

BRIEF GUIDE TO CATLOGUE
SEARCHING AND SHELF-
BROWSING

Marjon Library

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Running a basic search on the Library Catalogue

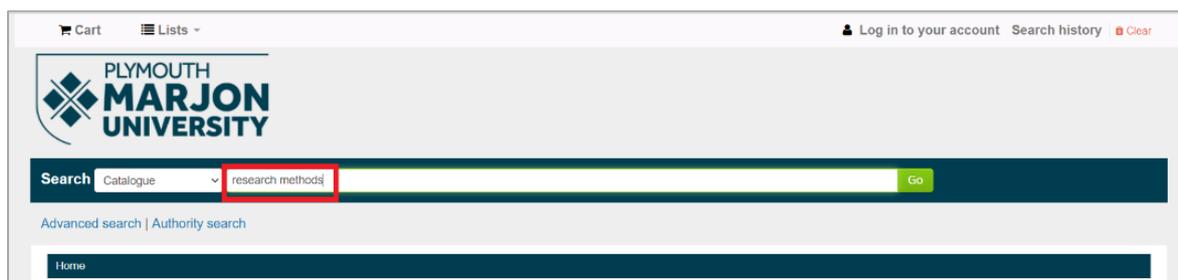
You can access the catalogue directly using this link: <https://library.marjon.ac.uk/>

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.

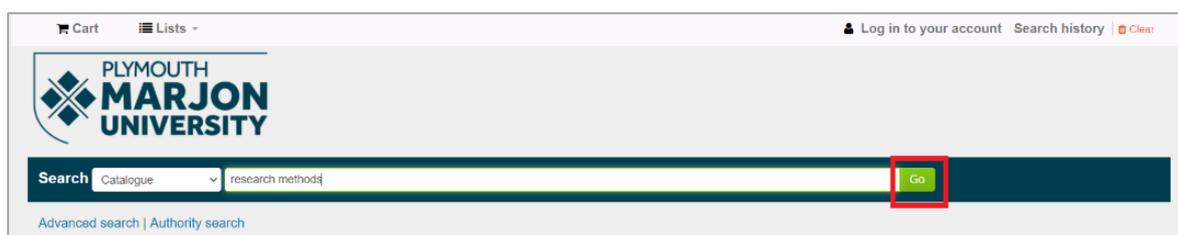
For this example we'll use a search term – this could be a title in full or part, an author, a keyword or a subject area, but you can also search my module code.

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



If you want to do a general search, leaving the drop-down menu set to the default 'Catalogue' is the best option, but there is a drop-down menu to the left of the search bar that can be changed to narrow your search by selecting title, author, keyword in author headings, subject, keyword in subject headings or ISBN.

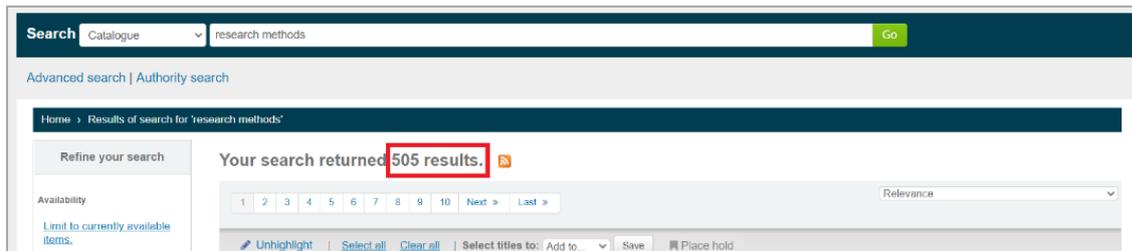
Once you have added your search term and adjusted the drop-down menu, click the green 'Go' button at the end of the bar:



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

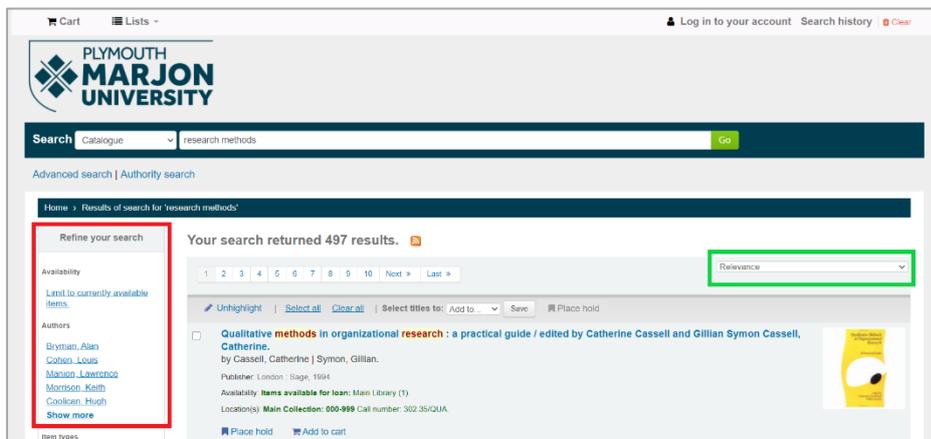
The catalogue will display the number of 'Results Found' at the top of the generated list of results and below the search bar.

