

Basic searching of the Catalogue (and eReserve)



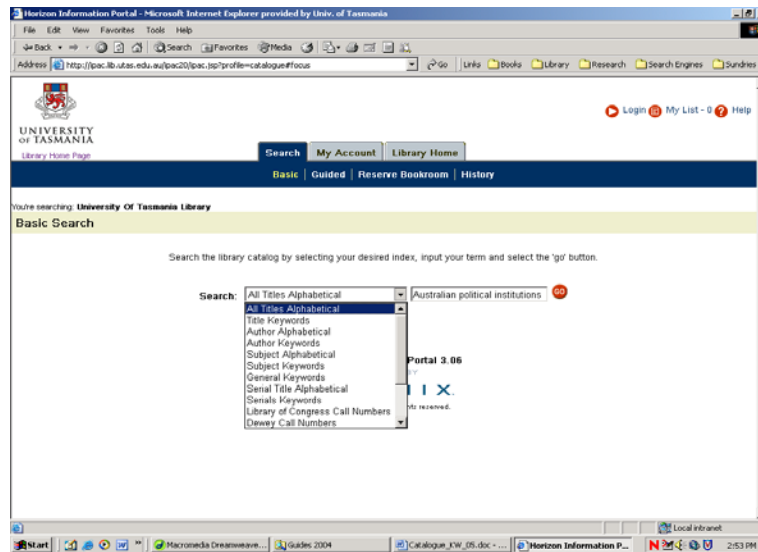
The Library eTutor provides more detailed instruction and allows you to practice 'Searching the Library's catalogue' using an online interactive tool at <http://www.utas.edu.au/library/etutor/catalogue.html>

To open the Library Catalogue

- From the Library's home page at <http://www.utas.edu.au/library>
- Click on the **Catalogue Search** link at the top of the **Quick Links** list on the left of the page

