

Other Features

It is also possible to recommend a book for purchase by the Library and to make suggestions for the Library. This can be done by clicking on the **QUERIES/COMMENTS** button (Library home page, right hand side).

A search of other Institute of Technology Libraries can be carried out by clicking on the “Search Other Libraries” link under “Other Searches and Resources” box. It may be possible to obtain these books via the Inter-Library loan service.

Summon Search

The Summon Search available from the Quick Search Menu allows you to find quality information from online journal articles, databases, e-books and other resources. Please see the leaflet on SUMMON for more information on using this service.

Need more information?

Please ask Library Staff for assistance if you have any difficulty in using the Library Catalogue.

Contact us at the Library Issue Desk:

Ext. 5760



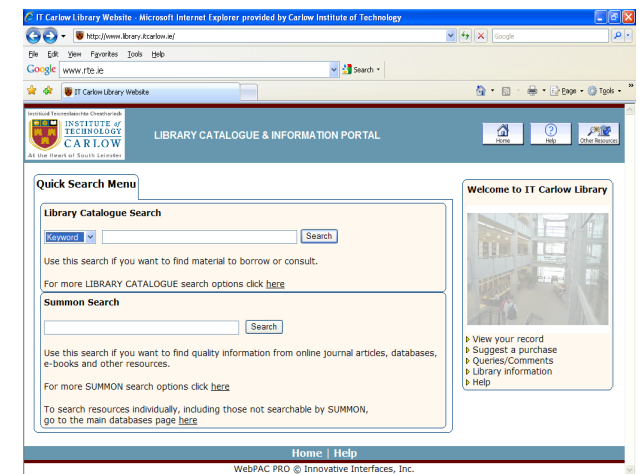
Institute of Technology, Carlow
Kilkenny Road
Carlow

Phone: 059 - 917 5760
Fax: 059 - 917 5001
library@itcarlow.ie



Library Guide

Using the Library Web Catalogue (OPAC)



<http://www.library.itcarlow.ie>

Using the Library Web Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) lists the holdings of the I.T. Carlow libraries and includes books, journals, theses, Official & Government publications and audio-visual material. The library catalogue is the starting point for locating information on a particular subject as it allows users to search simultaneously across all these holdings. The online library catalogue also acts as an information portal to quality web-based resources, e-journals and databases. The library catalogue is available from any internet enabled computer at :

<http://www.library.itcarlow.ie/>

A dedicated OPAC terminal is available on each floor of the LRC.

Online tutorials on searching a library catalogue are available at:

<http://www.library.itcarlow.ie/screens/webtutor.html>

Searching the OPAC

The default search on the Quick Search Menu is **KEYWORD** search. This default search can be changed by clicking on the required option from the drop down menu. The options available include **TITLE**, **AUTHOR**, **SUBJECT** and **SHELFMARK**.

To go directly to the Library catalogue search screen link into the “click here” option.

The OPAC search screen presents a variety of searching options. These options include searching by author, title, subject, journal title, keyword, shelfmark, journal etc.

Selecting **AUTHOR** search, for example, leads to the following steps:

- The search screen is displayed where you are invited to type in the author’s name. Enter last name first – e.g. Kotler, Philip.
- Click on the **SUBMIT** button.

A list of the books by that author is displayed together with the year of publication and publishing details.

- Click on the **FULL RECORD** link you require and the full item details of that item are displayed. These include author, title, publisher, edition, description and the general subject area covered. Information on the library in which the item is to be found is displayed as well as the Dewey shelf number and whether it is available for borrowing or out on loan.

The other searches work in exactly the same way and full help screens are available to guide you through each search. The Author/Title search allows entry of both author and title at once and produces a very specific search result.

TIP

Switch to the *KEYWORD* search if you want to increase the number of results returned.

Keyword / Advanced Searching

The **KEYWORD** search allows you to locate material by using a keyword. In order to be more specific in your search query, the **ADVANCED** search option can be used. The Advanced Search option allows entry of a keyword search which can be limited using certain parameters such as date, library location, language and type of material. It also allows you to sort the search results by date.

- To begin click on the **KEYWORD** search option. At the next screen click on the **ADVANCED SEARCH** button.
- Enter keywords in the boxes provided. The drop down menu (left hand side of the text box) provides a variety of options to search

- against such as author, title, subject etc.
- Keywords can be linked together using the Boolean operators—AND, OR, NOT (drop down menu right hand side of text box).
- To limit your search by language, date etc click on the arrow to the right of each limit box and click on the required option – e.g. German for items in the German language only.
- When you have filled in as many options as you require click on the Submit button at the bottom of the screen.
- As above click on the **FULL RECORD** link to find details of Library location, Dewey shelf number etc.

Placing a hold

If the item you require is on loan to another borrower it is possible to request that it be held for you on its return. At the full record screen click on the **REQUEST** button at the top of the screen and fill in the required details. You will be asked to fill in your name and student ID number. When the book is returned to the Library Issue Desk, an email notification will be sent to your college email account and you will have three days to collect it.

Viewing your record/renewing an item

Use the **VIEW YOUR RECORD** link (Library home page, right hand side) to display the items you have on loan and to renew these items. Enter your name and student number and click on the submit button. This will display the number of items you have checked out and you have the option to renew each item as required. Please note that only items student number and click on the submit button. This will display the number of items you have checked out and you have the option to renew each item as required. Please note that only items from the general lending collection maybe renewed, provided they are not overdue or required by another user.