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Library Quick Guide Using the Library Catalogue

Click on the search tab you want:

Catalogue for Books, Journals, DVDs and other material held by the library and items from the Loughborough University Research Repository.

Article Plus for details and access to online journal articles and conference papers.

Searching for an item:



Search for the 'Title', 'Author' or 'Keyword'.



Click on the format you want in the 'Narrow Search' box



If an item is accessible online 'Get Full Text' button will take you to your chosen resource.



If an item is in the Library take a note of the shelf mark number.

If the item is checked out:



If all copies of a book are unavailable, click on 'Login for hold information'.



Login with your University **User name** and **Password**.



Click on 'Place a Title Level Request' this will take you to a pop up window.



Click on 'Submit Request' button. We will then send you an **email when the book is ready** to collect.

Library Catalogue Search Terms

Truncation

An astrick * at the end of the word will find word variations.

Example:

Econ*
Econ*omics
Econ*omist
Econ*omically

Phrase Search

Double quotations marks "" around two or more words will find phrases.

Example:

"Social Media"
"Management Accounting"

AND

Joining words using AND will find resources that have both search terms

Example:

Michelangelo AND Sculpture
"Suspension cables" AND Steel

OR

Joining words using OR will find resources with either or both of the search terms

Example:

Soccer OR Association football
"Additive manufacturing" OR "3D Printing"