

THE  
LONDON  
LIBRARY

# A Guide to Searching *catalyst*

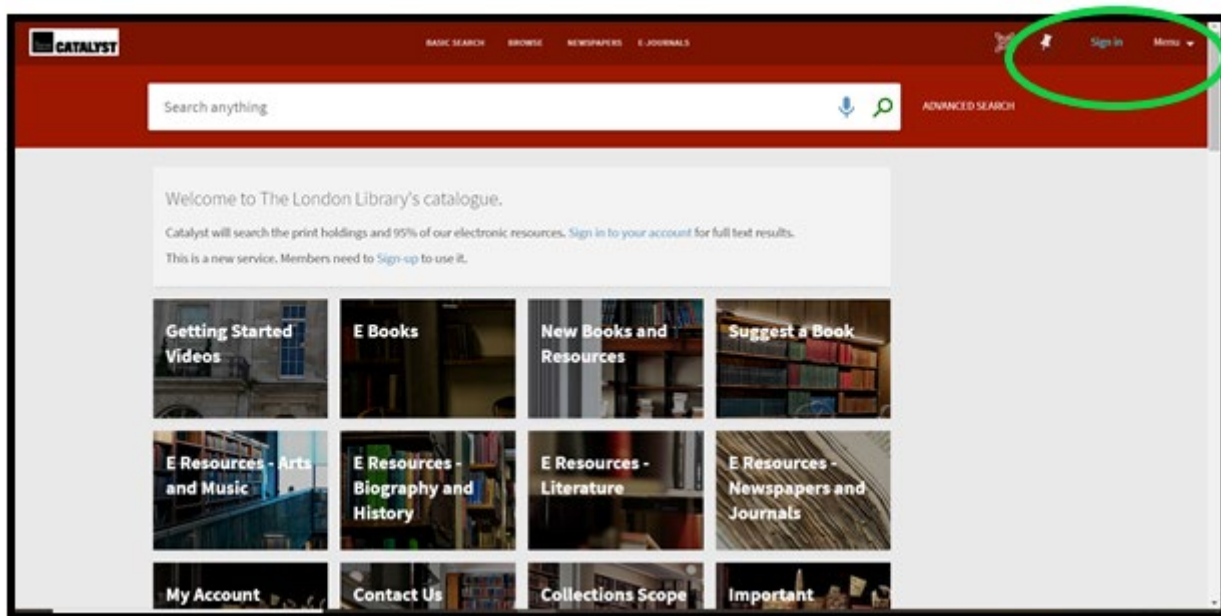
Getting the most from your searching

Catalyst is the London Library Catalogue. It can be used to search both our print and online holdings, as well as allowing you to manage your Library account, reserve print items, save items and searches and build book lists. To access Catalyst outside of the Library, go to [londonlibrary.co.uk](http://londonlibrary.co.uk) and click the 'Search the Catalogue' link at the top of the page.

## 1. Signing in

When you open Catalyst, it is always advisable to sign in to your Library account. This will grant you automatic access to our online resources and ease the process of requesting books and saving item records.

- Click the *Sign In* link in the right top-hand corner of the page.



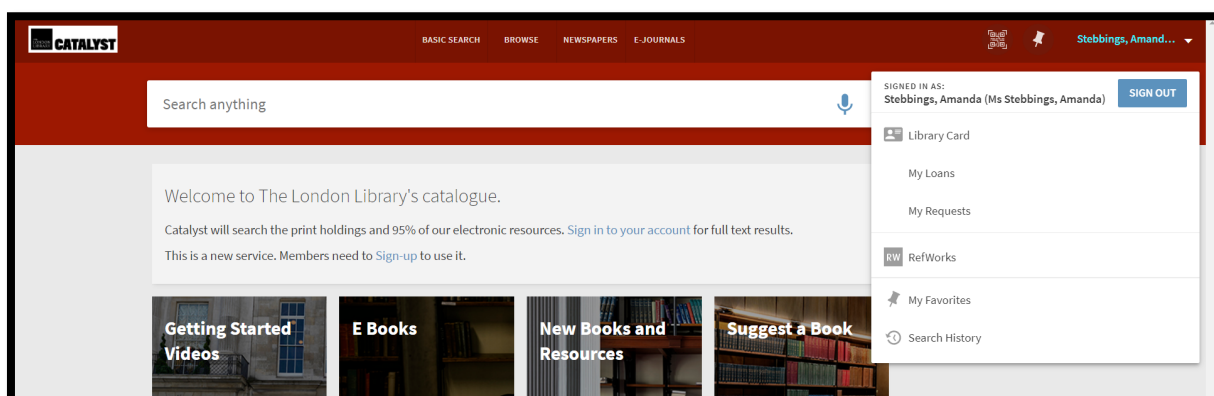
- If you are using a Library PC or another public computer, make sure you always sign out again by clicking your name in the top-right hand corner of the screen, selecting *Sign Out* and closing the browser.

## 2. Managing your account

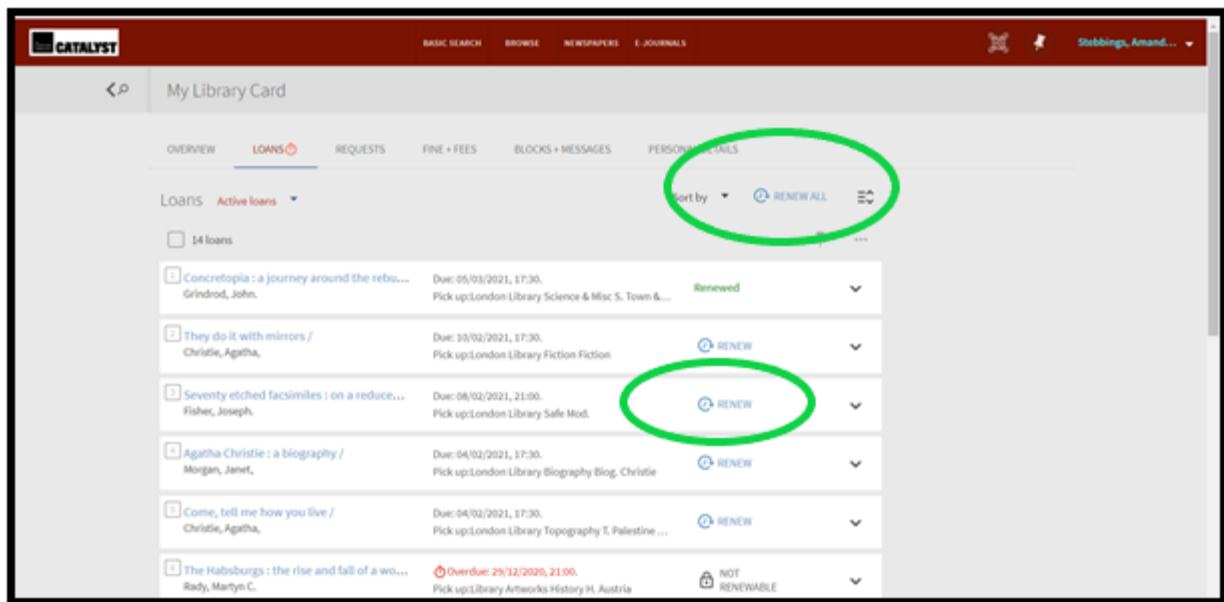
Catalyst allows you to manage and view the history of your library account yourself. Through Catalyst you can check which books you have on loan, renew them, see a list of your previous loans and check the progress of any requests you may have made. If you see something on your account that looks amiss, you should contact the staff at the Circulation Desk.

Once you have signed in to the catalogue you will see the *Sign In* option has been replaced with your name. Clicking on this will produce a drop-down menu with options to help you manage your account.

