

Manchester Access Programme 2012

How to search for a books and journals in the John Rylands University Library

A step by step guide

You can search the library catalogue from anywhere online via the Library website <http://www.manchester.ac.uk/library> (click on 'Library catalogue'), directly at <http://catalogue.library.manchester.ac.uk/> or you can use the designated computer catalogue terminals on **BLUE GROUND** and on other floors in the library.

How to search for a book using the library catalogue

Example title of book: *Studying the Novel* by Jeremy Hawthorn

1. Type *Studying the Novel* into the single search box.
2. Click on **Search**.
3. There are two editions of this book (1985 and 2001). The latest edition is the top result. Click on it.
4. Underneath the title of the book, you will see 'Main Library –Two available in Blue, Floor 3: 808.3H40.

When the catalogue displays the results, note down:

1. The location of the book (e.g. Blue Floor 3, or High Demand area)
2. The full shelfmark (e.g. Blue Floor 3, 8.08.3/H40)

This is an example of a shelfmark: **8.08.3/H40**. You will need this information to locate the specific shelf where the book can be found. At the end of each row, there is a sign with details of which shelfmarks are on that row. Check this sign first and if you are still unsure, ask a member of staff – they'll be happy to help!

How to search for a journal using the library catalogue

Example reference of journal article: Wright, Erik Olin "Women in the class structure" in *Politics and Society* (1989,) Vol. 17, pp 35-66.

***Politics and Society* is the title of the journal.**

1. Select **More Search Options** underneath the single search box.
2. A page of boxes will be displayed.
3. Type the title of the journal into the **title** box. E.g. ***Politics and Society***
4. From the **drop down menu** labelled **Collections** choose **Journals** and then click **Search**.
5. A list of titles will appear. Many journals are now electronic so check the status of the title you have chosen. **Click on the link to the journal**.
6. Click on **Full text from the JRUL Find It service**. link below the title of the journal.

If you know the details of the journal I (e.g. year, volume, issue, start page):

- Type in these details in the search boxes and click **Go**

If you do not know the details of the journal and just wish to browse:

- Click **Go** and you can choose the year of the journal you wish to browse.

*****Please check the library guide that you were also given at the Launch Event for more detailed information about searching for a book or journal. The best way to get used to this system is to practice! When you next visit the library, take a few minutes to search for a book or journal and go to the relevant shelf to find it. Remember to ask for help if you need it!*****