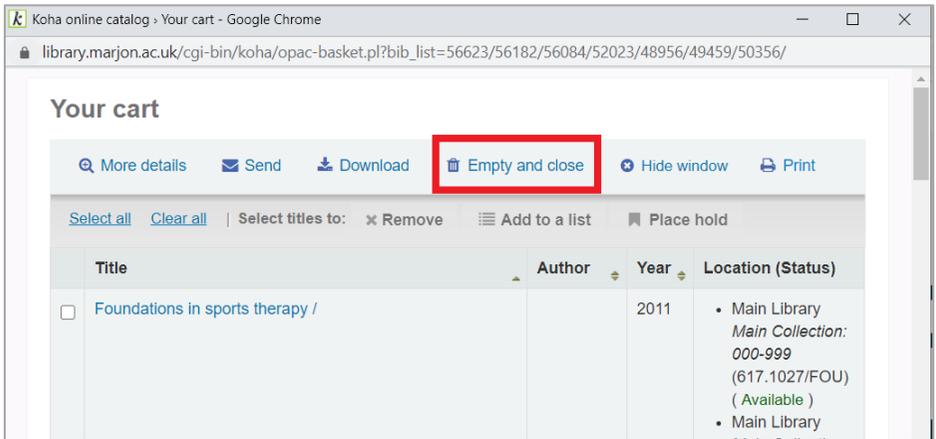
Holds (6 total)

Title	Placed on	Expires on	Pick up location	Status	Modify
Foundations in sports therapy /	14/01/2021	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>
Rehabilitation techniques for sports medicine and athletic training / Prentice, William E.	14/01/2021	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>
Stability, sport and performance movement : practical biomechanics and systematic training for movement efficiency and injury prevention / Elphinston, Joanne	14/01/2021	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>
ACSM's exercise management for persons with chronic diseases and disabilities /	14/01/2021	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>
ACSM's guidelines for exercise testing and prescription /	14/01/2021	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>
Mental health and well-being interventions in sport : research, theory and practice /	14/01/2021	Never expires	Main Library	Pending	<input type="button" value="Cancel"/>

From this tab you can also cancel your hold if you no longer need the item, however you can only cancel holds from this screen if the item status is still pending. Once an item is available, if you need to cancel a hold just email libraryenquiries@marjon.ac.uk and staff will sort it for you.

Items will still be in the cart once holds have been placed, although the items will move out of the cart once the session has ended as it's just a temporary location. But if you have finished with them, you can clear the items by clicking the cart icon again to open the pop-up box.

Click the 'Empty and Close' option towards the top right of this box and you'll then be prompted to confirm that you want to clear the cart:



When you click 'Ok' the cart will empty, but your holds will remain.

Additional Functions

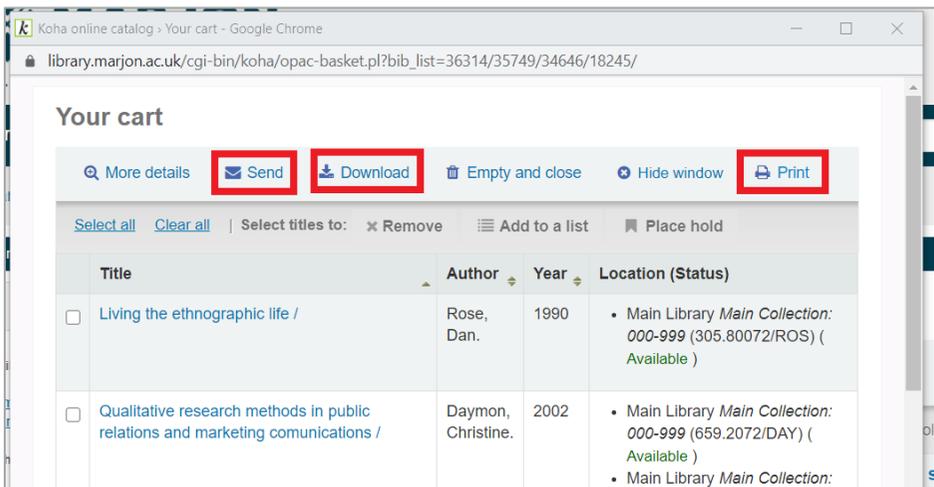
The catalogue has some extra functions that you may find useful for collating and accessing resources.

Cart

The cart is a temporary 'shopping basket' that items can be added to, but items will be removed after session ends, so if you'd like items saved more permanently, you should create a List.

Holds on multiple items can be placed by adding them all to the cart – details about adding items to the cart, and then placing a hold, begin on [page 30](#) , but you can also add items to the cart to be emailed, downloaded, or printed as a group.