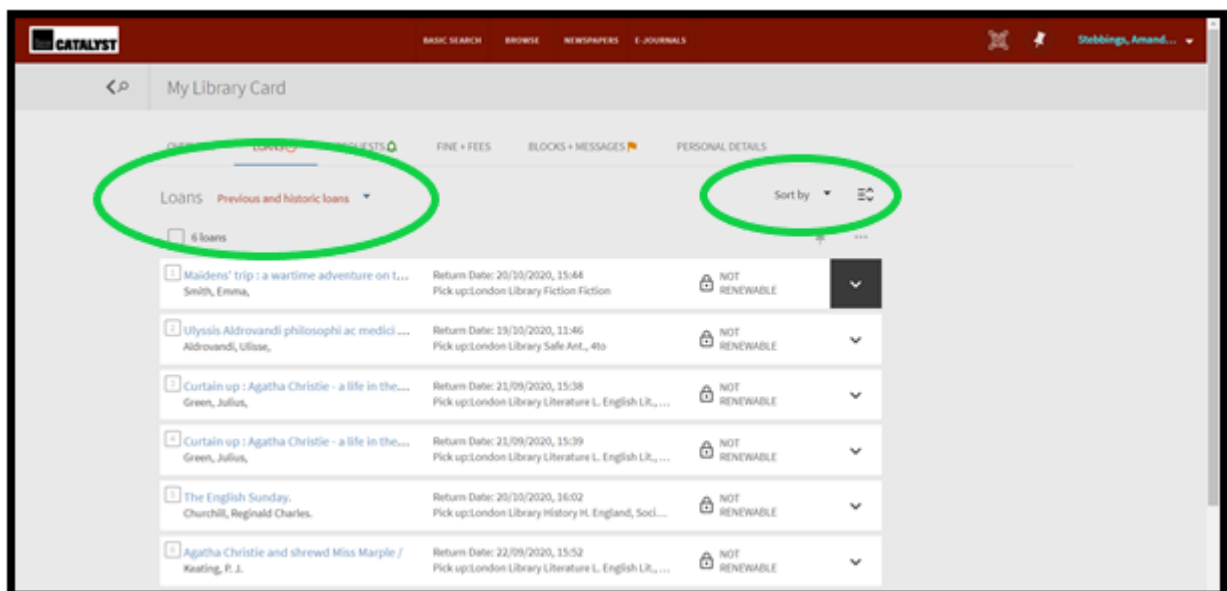
- *Library Card* – gives an overview of your library account.
- *My Loans* – allows you to view your current and previous loans.
- *My Requests* – allows you to view the status of your requests.
- *My Favorites* – takes you to your eShelf, your saved records, articles and searches.
- *Search History* – displays a list of the searches you have run in that session.



**Renewing your Loans:** To renew your loans, select the *My Loans* option from the dropdown menu. Once your list of loans appears, you can either renew a single volume by clicking the *Renew* option next to each item or you can click *Renew All* to renew all items issued to your account. Please be aware that items issued on a Guarantee Form need to be renewed by Library staff and so cannot be renewed using this method. If you require a renewal on a G-Form book, please email [returns.desk@londonlibrary.co.uk](mailto:returns.desk@londonlibrary.co.uk). In addition, books that have been recalled by other members or that have been on loan to you for more than 12 months will not be eligible for renewal.



**Viewing your previous Loans:** If you wish to view a list of items you have borrowed previously, click on *Active Loans*, displayed next to the *Loans* title. This will generate a drop-down menu. Click on *Previous and Historic Loans* and you will see the list displayed now changes to show a list of items you have previously borrowed, starting with the most recent. Clicking the arrows next to each item will display the full details of the loan. You can rearrange the results using the *Sort by* drop-down menu.



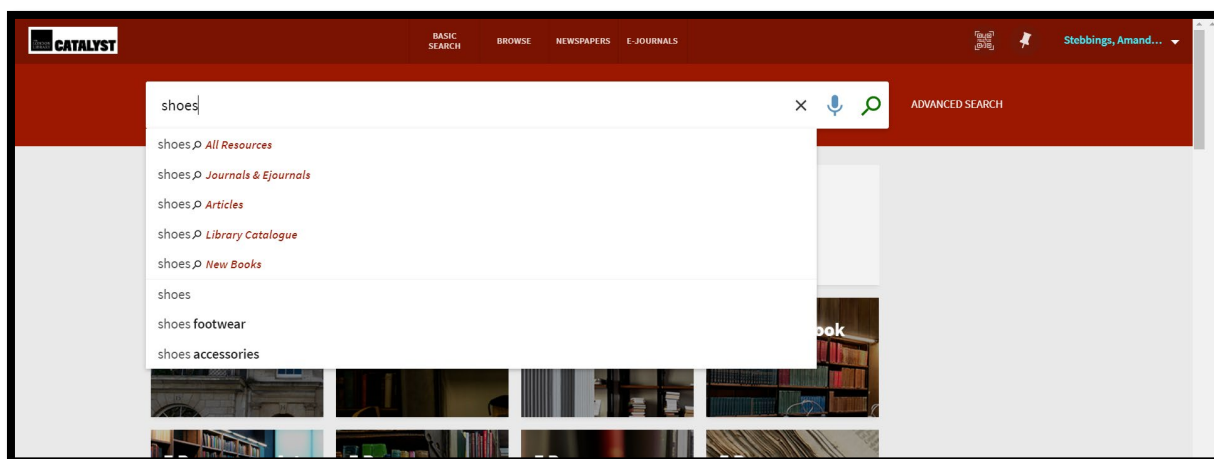
**Viewing your Requests:** You can view your active requests by clicking *Requests* either in the drop-down menu or, if you are already in the account pages, using the options above your list of loans. The *Requests* page will list any active requests and whether or not they are ready for collection. An item will show as *In Process* if it is out on loan or has not yet been fetched from the shelf. If the item is ready for you, the date of its last day for collection will be displayed. You will also be given the option to cancel requests you no longer need, although please note that if the item is

already awaiting collection, it will need to be removed from the shelf here before they disappear from your list.

### 3. Searching the catalogue – Basic Search

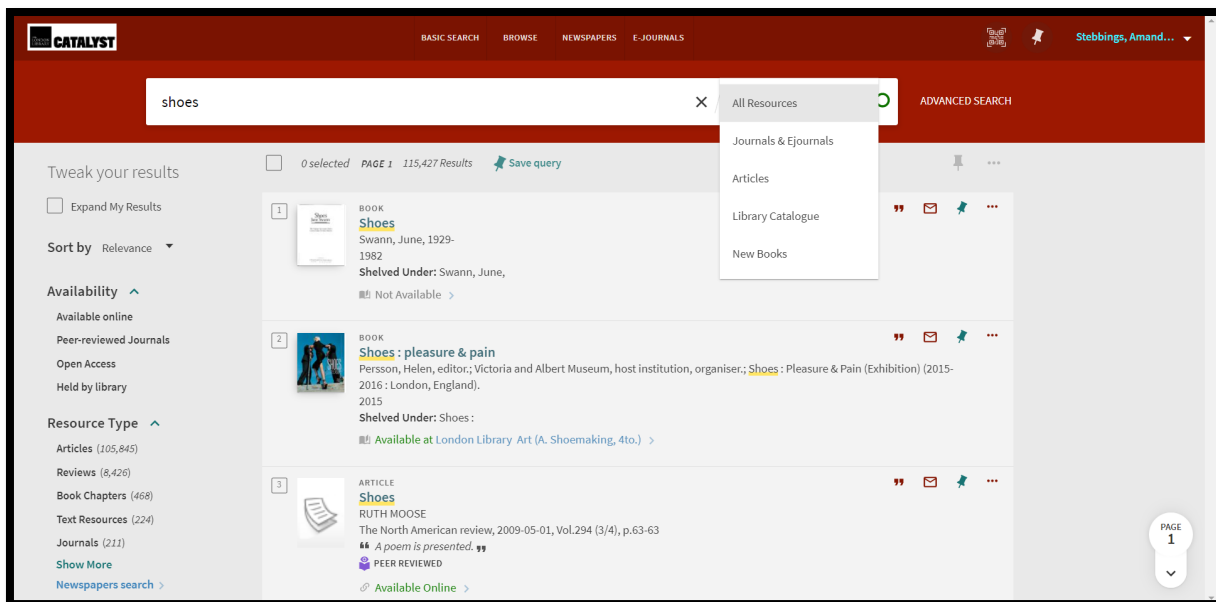
Basic Search is the default search option which appears when you first open Catalyst. This operates like a keyword search and will return a list of all items, including online resources and articles, where your keywords appear anywhere in the item's catalogue record.

