Library Catalogue

Introduction

This guide gives a quick introduction to the Library Catalogue. You can use the Library Catalogue to:

- Find out which books and other resources are in stock in the Library
- See which items you have borrowed
- Pay Library fines online
- Place holds, and see which items you currently have on hold
- Change your PIN for borrowing
- Look at recent additions to stock
- Check your Loan History

Getting started

You can access the Library Catalogue via:

- The Library tab in MyBeckett
- The Library website library.leedsbeckett.ac.uk
- Catalogue-only workstations in the Library

When using the Library Catalogue, please use the Back link on the Library Catalogue screen rather than the back button on the browser’s toolbar.
Basic Search

Basic Search is the initial screen you see when you log in to the Library Catalogue, or you can reach it at any time by clicking the Start/Search link at the top of each page.

Using Basic Search you can quickly search for items using one of the following options from the drop down menu:

- Words or phrase
- Author
- Title
- Subject
- Series
- Journal title

If you wish to search for an item using both the title and author, or if you have more complex combinations of search terms, use Advanced Search (click on the link on the right of the screen).

How to use Basic Search

1) Enter the words or phrase you wish to search for.

2) Select words or phrase from the drop down menu then click on the Search button.

This type of search finds items which have all the words you entered, in any order.

Looking up an Author

1) Enter the name you wish to search for.

2) Select Author from the drop down menu and then click on the Search button.

If you search for words or phrases, be careful of the “any order” rule. For example, if you search for Augustus John you would find items by:

- John Augustus
- Augustus John
- and John Augustus Jones.

Looking up a Subject

1) Enter any words or phrase that you associate with your topic.

2) Select Subject from the drop down menu and then click on the Search button.
Looking up a Title, Series or Journal title

A title search will search all items in the Library Catalogue - books, journals, audio visual items, etc. To do a limited title search, select **Journal Title** or **Series**:

1) Enter the first few of words of the title.

2) Select **Journal title** or **Series** from the drop down menu, click on **Browse** and then click on the **Search** button.

3) Click on the journal title or series title to see the search results or the full item record.

Looking up an ISBN

ISBN stands for International Standard Book Number and is a 10 or 13-digit number that uniquely identifies a book.

1) Enter all 10 or 13 digits of the ISBN, without spaces or punctuation.

2) Select **words or phrase** from the drop down menu and then click on the **Search** button.

3) If the item is not held by the Library you will see a message that says “words or phrase "0123456789" found no matches in any library”.

Viewing your results

The Library Catalogue displays a list of the items matching your search (if there is only one item, it goes straight the item record).

- Click the title to see the full record
- Scroll down to see the location and availability of the item.
- Click on the **Map** link to view a floor plan showing which area of the Library your item is shelved in.
- If the item is an eBook it will say [electronic resource] after the title. Click on **Open this electronic resource** to access the eBook.
- Enter your standard username and password to log in.

Finding your book on the shelves

From the Item Details screen, check the Holdings box and make a note of the Shelf Mark:
1) Each book in the Library has been classified using the Dewey Decimal Classification system and given a class number (or Shelf Mark).

2) Check the Library floor plans to see which floor holds the class number range you are looking for, and then follow the numbers on the shelf ends to find the correct bay.

3) Follow the number sequence on the shelves to find the number where your book is shelved, and then follow the letter sequence alphabetically.

Search tips

- In a words or phrase search do not use words like ‘the’, ‘and’ ‘a’ and ‘of’.
- Check your spelling - is there a different way to spell the word e.g. organisation or organization. Use the wildcard symbol (?) for the unknown letter such as organi?ation. This will find both spellings of the word.
- Try searching the first few words rather than the whole title.
- Click on the A Look Inside tab to get more information about the resource.
- Clicking on the hyperlinked author’s name will show you more resources by the same author.
- Once you have found a useful book on the shelves, browse the nearby books as they are likely to be on a similar topic.

Placing a hold

If you find an item you would like to borrow, but there are no copies available, you can place a hold to reserve it. The person with the item will then be emailed and asked to return it within 5 days.

If you haven’t already logged into the Library Catalogue you will need to enter your standard username and password to continue this process.

Guest Users will need to enter their Library ID and Library PIN. You can also place a hold to request an item from another campus and arrange to collect it at the campus of your choice.

1) From the Item Details screen click the Place Hold button (this is on the left side of the screen).

2) Select the Library you wish to collect it from using the drop down menu.

3) Enter the date you no longer need the item by.

4) Click the Place Hold button.

5) You will be sent an email to your University email account when the item is ready for collection. Holds are kept for 6 days from the date of your email.
Self service

You can use the self service menu on the Library Catalogue to:

- Place holds
- Review your account
- Change your PIN for borrowing
- Pay Library fines online

Logging in: Leeds Beckett students and staff

1) Log in to the Library Catalogue using your standard username and password.

2) You can also log in by clicking on the Manage your Library Account link within the Library tab on MyBeckett.

Logging in: Guest Users

1) Log in to the Library Catalogue using your Library ID.

2) In the Password box type in your Library PIN.

3) Click the Log In button.

Remember to log out at the end of your session.

Review my account

Once you have logged into the Library Catalogue you can review your account:

1) Click on the Self Service link at the top of the screen.

2) Click on Review My Account, then click on the Items on Loan tab to look at the items you have on loan, holds, outstanding bills and messages from the Library.

Loan History

1) Click on the Self Service link at the top of the screen.

2) Click on Review My Account, then click on the Loan History tab to look at your loan history. You can alter the way the items are sorted by clicking on the different headings.

Pay Library Fines

1) Click on the Bills tab to view any outstanding fines on your account.

2) Select the fines you would like to pay by selecting Pay Now or select Pay All.

3) A new page will open. Click on Continue and follow the payment instructions on screen. A final Summary page will be displayed once payment has been confirmed. Please scroll to the bottom of this page to check for confirmation that the payment has been successful.
4) Once payment is complete the following page will be displayed.

5) Click **Close Window** to return to the main Library Catalogue.

**Library Information**

You can find out about recent additions to the Library’s stock by clicking on **Library Information** at the top of the page.

You can also set up a My Favourites email service by clicking on the **My Favourites** button when you have logged into the Library Catalogue.

**Further help**

- **Phone Us (0113) 812 1000** - you can also get 24/7 IT support on this number
- **Email Us or Chat with Us** - via the Library website library.leedsbeckett.ac.uk
- **Visit Us** – Library staff can help with account and borrower enquiries, IT support and researching or finding information
- **Watch Us** - Leeds Beckett Library YouTube channel has a variety of instructional videos on using Library services