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:



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 on 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:

The screenshot shows a library item record for the book "Qualitative data analysis: a methods sourcebook" by Matthew B. Miles, A. Michael Huberman, and Johnny Saldaña. The record includes the title, authors, edition (4th ed.), publisher (SAGE, 2020), and a red-bordered box highlighting the availability: "Items available for loan: Main Library (2). Checked out (1)". Below this, the location is listed as "Main Collection: 000-999 Call number: 300.72/MIL". There are buttons for "Place hold" and "Add to cart". A book cover image is visible on the right.

When shelf browsing and self-selecting books, 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:

This screenshot is identical to the one above, but with a red-bordered box highlighting the location information: "Main Collection: 000-999 Call number: 300.72/MIL".

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.

Finding Books on the Shelves

After searching for a book, finding its shelf number and making a note of that number you'll be able to find what you're looking for.

We use Dewey Decimal Classification, which roughly groups books of a similar subject into the same or similar Shelf Number. This means that you'll often find other useful books in the areas where you are looking for a specific number – so have a browse!

Each book has its shelf number on its spine, or front cover if it's too slim, to help you locate it quickly.

Shelf Numbers are laid out as:

370. - This number is the general subject area, numbers 000 – 372 are on the first floor and numbers 373 – 999 are on the second floor.

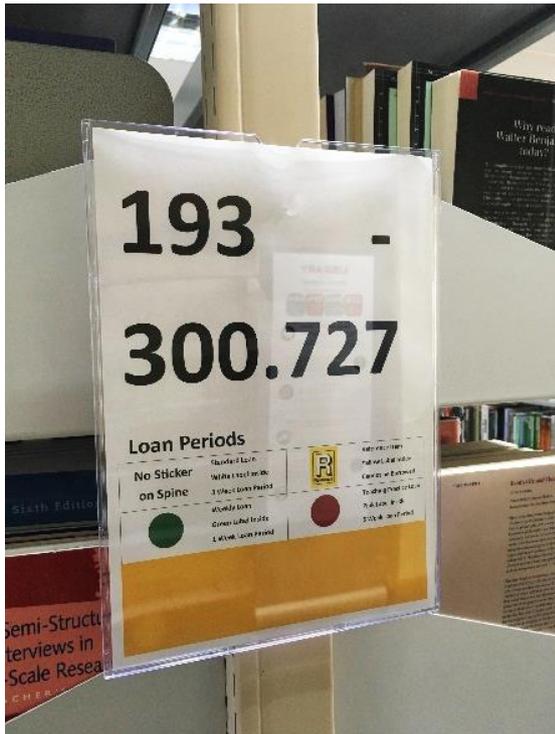
14/ - This number is the refined subject area to help narrow down where to find the book on the shelves.

RES - The last 3 letters are usually the first 3 letters of the author's surname, but it can be the first 3 letters of the book's title if it is an edited work.

The book may also have a coloured dot or sticker on its spine to help you quickly identify that relates to its loan period, but books are currently updated to specific dates as the situation with Covid-19 changes, so you should look out for current information on the Hub or on Library social media.

When you're on the correct floor the books are shelved in numerical order and there are signs at the ends of shelves to tell you what shelf numbers are contained in that row.

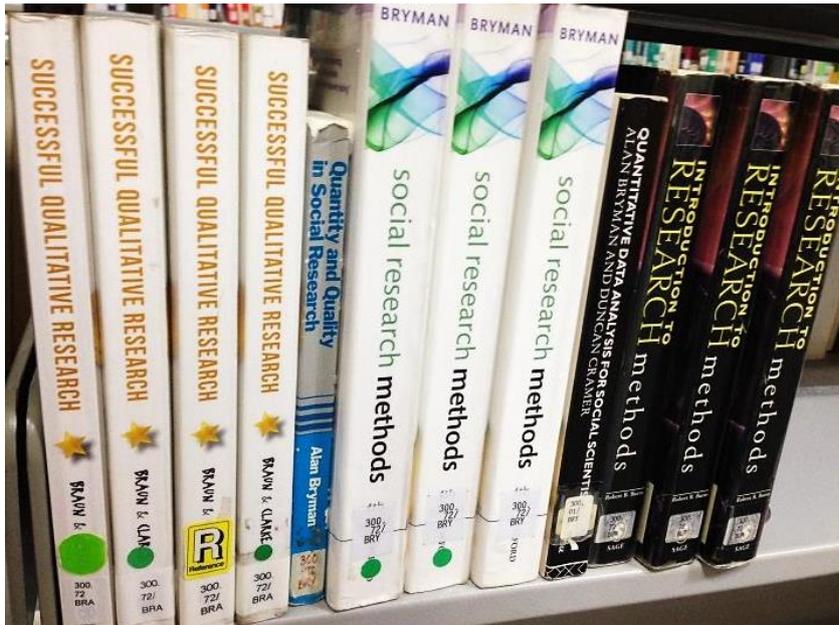
Each poster also has a reminder of the loan periods.



On the spines of books, the label for the Shelf Number looks something like the example below with the numbers and letters on separate rows:



On the shelves, the book sits in numerical and then alphabetical order with titles on a similar subject area:



Once you've found all the books you need, they can be borrowed through a self-service machine on the ground floor.

You'll need your University card to borrow and you can ask a member of Library Staff to help you if you're unsure of how the machines work.