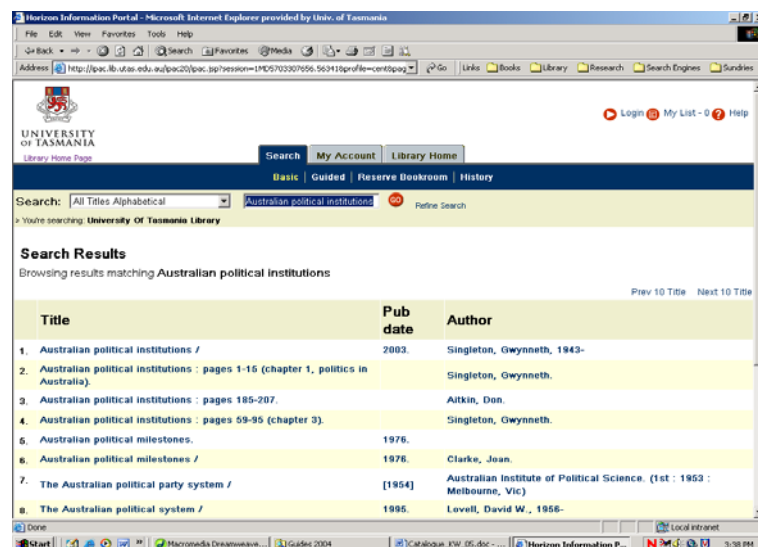
1. Finding Books

From the Catalogue's **Basic Search** page



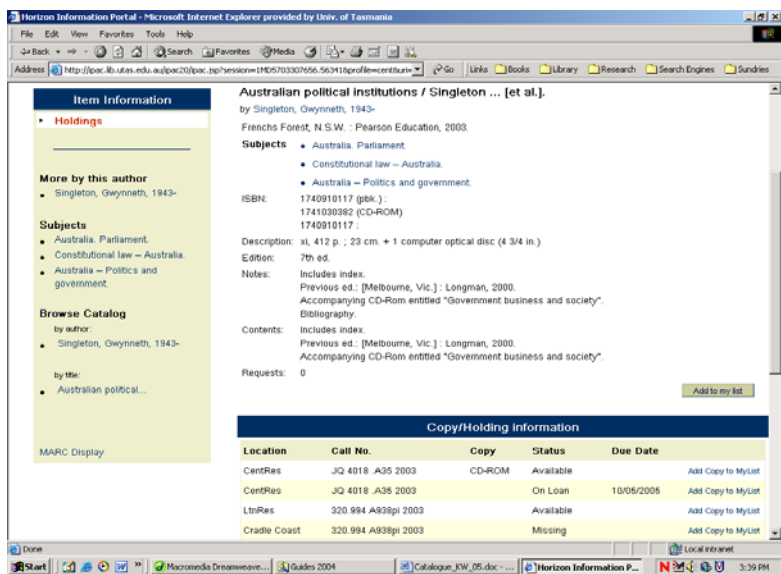
- Use the **All Titles Alphabetical** search option (default)
- In the **right hand box** enter the **title of the book** e.g type Australian political institutions
- Click on **GO**

This search will open the **Search Results** list of titles page



- Scroll down the page and / or select **Next 10 Titles** to find the entry for:
eg. **Title** - Australian political institutions, **Pub date** – 2003, **Author** - Singleton, Gwynneth 1943

- Click on the **title** of this entry to open the **Full Record** for this book



- Scroll down for the **Copy/Holdings Information**
- You will see that there are 5 copies (with 5 CD-ROMs) listed as **Location**:
 - 1 copy in **LtnRes** - (2 hour Reserve loan in Launceston)
 - 1 copy in **CentRes** - (2 hour Reserve loan in the Morris Miller Library)
 - 1 copy in **Cradle Coast** - (Resource room in the Burnie campus - currently missing)
 - 2 copies in **Ltn** - (14 day Normal loan)

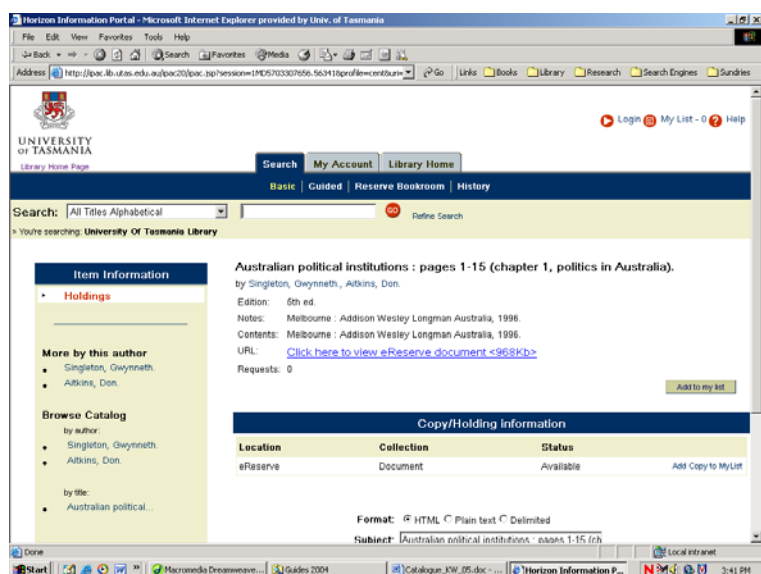
Note the different **Call Nos.** for the **2 shelving systems**

Library of Congress in Hobart and **Dewey** in Launceston and the Cradle Coast

2. Finding Chapters from Books (eReserve)

Course reading lists may contain chapters from books which have been scanned by the Library as electronic documents for eReserve

- A search on the **book title**, as above, will **also list chapters** from the book.
- Chapters can be identified by the **page range**. eg pages 1-15

