

## Searching the catalogue

### How to search for items on a particular subject

- Go into the library catalogue and click on 'Advanced search'.
- From the drop down box, select either 'words or phrase' or 'subject'.
- Enter your search terms in the search box and press the search button.
- In the results list, click on the title of the item that you want – this will give you more information on holdings and where to find it in the Library.

### How to search for a specific title

- Go into the library catalogue and click on 'Advanced search'.
- From the drop down box, select 'Title'.
- Enter the title of the book you want to find, and press the search button.
- In the results list, click on the title of the item that you want – this will give you more information on holdings and where to find it in the Library.

### How to search for a specific journal title

- Go into the library catalogue and click on 'Advanced search'.
- In the drop down box, select 'Periodical title', then follow the instructions above as for a specific title.

### How to browse the journal titles in a specific subject

- Click on 'Advanced search'.
- From the drop down box, select 'words or phrase' or 'subject'.
- Enter a broad subject term, such as 'sports journals' or 'education journals'.
- Searching in this way will retrieve a list of relevant journal titles.
- In the results list, click on the title of the journal that you want – this will give you more information on holdings and where to find it in the Library.

### How to find a journal in the library

- The majority of journals are kept on the 2nd floor of the library, in alphabetical order, although some are kept in the 'stack'.
- If a journal's record says that it is kept in the stack, please ask a member of staff to retrieve the issue that you want to see.
- Journals are reference only, and cannot be borrowed.
- Some journals are available electronically, this will be stated on their catalogue record.

Viewing a catalogue record