If your search terms are quite general, a lot of results will be generated. When you begin to type your terms, Catalyst will offer to search different sections of the catalogue. Choose one of these options if you wish to limit your search or click on the magnifying glass at the end of the search bar.

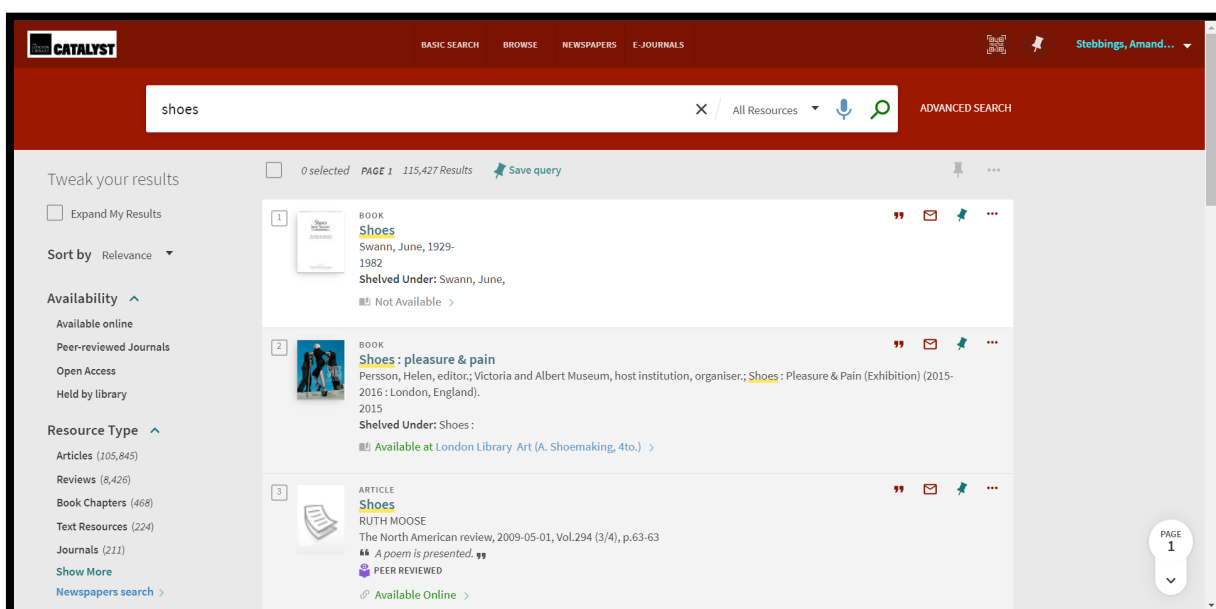


- *All Resources* – the broadest search which will return results from all material types, both physical and electronic
- *Journals and eJournals* – displays records of journals, magazines and periodicals, both in print and online, that contain your search terms in their titles or bibliographic information.
- *Articles* – displays any articles found in our online resources matching your search terms.
- *Library Catalogue* – displays books and journals held in print within the Library.
- *New Books* – displays print items acquired by the Library in the last 4 months.

Once you have completed your search, these options appear in a drop-down menu to the right of the search bar should you wish to rerun your search.



You can use the refinements on the left-hand side of the screen to narrow your search results. Please note that *Location* refers to the different London Library collection areas (for example, History or Science and Miscellaneous).



Following some of the tips below will help you to construct a search that returns a more relevant set of results.

### Phrase searching

This is particularly useful if you are looking for peoples' names or looking for popular phrases. Enclose your terms in double inverted commas, for example, "global warming", "Edward Lear". Doing this ensures that you will only get results where the two words appear together.

## Boolean searching

You probably use Boolean searching every day without realising. This type of search uses three operators **AND**, **OR** and **NOT** (always typed in capitals) to create different types of searches. A regular keyword search on most websites assumes you have put **AND** between each of the words.

Using **OR** will expand a search to return results containing any of the terms you have specified. For example, *Shakespeare OR sonnets* will return all results for Shakespeare or sonnets, including sonnets that are not necessarily by Shakespeare.

Using **NOT** will reduce your list of results by excluding the terms you have specified. For example, *Shakespeare NOT sonnets* will return all results for Shakespeare but exclude those mentioning sonnets.

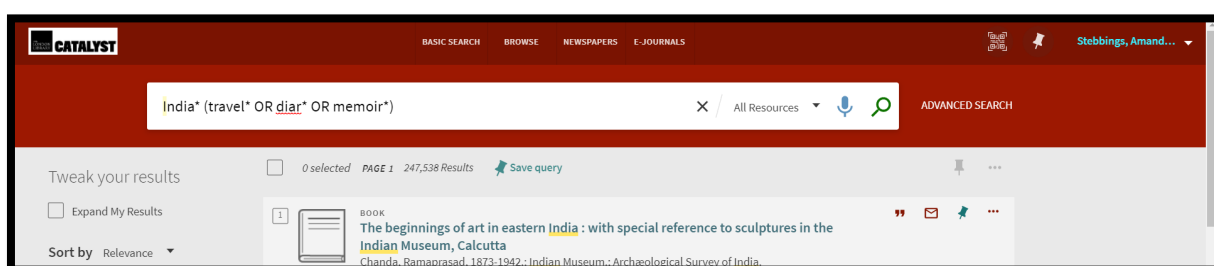
## Truncation searching

If one of your chosen terms could have a number of different word endings, you can use a truncation search (also known as a wildcard search) to include them all in your search. Simply put an asterisk **\*** at the end of the root of the word. For examples *shoe\** would return results that contained *shoe, shoes, shoemaker, shoemakers, shoemaking* etc.

You can also use a **?** to replace a letter within a word. For example *wom?n* would return results containing *woman* or *women*.

## Putting it all together

It is possible to combine a number of these techniques to create a very focused search. For example, you may be interested in the writings of people who have travelled to India and produced diaries or memoirs. Creating a search string which uses truncation, Boolean and brackets to combine Boolean terms, you can retrieve a very focused set of results.

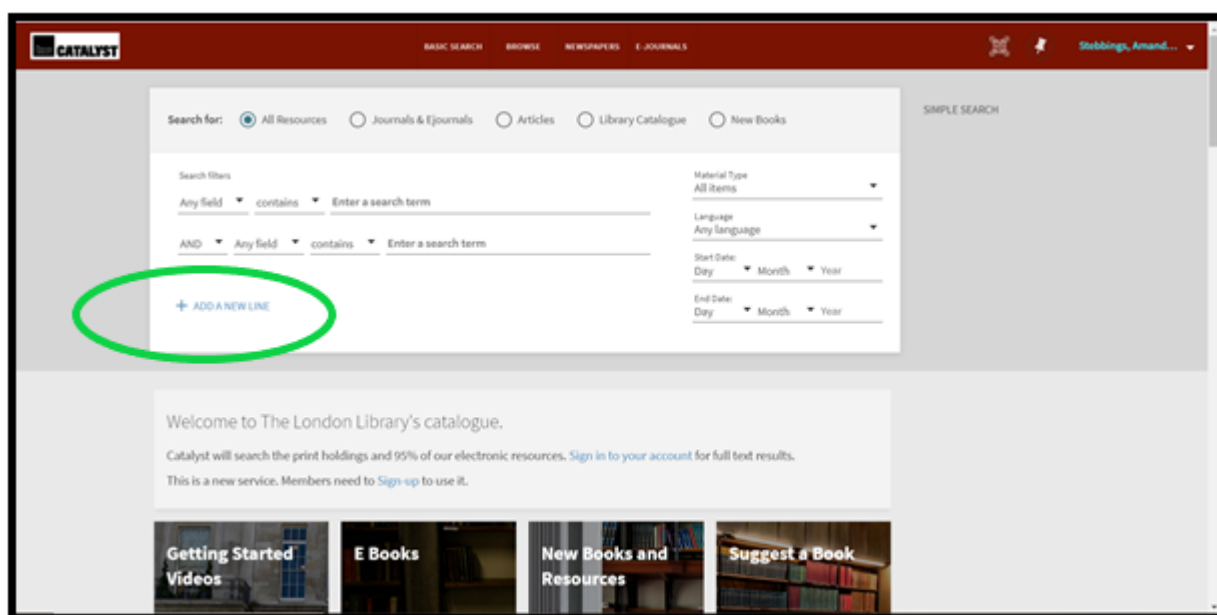


If you wish to generate a more specific set of results you may wish to use the Advanced Search. This most useful if you wish to see what sort of books and resources we might have relation to a particular subject or by a specific author. It is also useful in pinpointing whether or not we hold certain editions of a text.

