Searching the Library Catalogue for books and journals
Contents

Introduction to the Library Catalogue .......................................................... 3
Searching for a book by title ................................................................. 5
Where are the books shelved? .............................................................. 6
Searching for a book by author .............................................................. 8
Searching for a book by Keyword .......................................................... 9
 Searching for a journal ........................................................................ 11
Locating a specific journal paper .......................................................... 13
Introduction to the Library Catalogue

The catalogue is the gateway to all of the books, journals and other resources available in the library. You will need to search the catalogue to find out where the key texts on reading lists are shelved, and also to find additional material should you wish to broaden your understanding of a topic.

To access the catalogue, go to [http://library.liv.ac.uk/](http://library.liv.ac.uk/)
Or follow the link from the Student Portal to the Library, and then select the Catalogue option from the Quick Links list.

There are also several dedicated Library Catalogue terminals available in the Harold Cohen Library.
To search the catalogue, use the drop down menu options.

**Tip:** There’s no need to use punctuation or capitalization when searching.

For more search options, select the More Searches menu; to limit your search to a particular type of publication, such as a journal, choose from the list of limits in the drop-down menu.
Searching for a book by title

The easiest way to find the books on your reading list is to search for them by title. Start with the first word and type in as much of the title as you want (if the title is a long one, you can usually type in the first few words and still find what you want), then Enter or click on Submit.

Note: If the title begins with ‘A’ or ‘An’, you must omit it for the search to be successful.

If more than one title matches your search, you will see a summary screen. Just click on the title to get the full details of the book and number of copies in stock (this applies to author, keyword and other searches as well).
Books are arranged on the shelves according to subject. It’s very important to make a note of the full classification number of a book (all of the letters and numbers) as this represents the subject and determines where a book is filed on the shelves.

Where are the books shelved?

In the Harold Cohen Library the book sequence begins in the Main Reading Room on the first floor and continues at the back of the building on Stack Floors 5 and 6.

<table>
<thead>
<tr>
<th>Classification number</th>
<th>Where is it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to QA151</td>
<td>Main Reading Room (First Floor)</td>
</tr>
<tr>
<td>QA152 to QP356.2</td>
<td>Stack Floor 5</td>
</tr>
<tr>
<td>QP356.3 to ZA4228</td>
<td>Stack Floor 6</td>
</tr>
</tbody>
</table>
### Where are the Dental Sciences books shelved?

<table>
<thead>
<tr>
<th>CLASS NUMBER</th>
<th>SUBJECT</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>RK1 - RK715</td>
<td>Dental Sciences</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK60.7</td>
<td>Preventive Dentistry</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK280</td>
<td>Oral Anatomy &amp; Physiology</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK30 – RK356</td>
<td>Oral Pathology. Dental Caries</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK361– RK493</td>
<td>Periodontics</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK501– RK519</td>
<td>Operative &amp; Restorative Dentistry</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK520 – RK528</td>
<td>Orthodontics</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK529 – RK535</td>
<td>Oral Surgery</td>
<td>Stack Floor 6</td>
</tr>
<tr>
<td>RK641 – RK667</td>
<td>Prosthodontics</td>
<td>Stack Floor 6</td>
</tr>
</tbody>
</table>

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**Diagram:**

*Vertical Section Illustrating the Book Stacks*
Searching for a book by author

Always enter the **family name** first, followed by forenames or initials. Although it’s called the ‘Author’ index, it includes the names of editors, compilers, names of companies, organisations, conferences and seminars.

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Note: Sometimes it can be difficult to locate a book by an author with a popular family name. If on occasion you find it hard to locate the ‘right’ name, try typing the family name and a word (or words) from the title into the **Keyword Index**.
Searching for a book by Keyword

Type one or more keywords and then press Enter or Submit

- Use ‘and’ to link keywords together. The search will return only results that contain both keywords (as in the example below, using clinical and dentistry).
- Use ‘or’ to search for related terms, such as endodontics or pulp. This will return results containing either of the keywords.
- To search for a phrase, enter it within quotation marks, for example “dental caries”.
- Use ‘near’ to specify words which appear close to each other. This will account for slight variations of expression. For example, ‘oral near histology’ will find: oral histology, oral development and histology, oral anatomy, embryology and histology, etc., etc. This type of search is similar to an ‘and’ search, but should return a smaller, more focused, results set.
**Tip:** Use the truncation symbol `*` to increase your results:
* will replace an unlimited number of characters

dent* will retrieve results that contain dental, dentistry, dentist(s), denture(s)

