

CITY OF GLASGOW
COLLEGE

Searching the library catalogue

LIBRARY SERVICES

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<http://library.cityofglasgowcollege.ac.uk>

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City of Glasgow College Libraries



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Introduction

The library catalogue contains the details of all the printed and electronic resources available from both campus libraries. Searching the catalogue will give you information on the location and availability of books, journals, audio-visual materials, electronic books (e-books) and electronic resources (e-resources). It is much quicker to find what you are looking for by searching the catalogue than by looking through every book on the shelves!

It can be accessed on the catalogue terminals in both libraries or online on the library website: <http://library.cityofglasgowcollege.ac.uk>

SEARCH THE CATALOGUE

Enter Search Term

Choose search type



[ADVANCED SEARCH](#)

Basic Search

Depending on how you access the catalogue, you will be presented with one of two main search pages.

1. **Accessing directly from the library website** – towards the bottom of the screen there is a search bar (see above image).
2. **Via the catalogue terminals in the libraries, or within the catalogue site itself** - the search page looks like the image below.

1

City of Glasgow College Library Services

[Library Catalogue] [New Items] [Visual Search] [City of Glasgow College Library Services] [Reading Lists] [My Account] [GCLG Reciprocal Borrowing Programme] [MyCity]

Go Back Help Bookmark this page Logout

Search input field: words or phrase

Search type dropdown: words or phrase, author, title, subject, series, periodical title

Search button: Search

Search options: Search only Electronic Books, Search only print books, Power Search

Both search pages allow searching by word/phrase, author, title, subject and periodical title (i.e. a magazine or journal title). The second search page also allows searching by *series*



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(e.g. a series of books) and gives the option to search only the *print* or *electronic books* (e-books) collections.


Results Screen

A *title* search for 'sport psychology' will return a list of items that have those words in the title, like this:

The screenshot shows the library's search results interface. At the top, there is a teal header with the text 'City of Glasgow College Library Services'. Below this is a navigation bar with links: [Library Catalogue], [New Items], [Visual Search], [City of Glasgow College Library Services], [Reading Lists], [My Account], and [GCLG Reciprocal Borrowing]. A secondary navigation bar contains: Go Back, Help, Limit Search, New Search, Next, Bookmark this page, and Logout. The main content area is titled 'Search Results' and displays the following information:

- Search criteria: title "sport psychology" search found 48 titles.
- Page navigation: Pages << 1 2 3 >>
- Result 1: **Sport psychology [electronic resource] : contemporary themes** by Lavalley, David, Ph. D., 2004. 1 copy available at City of Glasgow College: North Hanover St Library in CITY [NH] - Electronic Resource. URL: <https://www.dawsonera.com/Shibboleth.sso/Login?entityID=https://idp.cityofglasgowcollege.ac.uk/idp/shibboleth&target=http://www.dawsonera.com/depp/reader/protected/external/AbstractView/S9781403937704>. A 'Link to Item' button is provided.
- Result 2: **Foundations of sport and exercise psychology Sixth edition.** by Weinberg, Robert S. (Robert Stephen), 2015. 3 copies available at City of Glasgow College: North Hanover St Library.
- Result 3: **Sport psychology** by Allen, Mark (Writer on sports psychology).

2

We can see that **the first search result is an electronic resource**, as this is stated in the title in square brackets. This particular one is an **e-book**. To access it, click on  **Link to Item** then log in using your City Account details (student number + your password). *

*Please note: if **'PDA e-book'** appears within the title in brackets, this means that the e-book is not



available to read in full, but you can request that the Library purchase it.

The second search result is a print book. If we click on the title, we are presented with a screen like this:

Item Information	A Look Inside	Catalogue Record
Title	Foundations of sport and exercise psychology	
Author	Weinberg, Robert S. (Robert Stephen),	
Publisher:	Human Kinetics,	
Pub date:	2015.	
Pages:	xiii, 649 pages :	
ISBN:	9781450469814	
Item info:	3 copies available at City of Glasgow College: North Hanover St Library.	
Holdings		
City of Glasgow College: North Hanover St Library 796.01 WEI	Copies 3	Material CITY - 4 Week Loan
		Location Level 5 Lending

Available at City Campus Library on a 4-week loan

↑ Item location shelves ↑ Number of copies available ↓ Located on level 5*

* Please note: if 'on loan' is displayed under 'Location', the item is currently checked out to another person and is unavailable. If all copies are unavailable, you will be able to place a hold on the item (reserve it) and the Library will put it aside and contact you when it is available.

Power Search/Advanced Search

Use the advanced search options to **narrow down** your search results or search for something more **specific**.

For example, to search for books on illustration, but **exclude** those on fashion illustration (because they're crowding the search results!), you can do the following:



ADVANCED SEARCH



Search for 'illustration' in the title, but NOT 'fashion'

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[Library Catalogue] [New Items] [Visual Search] [City of Glasgow College Library Services]

Go Back Help Bookmark this page Permalink Logout

title	illustration	Not
title	fashion	And
title		And
subject		And
series		And
periodical title		

Search Reset

language: ANY

format: ANY

match on: Keywords

pubyear:

sort by: None

As you can see, a number of other options and filters are also available.

I can't find what I'm looking for!

If the catalogue cannot find any items that match your search criteria, a screen like the one on the next page will appear with alternative suggestions based on the word you entered. As you can see from the screenshot, the *word-or-phrase* search for 'bunnies' yielded no results.



words or phrase "bunnies" found no matches in the library you searched.

You may change your search, or select a new search from the closest matches below.

- | | |
|----|--|
| 1. | Bumppo, Natty (Fictitious character)--Fiction. |
| 2. | Buratti, Marco (Fictitious character)--Fiction. |
| 3. | Bureaucracy |

Tips to improve your search results...

- **Change your search word**
 - Try synonyms (words that have the same meaning) – maybe search for ‘rabbits’ instead of ‘bunnies’ or even use a different form of your original search word, e.g. ‘rabbit’ instead of ‘rabbits’, or ‘travel’ instead of ‘travelling’.
- **Select a different search option**
 - For example, searching by *title* limits the search more than if searching by *words or phrase* – the more general your search, the more results you will get, but that does not necessarily mean they will be useful results!

If all else fails, ask Library staff 😊