You can switch to the Advanced Search by clicking the option next to the Basic Search bar.

You will see that you are now presented with several options to help you search. By clicking the *All fields* menu, you will be presented with options as to where you want the catalogue to look for your search terms. Some of the most useful options to take note of are:

- *Author* – This will return items where your search term is listed as an author or editor of a work.
- *Title* – This will return items where your search term appears within the title field.
- *Subject* – This will return items where your search term appears in in the subject fields of their records. Most items will have multiple subject fields so it may be beneficial to use additional lines of search (see below). For example, a subject search for ‘History’ will return every book classed as being about history, but adding another line that says ‘20<sup>th</sup> Century’ as a subject will return books where both of these terms appear to give you a list of items related to 20<sup>th</sup> Century history. This search is best used for searching for items on specific topics.



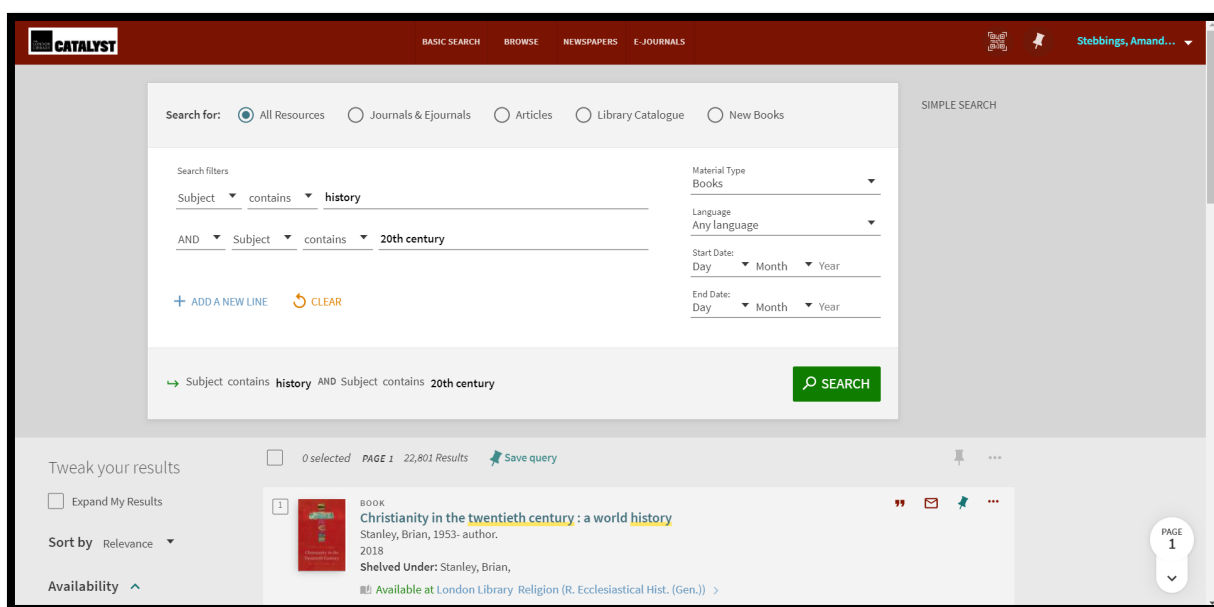
By default, you will be given the option to search for two search terms at a time. This is useful for running searches for a specific item, using *Title* and *Author* options or for running subject searches as



detailed above. If you wish you can add further lines of search options by clicking *Add a new line*. The more lines of search you use, the more specific your results will be. The search scopes appear at the top of the page if you wish to limit your search to certain areas of the collection such as new books.

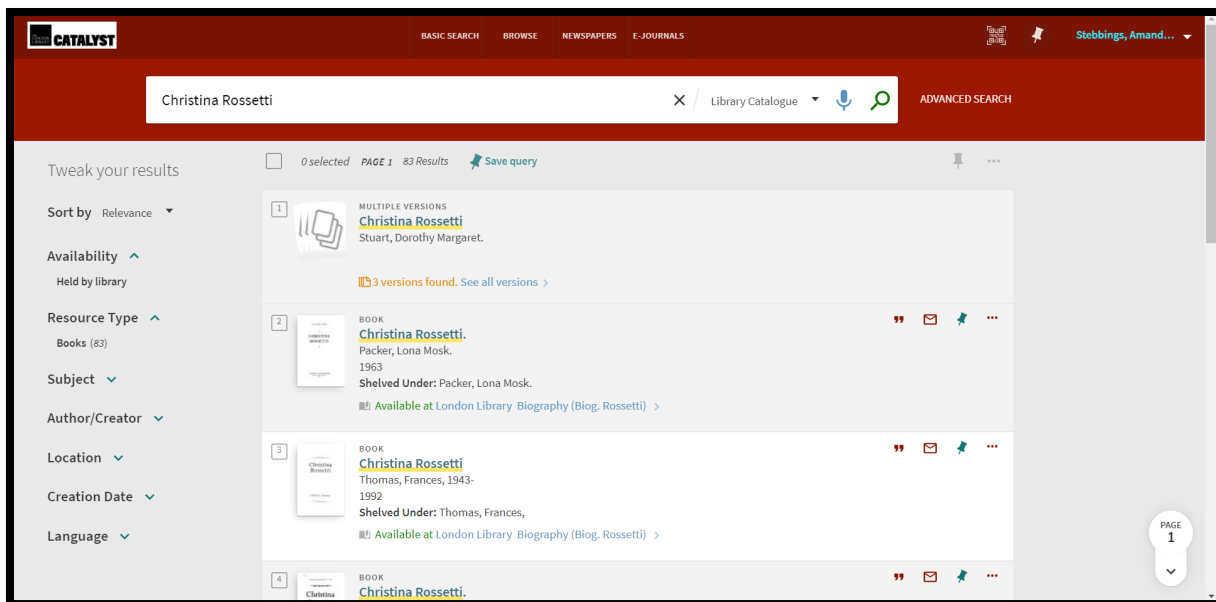
To the right of the Advanced Search, you are also given options to narrow your results by *Material Type*, *Language* and *Publication Year*.

Once you are happy with your specifications, click *Search*. A list of your results will appear below the Search Tool.



## 5. Understanding your search results & finding books

If you are planning to come to the Library and find the item yourself, make sure that it is listed as being *Available*. If the book is on loan it can be recalled from the member who has it using the catalogue (see 6. Requesting Books).