**Pharmaco** will return results for pharmacology, pharmacologic, pharmacological, pharmacopoeia, etc.

It’s also good for variant spelling: signal*ing will find both ‘signalling’ and ‘signaling’

**Note:** Using the truncation symbols can sometimes throw up unexpected results.
Gene* will return results not only for gene, genes, genetic, genetics, genetically; but also results for genealogist, generalisation, generation etc!

**Tip:** The Keyword search is useful if you only have partial details of a book. For example, if you’re looking for a book on ‘anatomy’ by ‘Moore’, search for moore and anatomy to find ‘Essential clinical anatomy’ and ‘Clinically oriented anatomy’, by Keith Leon Moore
Searching for a journal

You can search for both print and electronic journals using the 'Limit to Journals' or 'Limit to Electronic Journals' option.

Note: You must enter the full journal title, not the abbreviated title (e.g., Journal of clinical periodontology, not J Clin Periodontol)

Click on the title of the electronic version to view the full catalogue record, including the link through to the journal site to view full text articles:
Select the appropriate Volume and Issue to view the contents; then click on the PDF link to view the full text article.
Locating a specific journal paper

During the course of your studies you may be asked to read specific ‘papers’ or ‘articles’ published in journals; or you may come across them in a reading list, or in a list of references at the end of a book chapter. For example:

REFERENCES


The library catalogue does not routinely contain details of authors or titles of individual journal articles.

To find a specific article, search for the journal title in the library catalogue, not the article title or author. Make a note of the year/volume/issue/page and link through to the electronic full-text (or, for a print journal, note the classification number and locate the appropriate volume/issue on the shelves).

For example, in the first reference above:

Look up the Lancet in the library catalogue (as outlined on pages 11 & 12 above)

Click on the ‘Go’ link to reach the journal site
Then navigate to volume 369 (2007), pages 51-59 to locate the article, and click on the PDDF link to view the full text article.

Dental caries

Robert H Selwitz, Amil I Kanal, Nigel B Pitts

Dental caries, otherwise known as tooth decay, is one of the most prevalent chronic diseases of people worldwide; individuals are susceptible to this disease throughout their lifetime. Dental caries forms through a complex interaction over time between acid-producing bacteria and fermentable carbohydrate, and many host factors including teeth and saliva. The disease develops in both the crowns and roots of teeth, and it can arise in early childhood as an aggressive tooth decay that affects the primary teeth of infants and toddlers. Risk for caries includes physical, biological, environmental, behavioural, and lifestyle-related factors such as high numbers of cariogenic bacteria, inadequate salivary flow, insufficient fluoride exposure, poor oral hygiene, inappropriate methods of feeding infants, and poverty. The approach to primary prevention should be based on common risk factors. Secondary prevention and treatment should focus on management of the caries process over time for individual patients, with a minimally invasive, tissue-preserving approach.

Alternatively, if you have the full citation details, you can use the ‘Go straight to an article’ form on the Library’s e-Journals page to link through to full text http://www.liv.ac.uk/library/e-library/e-journals.html
The library’s link resolver screen will display and will let you know whether full text is available. Click on the ‘Go’ button to link through to the full text article (often there is more than one route to full text, as in the example below)

![Example of a link resolver screen]


- Full text available via NFSL: Elsevier ScienceDirect Freedom Collection
- Full text available via ProQuest Nursing & Allied Health Source
- Holdings in University of Liverpool Library Catalogue (includes print holdings)
- This journal’s 2009 Impact Factor

Hopefully this guide will help you to find what you want, but if you have any problems using the catalogue, finding material on the library shelves, or linking through to electronic resources, please contact Ken Linkman (Subject Librarian) in the Harold Cohen Library: k.linkman@liv.ac.uk
Phone 0151 794 4366

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