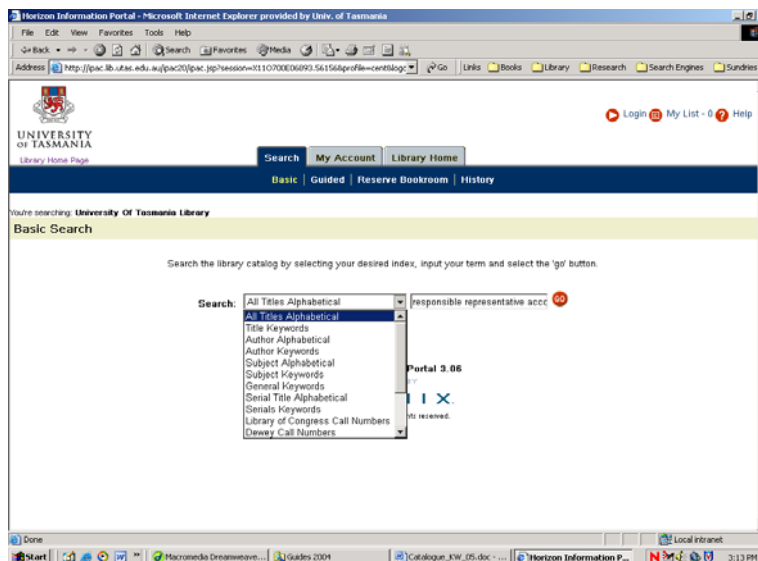


- The URL in the **Full Record** for the item provides a **link to the pdf document**
- You will need to provide your university **email name and password** to open these chapters, using the Adobe Acrobat Reader application
- To return to the catalogue use – **View / Go To / Horizon Information Portal**

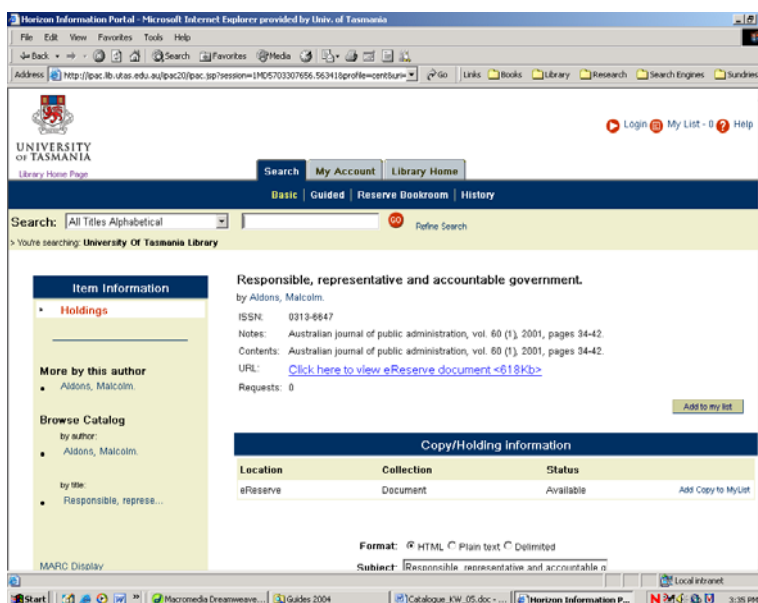
3. Finding Journal Articles (eReserve)

Course reading lists may contain journal articles which have been scanned by the Library as electronic documents for eReserve

- From the Catalogue's **Basic Search** page



- Use the **All Titles Alphabetical** search option (default)
- In the **right-hand box** enter first part of the **title of the article** (NOT the journal title)
e.g. Responsible, representative and accountable government
- Type in: **responsible representative and accountable**
- Click **GO**
- This search will open the **Search Results** page with a **list of titles**
- Click on the **title** of the item you require to view the **Full Record**



- The URL in the **Full Record** for the item provides a **link to the pdf document**
- You will need to provide your university **email name and password** to open these chapters, using the Adobe Acrobat Reader application

For more information on using Reserve and eReserve see our printed help sheets or go to:
<http://www.utas.edu.au/library/cat/studres.html>

4. Finding Journals – Print and Electronic

When journal articles are not scanned for eReserve, you will need to find them in the original journal.