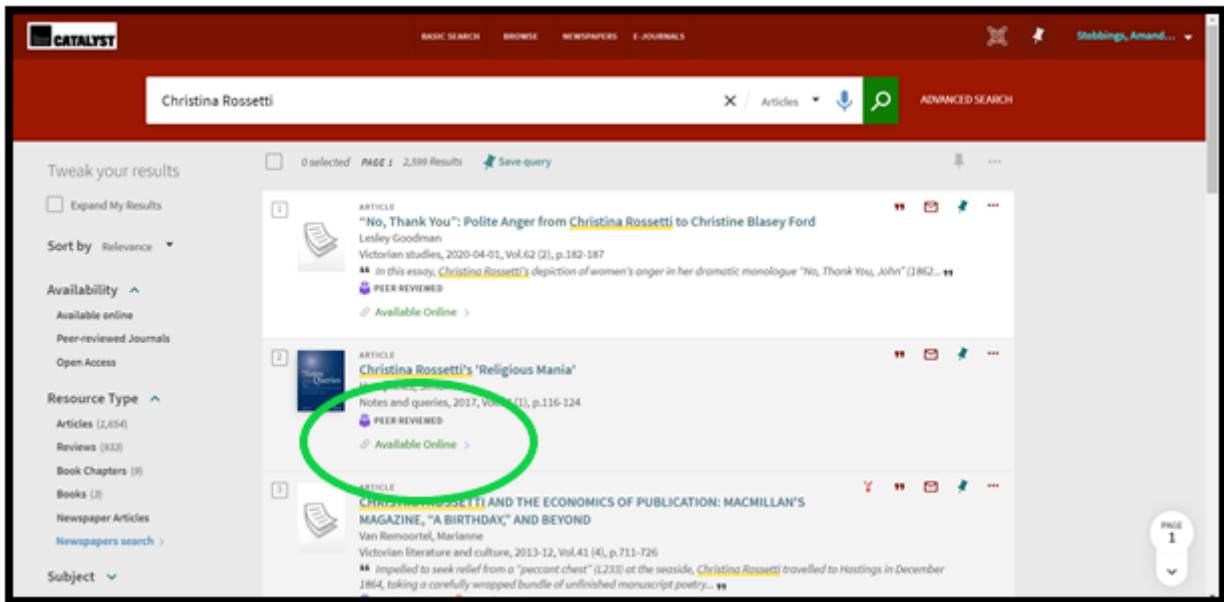
Some items may say *Check holdings*. This often means that this is a multi-volume work and that one or more volumes may be out on loan whilst others are on the shelf. Clicking *Check Holdings* will show you which volumes are available and which are on loan.

Next to the availability indicator, you will see the item's shelfmark. You can use the Library Floorplan to locate where your item will be or ask a member of staff during your visit. Pay close attention to any shelfmarks ending in *4to.*, *folio*, or *Sm. Folio*. These abbreviations indicate that these are larger items and so will be shelved away from the standard size books in this sequence, although usually they remain nearby. Staff will be able to advise you on where to find the *4to.* or *folio* sequence for each shelfmark.

If you see a shelfmark that doesn't appear on the floorplan, it is likely that this item is stored in one of the Library's Special Collections. Some items in Special Collections can be reserved through Catalyst but particularly rare items will not give you this option. Instead the Catalogue will advise you to contact Library staff to arrange for them to retrieve the material for you.

You should also make a note of how the item is shelved within the shelfmark. The majority of books will be shelved alphabetically by the author's surname, but edited works are shelved alphabetically by title. If an item is shelved under title, please ignore any articles at the start of the title.

In the case of online articles or resources, instead of the availability indicator you will see the words *Available Online*. As long as you are already signed into the catalogue (see 1. Signing in), clicking here will open the full record with the article details. Scroll down to *View Online* and click on the link to access the article. Please note that while most links will take you directly to the article, some publishers will take you to the homepage for the journal instead.

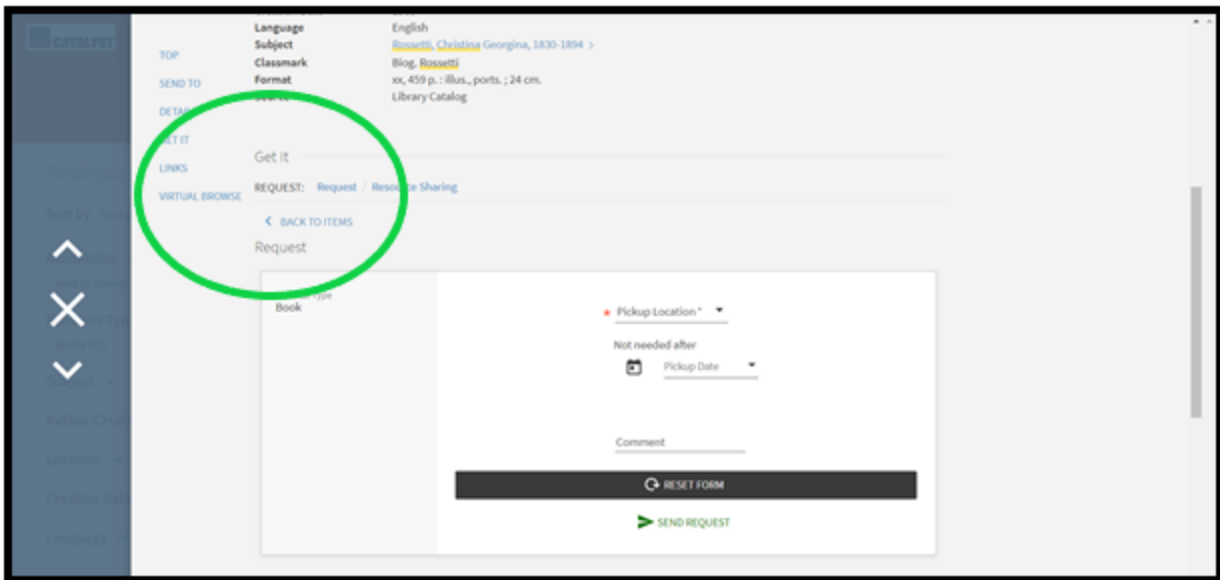


## 6. Item records & requesting books

Books can be reserved or recalled from loan through Catalyst. We aim to retrieve books that are available on the shelves within one working day of receiving your request so it's advisable to make sure you allow enough time when submitting your request.

The list of search results should give you enough information to locate the book in the Library, but if you want to see the full details for an item or make a request, click on the title or shelfmark. A new window will open showing the item's full record. Under *Links* you may find more information about the book such as an abstract or a table of contents. The *Virtual Browse* feature at the bottom of the record shows you the books in the same section and allows you to browse the shelves as if you were in the building. Click on a book image to view the full record.

- Click the blue *Request* button, which can be found under the *Get it* section of the record.

