Chisholm Institute Library

Basic Catalogue Use

Getting Started

Quick Searches
Type in words or a phrase for which you’d like to search and click on the button labelled ‘Search’. (The Catalogue uses American spellings.)

By default the ‘Type of Search’ option is set to a ‘words or phrase’ search, which will look for your words or phrase anywhere within a single field (eg author, or title) of the Catalogue records.

To search for words or phrases across more than one field separate the terms with the operator ‘AND’:

For example, to search for the book called ‘Techniques for student research’ by the author Nancy Lane, enter ‘student research AND lane’ as your search term. The ‘and’ can be in UPPERCASE or in lowercase, but it must be included.

Other search options include ‘Author’, ‘Title’, and ‘Subject’.

You can also limit your search to items held at a specific campus by choosing one of the options in the ‘library’ drop-down box.

Search Tips
Wild cards (?) and truncation ($) can be used, as well as Boolean and other operators (AND, NOT, OR, etc.). Please click on the ‘Help’ link at the top left-hand corner of the Catalogue screen for further details, or ask the friendly Library staff for assistance.

Advanced Search
Clicking on the ‘Advanced Search’ link brings up a search screen with many more search options.

Search Results
Search results are numbered and presented twenty items to a screen. Brief information about each item is given, including its title, author, date of publication, and the number of copies currently available. For more detailed information about each item, click on the ‘Details’ button at the left of each item’s title.

Requesting an Item
If an item you want has already been borrowed or is available but at a different campus, you can request the item by placing a hold on it. Just click on the ‘Details’ button next to the item’s title and then click on the ‘Place Hold’ link on the left-hand side of the page.

If you are not already logged into the Catalogue, you will be prompted to enter your user ID, PIN, and to choose a Campus Library at which to pick the item up. If you are already logged into the Catalogue, you just have to select a pickup location. (See the next page for more information on logging into the Catalogue.) Once you’ve entered your details, click on ‘Place Hold’.

A new screen will confirm that your hold has been placed. You’ll be notified when the item arrives at the campus you selected.
Your Library Account

Logging In
Log into the Catalogue by entering your **user ID** and **PIN** and clicking on the ‘Login to My Account’ button, located at the top of the Catalogue screen.

Your **user ID** is printed under the barcode on your Student ID Card. All **user IDs** start with the letter ‘x’, which is followed by ten digits. **User IDs** are different to student ID numbers. Please type your **user ID** exactly as appears under the barcode on your Card.

Your **PIN** is made up of the day and month of your birth, in the ddmm format. Eg. If you were born on the 1st of July, your PIN would be 0107.

Access your personal Library Account details by clicking on ‘My Account’ on the menu bar located at the top of the screen.

‘My Account’
The ‘My Account’ screen gives you access to four different functions:

**Review My Account**
You can see which items you have out on loan and their due dates. You can also see if any items on which you have placed holds are waiting for you. This section also lists any money you owe the Library.

**Renew My Materials**
(See ‘Renewing Items’ below more details.)
If an item you've borrowed is due back but you haven’t finished with it yet, you can renew it via the catalogue (subject to the normal borrowing conditions – ask at your Library for details).

**User PIN Change**
Click on this link to change the PIN on your account.

**Change My Address**
Click on this link to change your address at the Library. (You should also update your details at Student Administration.)

**Renewing Items**
Log into the catalogue and click on ‘My Account’ and then ‘Renew My Materials’ as described above.

Just click in the check-box next to each item you want to renew and then click on the button labelled ‘Renew Selected Items’. The new due date(s) will then appear.

Items cannot be renewed if someone else has requested the item, if you owe the Library more than $5.00, or if the item has already been renewed the allowed number of times. Please ask at your Library if you need assistance renewing an item.

**Logging Out**
Always click on ‘Logout’ when you have finished using the Catalogue. This prevents the next person clicking on ‘My Account’ and accessing your personal details.

**Further Information**
The Library catalogue has an extensive online help system. Click on ‘Help’ at the top left-hand side of the catalogue screen at any time to bring up a context sensitive help page.
And always feel free to ask the friendly library staff if you’ve any questions.