

Using the online library catalogue: a quick guide

Our online library catalogue (known as **e-Library**) can be accessed using links to it from the CLIC (Library) section of the College website at www.langside.ac.uk. You will find a link to the **CLIC (Library)** section under the **College Information** heading on the home page of the College website.

When you click on the link to the online library catalogue you will be presented with a web page similar to the one shown below:

The screenshot shows the Langside College Learning Information Centre website. At the top left is the Langside College Glasgow logo. To the right are fields for 'User ID:' and 'PIN:' with a 'Login to the e-Library OPAC' button. Below the header is a navigation bar with links: 'Library Catalogue', 'Online Library Services', 'Suggestions & Comments', 'Library Information and News', 'Need Help Logging In?', and 'My Account'. A secondary navigation bar contains 'Go Back', 'Help', and 'Logout'. The main content area features a search box with a 'Power Search' link, a dropdown menu set to 'words or phrase', and a 'Search' button. To the right of the search box is a login section with 'User ID:' and 'PIN:' fields and a 'Login to the e-Library OPAC' button. Annotations with arrows point to these elements:

- An arrow points to the search input field with the text: "enter keywords here to search the library catalogue".
- An arrow points to the 'Library Catalogue' link with the text: "click here to access online forms which allow you to: place a hold on a resource which is on loan; ask the librarian a research question; request a new resource or request an inter-library loan".
- An arrow points to the 'Library Information and News' link with the text: "click here for information about the CLIC including our blog, our opening hours and a link to our section of the College website".
- An arrow points to the login fields with the text: "click here to access your online library account to review your account, renew items currently on loan to you or change your PIN (Personal Identification Number)".
- Another arrow points to the 'Login to the e-Library OPAC' button with the text: "enter your library account login details here".

Searching the Library Catalogue

You can search the library catalogue in two main ways:

<p>quick search</p>	<p>This search window is available from the e-Library home page and by clicking on the Library Catalogue link. By default you can search by words or phrases which appear in the catalogue records including the name of the author, word(s) from the title or subject fields, the ISBN or ISSN of the resource etc.). Once you have entered your search term(s) you can then select a specific index to search, using the drop down menu, including: words or phrase (default); author; title; subject; series and periodical title. Finally clicking the “Search” button will perform your search and a list of matching resources held by the CLIC will be displayed.</p>
<p>power search</p>	<p>This option is available by clicking on the Power Search link. This type of search gives the widest possible range of search options including all those available in the quick search. It allows you to combine search terms, using the following Boolean logic operators:</p> <ul style="list-style-type: none"> • AND = all search terms must be found (narrows search) • OR = only one of the search terms has to be found (widens search) • NOT = retrieves titles when first search term is found but only if subsequent search terms are not found (restricts search) • XOR = retrieves records when one of the search terms is found but not when all the search terms are found (restricts search) <p>Please note that the above search operators can also be used in the quick search window by simply typing in the required operator between search terms. It also allows you to limit your search by a wide range of different criteria including language, format and year of publication.</p>

Search Tip

You can also use the following additional logic operators:

- \$ this is a truncation logic operator which allows you to search for keywords with the same stem (e.g. **nurs\$** will retrieve records with the words beginning **nurs** including nurse, nurses, nursing, nursery etc.)
- ? this is a wildcard logic operator which can be used in place of one letter if you are unsure of the correct spelling (e.g. **ahm?d** will retrieve records with Ahmed and Ahmad)

When you conduct a search you will be presented with a web page similar to that shown below:

The screenshot shows a library search results page. At the top is a green navigation bar with links: [Go Back](#), [Help](#), [Limit Search](#), [New Search](#), [Next](#), and [Logout](#). Below this is the main search results area, which includes a search query: "words or phrase 'early education' NOT words or phrase 'electronic' search found 61 titles." and a pagination control: "Pages << 1 2 3 4 >>". The results list two items:

- The value of play** by Else, Perry (2009), 2 copies available at LITEhouse - LANGSIDE. A snippet of the text is provided: "Most people recognize that play is good for children, yet we are confused by the dangers we see in the wider environment and so often restrict children's natural opportunities to play. As a result the importance of children's play ...".
- HNC early education and childcare** by Scott, Frances (2008), 2 copies available at LITEhouse - LANGSIDE.

At the bottom of the results list are links for [Summary](#) and [Contents](#). To the right of the main results is a sidebar titled "You Found Titles in Categories" with a list of subjects: [Education \(General\)](#), [General Sociology](#), [Home Economics](#), [Law \(General\)](#), [Societies and Clubs](#), [Theory and Practice of Education](#), and [Psychology](#).

Annotations with arrows point to various elements:

- click here to edit or redo the current search** points to the [Help](#) link.
- click here for online help in searching the catalogue** points to the [Limit Search](#) link.
- click here to access the options available in power search to limit this search by various criteria** points to the [New Search](#) link.
- click here to start a new search** points to the [New Search](#) link.
- click here to navigate to the next page of results** points to the [Next](#) link.
- click here to log out of your online library account** points to the [Logout](#) link.
- click on the title of the resource or its cover to view fuller bibliographic, holding details and enhanced information** points to the title and cover of the first result.
- click here to view enhanced information about a resource (when available) including summary, contents page, first chapter, author biography, link to website etc.** points to the [Summary](#) and [Contents](#) links.
- click on any of these subjects to limit the current search results to only show resources for that subject** points to the category list in the sidebar.

From your search results you can click on the **title or cover** (if displayed) of any resource to get the following:

- full bibliographic details of the resource (full catalogue record can also be viewed);
- holding information about any copies including their location, number of copies & current status;
- enhanced information (when available) about this resource including summary, contents page, excerpts, author biography and link to associated website.

When you click on the **title or cover** of a resource a screen similar to the one shown below will be displayed:

click on this tab or link to view enhanced information about a resource (when available) including summary, contents page, excerpts, author biography, link to website etc.

click here to view the complete catalogue record for this resource

click here to access various options on how to view the record for this resource

click on these links to find resources related to the current one

holding information for this resource including: library where resource is held, Dewey number (if any), no. of copies, loan period and current location

Online Library Account

To access your library account online via e-Library you will need to have a 4 digit PIN (Personal Identification Number) added to your account, which can be done at registration or on request at the Issue Desk. Once you have created a PIN you can log in by entering your student card reference number (8 digit number prefixed by LA) in the User ID box followed by your PIN:

Once logged in clicking on the **My Account** link will allow you to see your library account online:

click here to review your library account to see how many resources you have on loan, when they are due to be returned and the status of any requests which you may have made

click here to logout of your online library account

click here to renew any resource(s) on loan to you up to a maximum of 3 times (unless already requested by someone else)