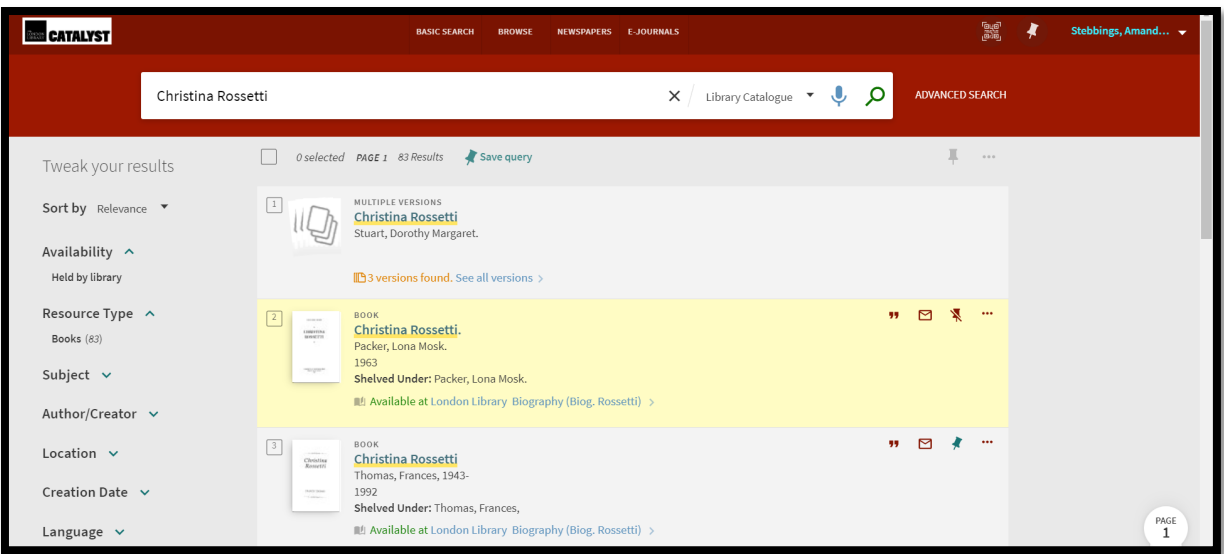
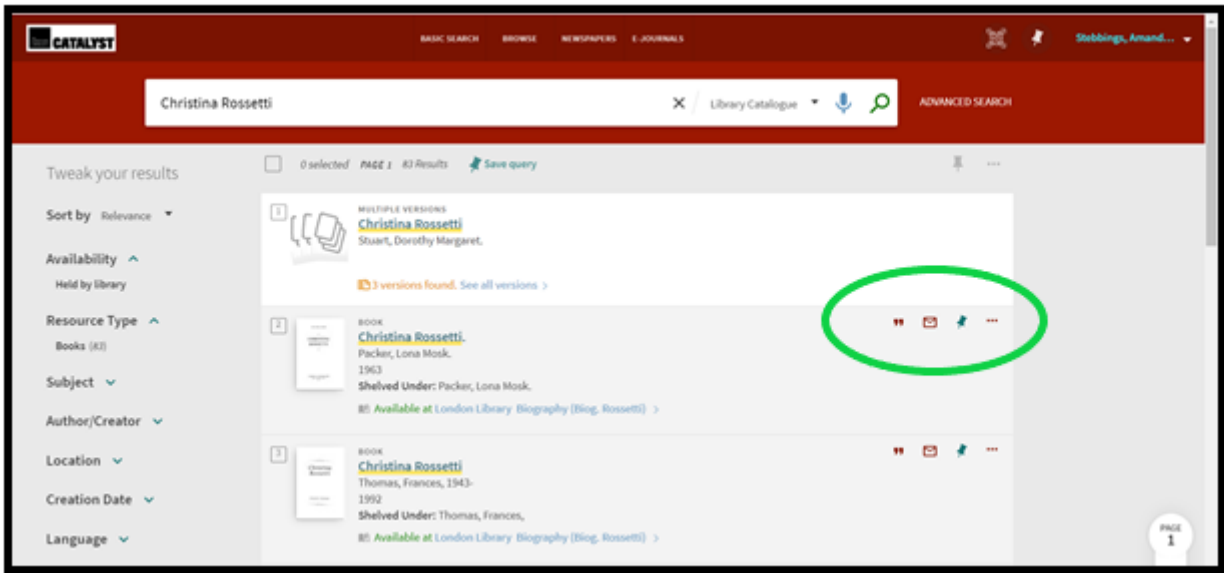


- You will then be asked whether you want to collect the book from the Library or have the book sent to you through the post (with additional charges for postage).
- We aim to fetch items on the shelf within one working day of receiving your request. You can specify a date after which the book will be of no use to you or use the *Comment* field to tell us if the request is urgent (**maximum 50 characters**).
- Click *Send Request* to complete your request.
- Once the book is available we will let you know by email if your book is ready for collection and you can see the progress of requests by checking *My Account*.

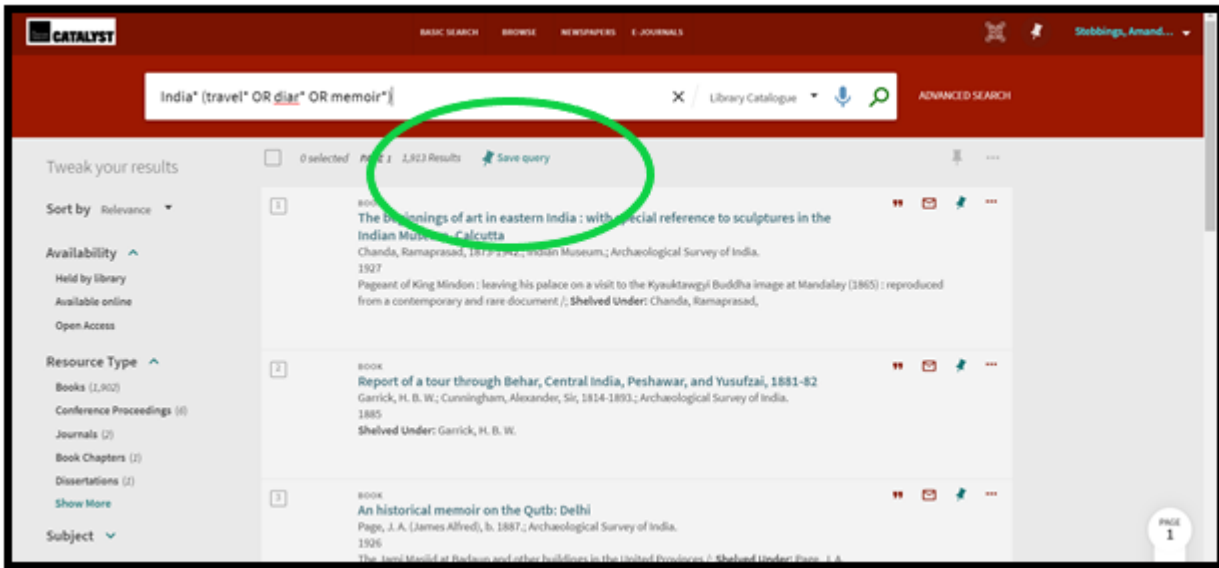
## 7. Saving items & searches to your eShelf

The eShelf is a very useful tool for saving records of items or searches you may wish to revisit or cite at a later date. It can be used to organise your resources into sections, build a bibliography, print and send booklists and let you know whenever new resources that might be of interest are added. If you are planning to use this feature, always make sure you have signed into your Library account first otherwise any items or searches you save will be lost when you close your browser.

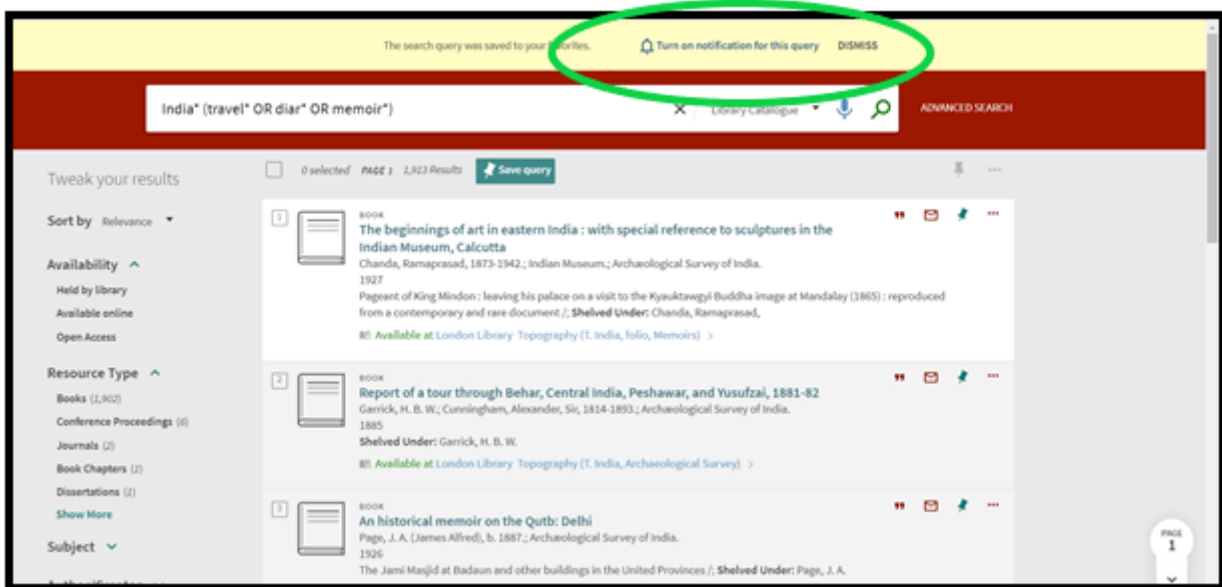
- Click the pin icon next to the record you wish to save to pin it to your eShelf. The record will then be shaded yellow



