FINDING A BOOK
Script to accompany the video

Welcome to our video on finding a book.

Your first use of the Library is likely to be to find books from your module reading list. A book reference will usually give you the following information: the author or authors, the year it was published, the title, the edition, the place of publication and the publishers. You can search the catalogue for the author’s surname, Ogden in this example, and then use two or three words from the title. Here we’ll use health psychology.

To search the catalogue go to the Library homepage. There are two search boxes on the Library homepage. The top box is where you can search the Enterprise catalogue for books. The lower box is where you can search Summon to look for online journal articles and book chapters. Type the author’s surname and the title words into the Enterprise search box.

We’ve found six matching items. If you find too many results, use the limit options on the left to reduce the number. We have the fifth edition online. Just click on the link underneath the title to access it. Scrolling back up, you can see a separate entry for the printed copies. Just click on the title to view their location.

This screen gives you more information about the book and the location of all the copies. There are seven copies listed down the screen.

Two copies can be borrowed for six hours and are located in the course collection on the ground floor in the URS building. Four copies can be borrowed for seven days and can be found on the second floor of the Library. One copy is standard loan—three weeks for undergraduates and masters students, six weeks for research postgraduates and staff. This copy has been borrowed, and you can see when it is due for return.

To find one of the available copies, write down its call number. Once you have the call number, go to the correct floor. Once on the correct floor, look at the plans to find the right section of books.

Go to the Folio (larger size) book section if your call number starts with the word Folio.

Look at the labels on the shelves to find your number, then look for your number on the labels on the books. Once at the right number, look for the three letters at the end of your call number.

Found it!

Use a self-service point on the ground floor to borrow your book.

Press borrow on the screen. Scan the barcode on your campus card. Then scan the barcode in the front of the book.

Take your receipt to see when the book is due back.