Information Services

Helping You to Help Yourself

Searching for a book in the Library

- Accessing the Catalogue via the Subject Resources Page  2
- Using the Catalogue to search for an author  3
- Using the Catalogue to search for items around a Subject Area  4
- Using the Catalogue to search for a Printed Journal  5
- Access your Account on the Catalogue  6-7
Accessing the Library Catalogue via the Subject Resources Page

You can access the Library Catalogue by navigating to your Subject Resources page which can be found at [http://libguides.staffs.ac.uk](http://libguides.staffs.ac.uk). Access your Subject Guide and you will then need to select the **tab. You will need to enter your search term and select Go**. Or you can access the catalogue via [www.staffs.ac.uk/library](http://www.staffs.ac.uk/library).

---

**Search for books in the library**

You will see a list of eBooks and books relating to your search. To locate a book in the Library you will see a link informing you if the book is available, you will see a **class number** and it also tells you **where the book is located**. **Select the link** and you will be taken to the library catalogue.

---

**Access Library Catalogue record**

You will be presented with the record of the book. Please make a note of the **Item Type, Location, Call Number** and **Status**. You will be able to locate the book and check it out. **Please note! We have a Core and Main collection at the Thompson Library in Stoke. Make sure you check the location carefully.**
Using the Library Catalogue to search for an Author

To locate a book by a specific author, select author from the drop-down menu.

Enter the name of the author. Then select go.

From your results you will be able to refine your search by selecting the named author or also selecting the subject area under Topics.

You will be able to quickly see the location of the book, its class number and how many copies we hold.
Using the Library Catalogue to search for items around a Subject Area

To locate a book around a Subject Area you will need to select Subject from the drop-down menu.

Enter your Subject and select go.

You can narrow your search by selecting Topic if needed.

You will be able to quickly see the location of the book, its class number and how many copies we hold.
Using the Library Catalogue to search for a Printed Journal

You will be able to search for a printed journal held in the library. Select **Advanced Search**.

You will then need to select **Title** from the drop-down list and enter the title of the journal you are looking for and also **make sure that you check the Journals box**. Select **Search**.

You will then see the Journal record. You will be able to locate that particular Journal in the library. Please make sure that you also look at the **Journal Holdings** and **Title Notes** as you can see information about our holdings and also if the journal is available online.
Access your Account on the Library Catalogue

The Log into your account option on the Library Catalogue will enable you to access your own library record. Here you will be able to see the items which you currently have on loan, renew your books and check for any requested items and any outstanding fines.

There are two ways you can access your library account. From http://libcat.staffs.ac.uk/cgi-bin/koha/opac-main.pl you can select the link from the top menu bar of the catalogue. You can also Log into your account from the sign-in box.

![Log into your account](image)

About your Login details

- Enter your University Username and Password for example your username may look like **br902456a**
- If you haven’t changed your password it will probably be your date of birth in six figures (ddmmyy) i.e. 251294
- Select Log in.

![Log into your account using your University login details](image)
When you have logged into your account you will see information about items you have checked out. You can also pay fines and you can find links to other library resources.