Using the Library Catalogue

http://library.monash.edu.au

The Catalogue search options are Search, Advanced search, and Reading lists. The My loans button links to your loan details and Help provides access to guidance in using the catalogue effectively.

1. Finding books – Search the catalogue

This type of search finds records using keywords located anywhere in a record. It also provides searching options from pull-down menus. If you are looking for the book


you can search in a number of ways. The simplest search is for both author and title in the one search. In the 1st Search for box, type in the author’s surname and any keywords (in any order)

marshall learning independently then select all of these

From the Search in box select: Keyword Anywhere Click on

1.1 Display & location

From the list of titles displayed, click on any title to see where you can find the book. Clicking on Detailed record will provide more information about the title.

Location: Gippsland Library Branch where book is held
Call Number: 378.170281 M368G 2006 Call number
Number of Items: 16 Number of copies at this branch
Status: available Copies out on loan, date due

To look at a number of entries, click on Previous and Next to move through the list.

2. Finding books by subject

Click on You can also search for books on a topic: illegal immigration, for example.

In the 1st Search for box type any keyword/s. Omit words “the, and, or”:

illegal immigration then select all of these

From the Search in box select Keyword Anywhere Click on

3. Reading Lists

Many subjects now have their reading lists (Including their Course Reserve material) on the catalogue. To view them, click on . You can then search by Unit Code or browse alphabetically.
4 Limits

Limits may be used to restrict your search by library location, year, language, type of material (e.g. book, journal, etc.). Limits can be set before or after you begin a search.

Click on Apply search limits

Select appropriate limits and then click on Set limits NOTE: Search limits will remain in effect until you specifically clear them or until you close your browser. To clear limits click on Clear limits or click on Clear history

5. Finding Journals

A journal can also be called a periodical, a serial, a magazine, or a newspaper.

Click on Advanced search

From the Search in box select Journal title. Type in the EXACT title but OMIT the initial article (The, a, an, etc).

If you are looking for the journal Australian journal of zoology

In the box provided, type Australian journal of zoology

Click on Search Click on the required journal to display location and holdings details. NOTE: this also displays journals available electronically.

6. My loans

Click on My loans to obtain your personal information, including items on loan, any items you have requested, and any fines and fees. Monash staff and students MUST use their AuthCate username and password. All others use their library barcode as username and last name as password. Due to personal details being displayed on the My loans page, you must make sure you logout when using public access computers.

7. Loan requests

Library patrons may place online recalls for books that are currently on loan or at another campus.

To place a HOLD, display the item, click on and provide your details in the boxes

Choose HOLD, then click OK
You will then be asked to confirm your request by Selecting Any copy or Any copy at (select from the drop down menu).

Very important! You must specify the “Pickup” location from the drop down menu. The default is the Matheson Library Loans.

Click on Send request

8. Hints and tips

If you want more assistance in using the catalogue, see Search tips or Help