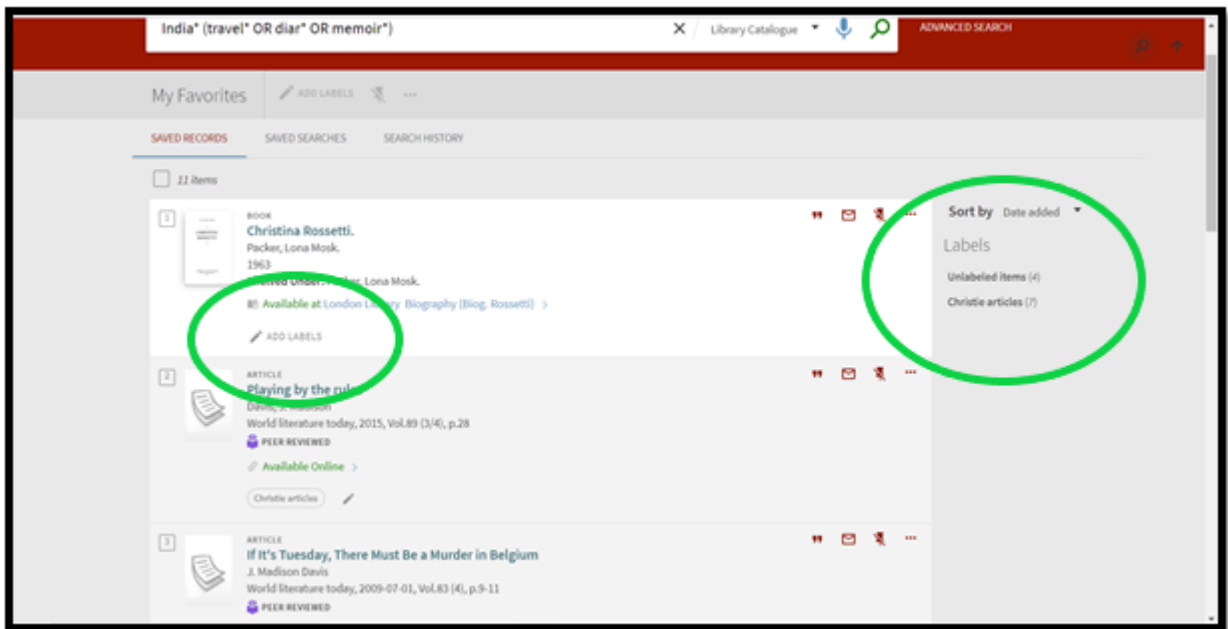
- If you wish to save the search to your e-shelf, click the option to *Save query* at the top of your results list.



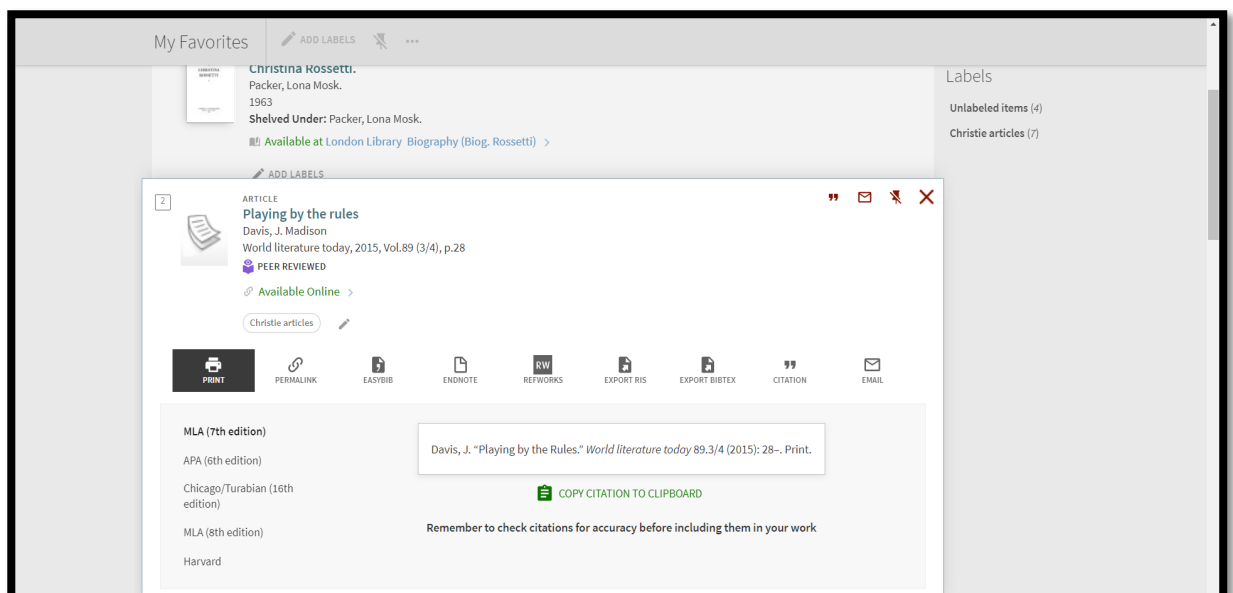
- A banner will appear at the top of the page that gives you the option to *Turn on notification for this query*. This means that the catalogue will send an email to any address you specify whenever anything new that matches your search term is added. If you don't want to do this, click *Dismiss* to close the banner. Emails with details of new results are sent once a week.



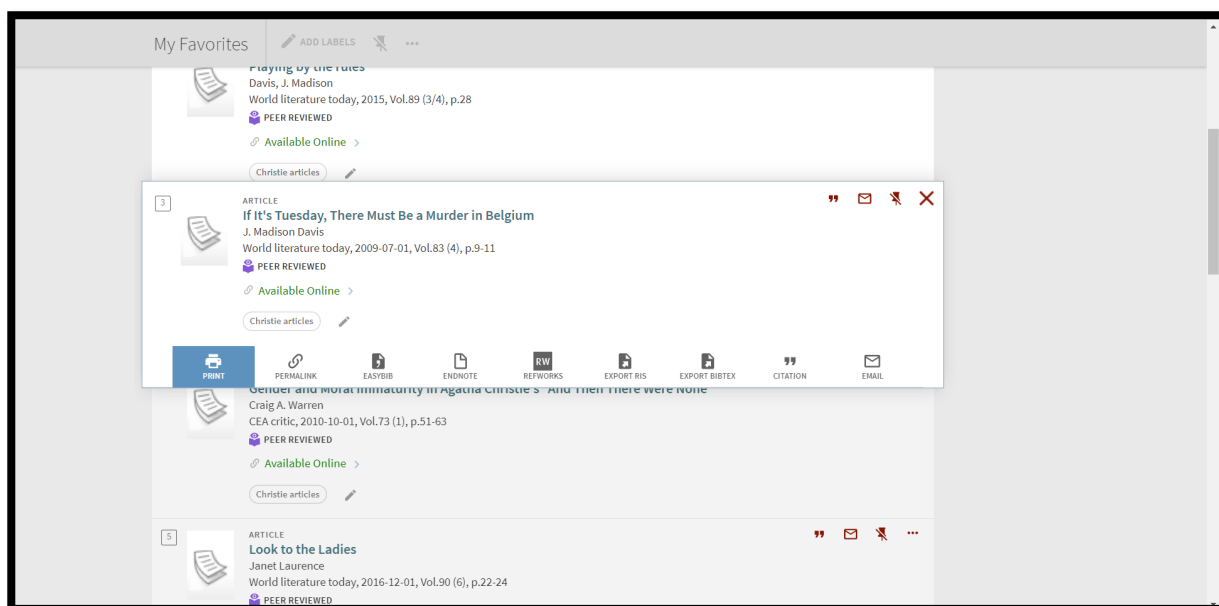
- To view items saved to your eShelf, click the drawing pin icon at the top right hand corner of the page. This will take you to a list of all the items you have saved.