From the Library's Catalogue **Basic Search** page

- Choose **Serial Title Alphabetical** from the **drop-down menu on the left**
- Type the **journal title** in the **right-hand box**. e.g. Australian journal of public administration
- Click on **Go**

Note that there are **two holdings**: one for a **print copy** and one for the **electronic copy**. eJournal titles are always followed by [electronic resource] in the titles list

- Click on the **first title** for the record of the **print copy** of the journal

The screenshot shows a web browser window displaying the record for the 'Australian journal of public administration'. The page is divided into several sections:

- Item Information:** Includes 'Subscriptions' and 'Holdings' tabs. The 'More by this author' section lists 'Royal Institute of Public Administration'. The 'Subjects' section includes 'Public administration - Periodicals', 'Australia - Politics and government - Periodicals', and 'Browse Catalog'.
- Main Record:** Title: 'Australian journal of public administration.' by Royal Institute of Public Administration. [Sydney].
 - Subjects:** Public administration - Periodicals, Australia - Politics and government - Periodicals.
 - ISSN:** 0013-6647
 - Description:** v. quarterly.
 - Notes:** Journal of the Australian regional groups of the Royal Institute of Public Administration. Continues: Public administration Sydney.
 - Contents:** Journal of the Australian regional groups of the Royal Institute of Public Administration.
 - Requests:** 0
- Subscription Summary:** A table with columns: Location, Collection, Call No., Status.

Location	Collection	Call No.	Status
Cent	Serial	JA 26 .P8	Available

- Scroll down the record to view the **Subscription Summary**
 - **Note** - Copies are held in the Cent, Law and Launceston libraries
 - The Morris Miller (Cent) and Launceston (Ltn) holdings of the journal are from: v 35; 1976 +
 - This journal is currently being collected in Cent but (impf) indicates some copies are missing
 - The call number in Cent is JA 26 .P8 and in Ltn is 350 1
- Click on the **second title** for the record of the **electronic version** of the journal

The screenshot shows a web browser window displaying the record for the 'Australian journal of public administration [electronic resource]'. The page is divided into several sections:

- Item Information:** Includes 'Subscriptions' and 'Holdings' tabs. The 'More by this author' section lists 'Royal Institute of Public Administration Australia', 'Informit', 'Ingenta (Firm)', and 'Synergy (Online service)'. The 'Subjects' section includes 'Public administration - Periodicals', 'Australia - Politics and government - Periodicals', and 'Browse Catalog'.
- Main Record:** Title: 'Australian journal of public administration [electronic resource]'. by Royal Institute of Public Administration Australia, Informit, Ingenta (Firm), Synergy (Online service). [Oxford]: Blackwell Publishers.
 - Subjects:** Public administration - Periodicals, Australia - Politics and government - Periodicals.
 - ISSN:** 0013-6647
 - Notes:** Description based on: Vol. 50, issue 1 (Mar. 1999) title from introductory page, viewed June 27, 2002. Latest issue consulted: Vol. 61, issue 2 (June 2002). Mode of access: World Wide Web. Published by Blackwell Publishing on behalf of the Institute of Public Administration Australia.
 - Contents:** Description based on: Vol. 50, issue 1 (Mar. 1999) title from introductory page, viewed June 27, 2002. Latest issue consulted: Vol. 61, issue 2 (June 2002).
 - URL:** [Full text available from Australian Public Affairs Full Text. 01/09/1994 to present \(UTas only\)](#), [Full text available from IngentaConnect. 1999 to present \(UTas only\)](#), [Full text available from Synergy. Last calendar year to present \(UTas only\)](#)
 - Requests:** 0
- Subscription Summary:** A table with columns: Location, Collection, Status, Media Type.

Location	Collection	Status	Media Type
Electron.	Journal	Unknown	e-journ

- **The URL** provides links to the **3 alternative** websites that hosts this journal
- Check the **year ranges** for each version, as they often vary
- Use your **university email account name** and **password** to access eJournals.
- Note** They must always be accessed through the Library's web site.
- Click on the required **volume and issue** of the journal to open the **table of contents**
- Click on the **article title** and open the **full article as a pdf document**