

Script: How to search for a book on the Library catalogue.

In this short video I will talk you through how to search for a book on the Library catalogue.

In this example you know the exact title and author of the book you are looking for. This might be an item from a reading list you've been provided with. You need to enter text from the title and the author's name in the single search box at the top of the Library homepage.

In this example I'm going to look for 'Essentials of investments' by Alex Kane. As I know it's a book I'm looking for I can select 'Books' from the filter options below the single search box. Then I type 'essentials of investments Kane' into the search box and click on search or hit enter.

The results will display in a list and you will need to look through it to identify the book you are looking for. In this example there are two results. The first one is the book I want and it is multiple versions results which means we hold more than one edition, or both e-books and print copies of that title. Click on the result to see more information about the versions of the book that are available.

Now you need to select the copy you want. In this case there are two different editions the most recent, 6th edition, which is the top result. To be able to find the book in the Library you need to make a note of the shelf number and floor location. Click on the result to see this information in the 'Get It' section of the full record. In this example the shelf number is 332.6 BOD and the book is shelved on Level 5. You can view a floorplan of the relevant level highlighting the area in which the book is shelved by clicking on 'locate' to the right of the level and shelf number information.

To see more detailed information about how many copies are available click on the location information. If all copies are out on loan you can sign in to your Library account and place a request.

If you're having difficulty locating a book, please ask a member of staff in the Library to help you. For this or any other help you might need, speak to a member of staff in the Library, or contact the Library team online. You can email Library@bath.ac.uk or use the 'Need help?' button on the Library homepage.