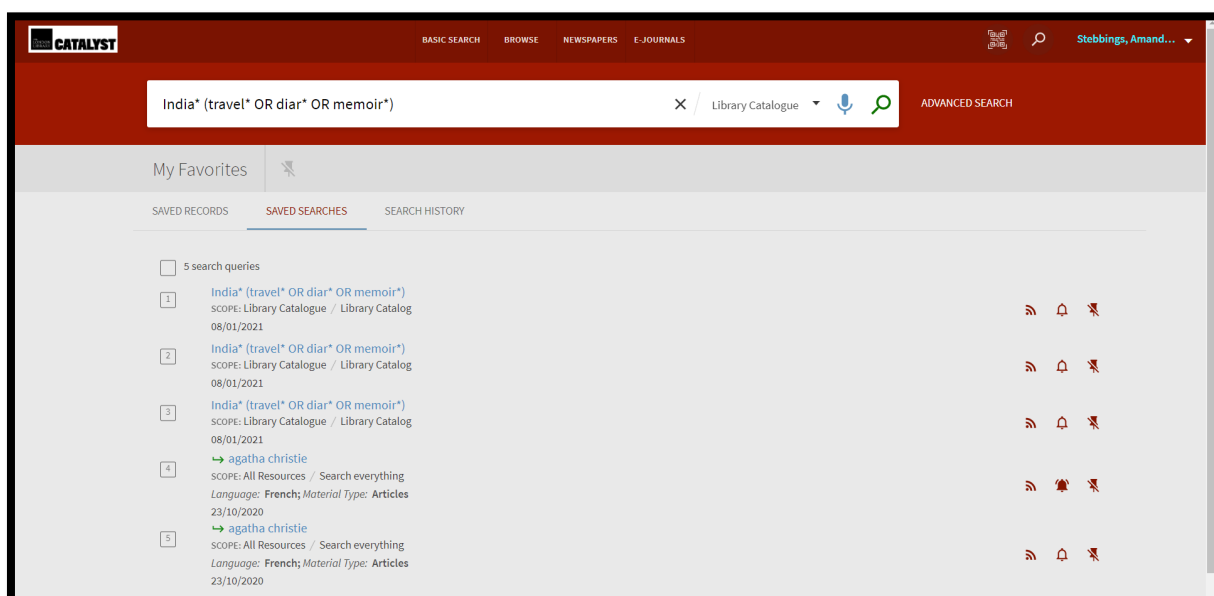
- If you are working on multiple projects, you may wish to separate out your list using *Labels*. To do this, check the number box of the items you wish to label and click *Add Labels*. You can choose to add the item to an existing label or create a new one. Once you have done this, hit the *Enter* key on your keyboard to save your new label
- To view the items you have saved to a particular label, simply select the label you want to view from the list on the right-hand side of the screen.
- The eShelf can also be used to formulate citations or build a bibliography. To cite one item from your list, simply click the speech mark icon displayed by the record. From there you will be given a choice of what citation format you would like to use. You can then copy and paste your citation into a document.



- Alternatively, if you would like to build a list or bibliography, you can check the number boxes of the items you wish to list, and then click the elipsis icon (three dots) underneath the search bar. You can then choose to export your list to your preferred reference software or online citation builder. You can also use this method to either print or email your list.



- To view your saved searches, click *Saved Searches* in the eShelf. A list of your searches will then appear. Clicking on a search will run it again.

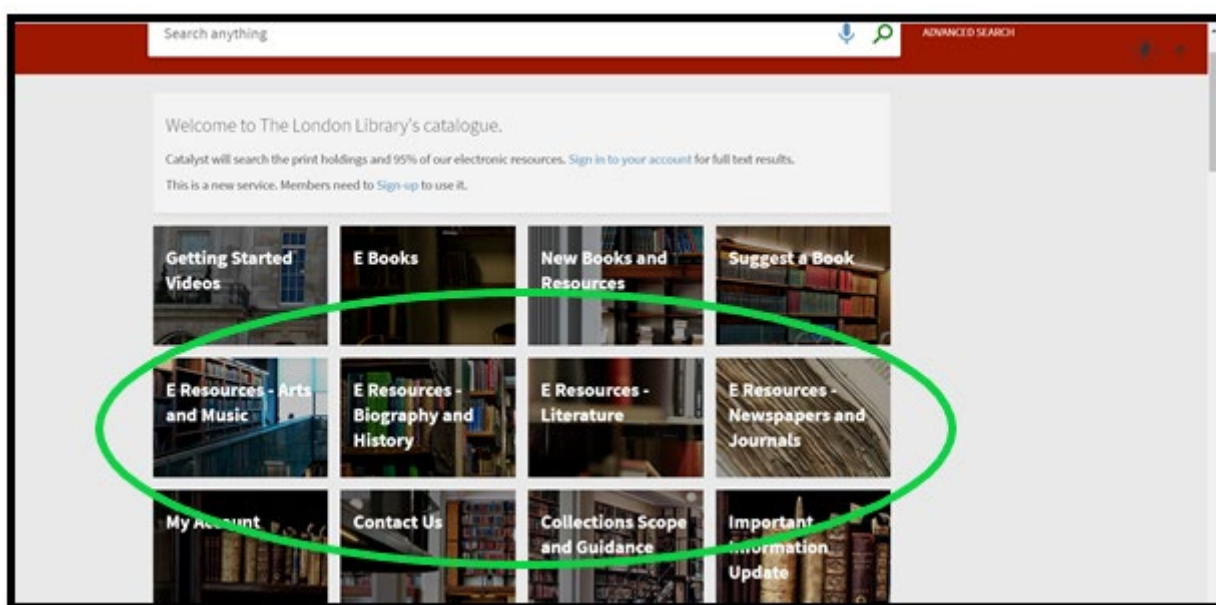


## 8. Accessing online resources

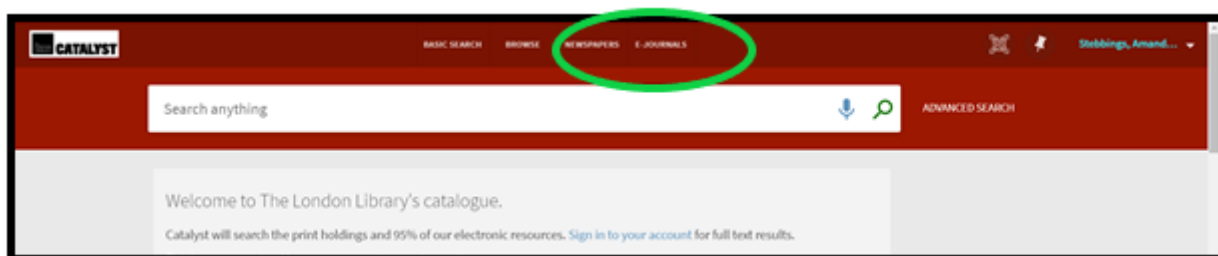


Catalyst allows members to access London Library online resources both within the Library and remotely using your log-in. Before attempting to access our online resources, always make sure you have signed into Catalyst, otherwise, your access may be blocked. You can also instruct Catalyst to only show you results that can be viewed online; this is particularly useful for Remote Access members and members who may be unable to visit the Library in person.

If you wish to access electronic resources outside of Catalyst, the Library's online databases are grouped thematically and can be accessed by clicking on the correct box.



Meanwhile, if you wish to view our online journals, you can click the *Ejournals* link at the top of the page. This will take you through to our e-Journals search.



Type the name of the journal you are looking for in the search bar or browse one of the subject categories from the list on the left-hand side of the screen. You can also run an ordinary Catalyst search to find online resources that you can access remotely. If you are in Basic Search, you can use the *Articles* or *Journals & eJournals* search scopes to make sure that you are being shown remote access materials.