

Tutorial 4 transcript – Finding and requesting a known book

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Okay, we're going to have a look at library books now, namely how to find one and how to request one. So you're looking at the UTAS library homepage here, and you've got two avenues in which you can search for a book. You can use the summon search engine – just up here – or you can have a look at the library catalogue. Now in my opinion the library catalogue is a more effective search when you're looking for a book so that's what I'm going to demonstrate, and the option I favour here is the keyword search, which is the first there. So I'm going to click on that.

Now, basically, you've got interfaces in which you can search: you can search the simple, basic search, which is the single search box; or you can use the advanced search, which is obviously going to allow you more fields in which you can select, and you can also limit to format, language, location, year, that sort of thing. But I'm going to stick with the basic search. And what I'd recommend doing is typing in the title of the book that you're looking for as well as the last name of one more authors. So in this case I'm looking for 'The principles of microeconomics' by Bernanke. And so once I type that in I'm just going to click on the arrow.

And what we can see here is six results. And basically this is a text book, and what we've got here are various editions of the textbook. And I'm interested in the two thousand and twelve one – you can see the year is written there, just under the book icon. Now, also written there is a plus sign, and after it: seven items available. So if I click on the plus sign, basically I get collection information for this book. I get location, call number, message, and status. So the location is where it is around the state; the call number is the number you will need to write down to identify the book in the library; a message – sometimes there's notes about the book – so in this case two of these books are three-day loan only; and the status as well – so sometimes if that book has been taken out by somebody, it will show unavailable, rather than available. And if for whatever reason you can't go into the library and get your hands on one of these books, or if somebody has it out and you want to request it after them, you can click on the request-it icon just beneath the books there.

So I'm going to click on that. It's going to ask for my UTAS ID, and also my library pin number. Now you may not know your library pin number – if you don't, just come and ask us and we'll happily provide that.

So I'll just submit that. And once that happens it's going to ask me where – which copy, rather, I would like to select. So I might have a preference for a copy; I might not want three-day loan there – the Launceston one. But let's say that I do in this case. I select that one. And then it says where you would like to pick up the item, so I can select one of our libraries around the state – I'll say I'd like the Morris Miller Library. And you can also specify if you have a deadline for the material as well; perhaps your assignment is due in a few days and it's no use you getting this book beyond that, so you can select the deadline. And then just submit. And then basically when that library book comes back, it will be sent to the library that you requested it at, you'll get an email, you can come in, pick it up, and it's as good as yours. That's it.