Click the cart icon at the top left of the catalogue and a popup box with your stored items will appear. The sharing options can be found just above the list of items.:



The screenshot shows a web browser window titled "Koha online catalog > Your cart - Google Chrome". The address bar shows the URL: library.marjon.ac.uk/cgi-bin/koha/opac-basket.pl?bib_list=36314/35749/34646/18245/. The page content is titled "Your cart" and features a toolbar with several action buttons: "More details", "Send", "Download", "Empty and close", "Hide window", and "Print". The "Send", "Download", and "Print" buttons are highlighted with red boxes. Below the toolbar is a table with columns for "Title", "Author", "Year", and "Location (Status)". The table contains two items, each with a checkbox in the first column.

	Title	Author	Year	Location (Status)
<input type="checkbox"/>	Living the ethnographic life /	Rose, Dan.	1990	• Main Library <i>Main Collection</i> : 000-999 (305.80072/ROS) (Available)
<input type="checkbox"/>	Qualitative research methods in public relations and marketing communications /	Daymon, Christine.	2002	• Main Library <i>Main Collection</i> : 000-999 (659.2072/DAY) (Available) • Main Library <i>Main Collection</i> :

Send – you’ll be prompted to enter an email address, and also given the option to add a message, and your list of items will be sent to the specified email address (check your junk box if it doesn’t arrive!). The list will also include direct links to the item on the catalogue.

Download – another popup box will appear, and you’ll be asked to select your preferred file format to download the bibliographic details for exporting into a reference manager. If you use Mendeley you can select the RIS file format.

Print – a new page will open and display a list with scant information about your cart items, which you can print, but more detailed information is sent to you if you use the ‘Send’ option to email the list.

Lists

If you’d like to save item records in a permanent place to refer back to later, you can use the ‘Lists’ option, which is located at the top left of the catalogue page.

For example, you might want to save all the E-Book records for one particular subject, or all the books you looked at for one piece of work.

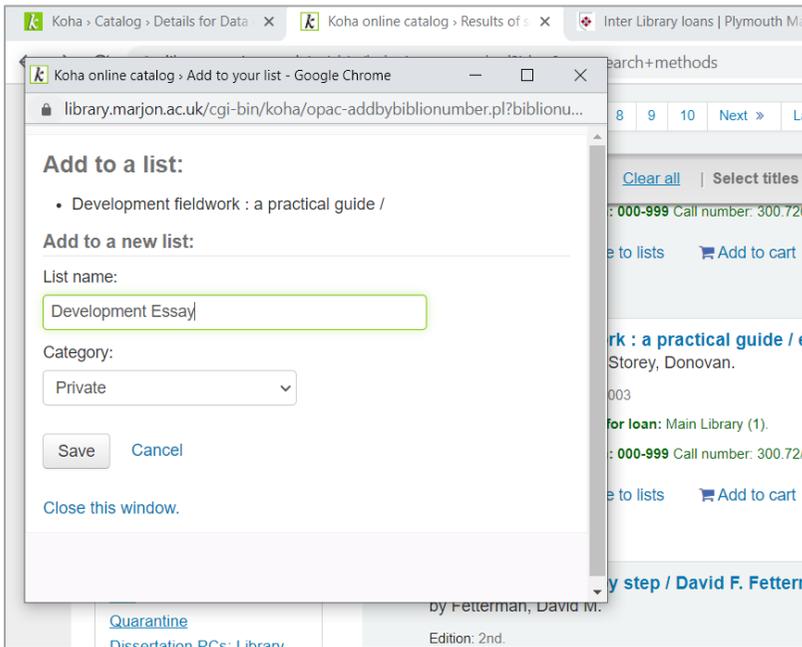
To get started making a list, you must be signed into your account. After running a search, click the ‘Save to lists’ option that appears at the bottom of a record in your search results.

Development fieldwork : a practical guide / edited by Regina Scheyvens and Donovan Storey.
by Scheyvens, Regina | Storey, Donovan.
Publisher: London : SAGE, 2003.
Availability: **Items available for loan:** Main Library (1)
Location(s): **Main Collection: 000-999** Call number: 300.72/DEV

[Place hold](#) [Save to lists](#) [Add to cart](#)

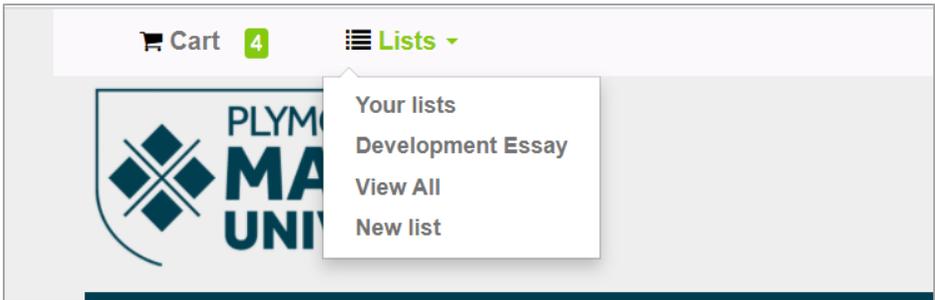


A new popup box will appear and asks you to add a name for your new list in the free text box. The category for lists can only be set to 'Private'. Once you're finished click the 'Save' button at the bottom of this box to create the list and save the first item to the list:

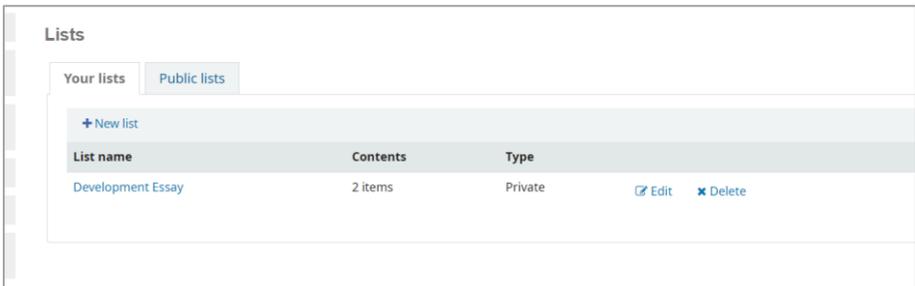


You can then keep adding to the list by clicking the 'Save to lists' option underneath each item, and the popup box will give you the option to save it to your existing list, or create a new one.

You can access the lists you create by clicking the 'Lists' option at the top right of the page, and they'll display under the 'Your Lists' heading:

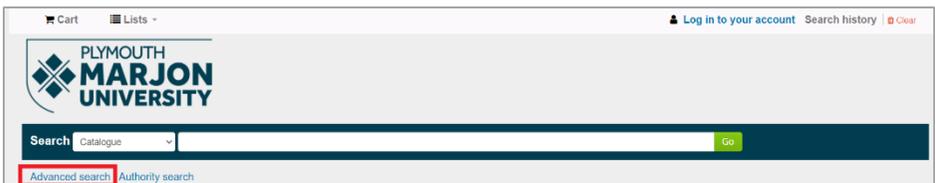


You can remove items or delete entire lists from the 'Your lists' section of the page:



Advanced Search

If you want to refine your search results a bit more, there is an Advanced Search option that can be accessed by clicking the link underneath the search bar:



This page allows for additional limiters to be applied to your search terms, for example you could use the 'Search for' boxes to look for results from your terms that include a Keyword and Title and Author, or other combinations, by selecting the options from the left hand dropdown menus next to the search boxes.

There are also options to search within a publication date range:

The screenshot shows an advanced search interface with the following sections:

- Search for:** Three input boxes, each preceded by a dropdown menu labeled "Keyword".
- Buttons:** "Search" (green), "More options", and "New search".
- Item type:** Tabs for "Shelving location" and "Collection".
- Limit to any of the following:** A horizontal list of checkboxes for "Art Equipment - Not Hidden", "Books", "Journals", "Multi Media Pack", and "eBooks".
- Publication date range:** A "Date range:" input field with a note: "For example: 1999-2001. You could also use *-1987* for everything published in and before 1987 or *2008-* for everything published in 2008 and after."
- Language:** A "Language:" dropdown menu with "No limit" selected.
- Location and availability:** A "Library:" dropdown menu with "All libraries" selected, and a checkbox for "Only items currently available for loan or reference".
- Sorting:** A "Sort by:" dropdown menu with "Relevance" selected.

Search History

You can re-run your previous searches from the 'Search history' option at the top right of the catalogue.

The screenshot shows the top navigation bar of the Plymouth Marjon University website. It includes a "Cart" icon, a "Lists" dropdown, a "Log in to your account" link, and a "Search history" link which is highlighted with a red box. Below the navigation bar is the university logo and a search bar with a "Go" button. At the bottom of the search bar, there are links for "Advanced search" and "Authority search".

If you're already logged in, Search History can be found by clicking your name at the top right and in the menu that expands underneath.

If you don't log in your search history will only be saved for the length of your session, but if you run a search and then log in your search history will be moved into your account.

From the search history page you can click on the blue linked text to re-run the search terms, or delete search terms you no longer need:

Search history

Catalogue Authority

Current session

Select all Clear all | Select searches to: Delete

	Date	Search	Results
<input type="checkbox"/>	25/02/2021 16:25	 dissertation writing bryman	0
<input type="checkbox"/>	25/02/2021 16:25	 dissertation writing	77
<input type="checkbox"/>	25/02/2021 16:24	 research methods	551
<input type="checkbox"/>	25/02/2021 16:24	 research methods bryman	13

Remove selected searches

Further Questions

If you have any questions about using the catalogue or would like a member of staff to provide you with a tutorial, please pop in and speak to staff at the library main desk.

You can also email with any queries libraryenquiries@marion.ac.uk or phone 01752 761145.

Useful Contacts

Library: libraryenquiries@marjon.ac.uk

01752 761145

<http://www.marjon.ac.uk/student-life/library>

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