Using the Library Catalogue

*PowerPoint version includes audio (see Play icon on slide) and Notes below slides.*
The Library Catalogue (https://library.liv.ac.uk/) contains records of book and journal titles held within the Library, including E-Books and E-Journals. The Catalogue can be used to confirm the availability of a specific book or journal. Note - the Catalogue does not include individual records for journal articles, but provides information on journals by year, volume and issue.
The Library Catalogue allows borrowing members of the Library to log in and view currently loaned (physical) items. Online students will not have a Library borrowing account by default – it is not necessary to have a borrowing account to use the catalogue to search for library resources.

Online students wishing to become borrowing members (to loan physical items held on-campus or use other Library services such as Inter-Library Loan) will need to apply for borrowing (requires UK residency) see https://libguides.liverpool.ac.uk/online/libraries
How to access the Library Catalogue

You can access the Library Catalogue from the University Library homepage or Library for Online Programmes (see the Catalogue icon):

Alternatively visit the catalogue directly at: https://library.liv.ac.uk/

You can also search the catalogue using drop-down search boxes in the Library for Online Programmes (see E-Resources then E-Books or E-Journals to search for online books by title, ISBN, author etc. or search journals by title):
Searching the Catalogue

When you visit the Library Catalogue (at https://library.liv.ac.uk/) you can choose from several search parameters using the left menu pull-down, including title, keyword, author or subject, use the ‘Advanced Search’ to combine multiple searches or see further options:
Searching by Resource Type

You can also use the right menu pull-down to select the scope of your search, for example, limiting the search to e-journals, e-books, theses or physical library locations for printed items. The default option is the entire collection, including print and electronic materials:
When you see catalogue results you will be shown matching titles and other details, including the item type and status, e.g. ‘E-Book’, ‘Electronic Journal’.

For print items you will be shown the class number indicating the shelf location and if the print resource is currently available (or due date if the print item is on loan).

You can see the full record by following the link to any item title:
Navigating Catalogue Results

You can navigate through each numbered results page, modify an existing search using the search box at the top of the screen or sort results (by date or title). You can also customise preferences or ‘mark’ (save) results using ‘My Library Account’ – note personalisation requires a borrowing account to use the physical Library, this can be applied for and requires current UK residency, note – a borrowing account is not required to use the digital library or MWS network, see: https://libguides.liverpool.ac.uk/online/libraries

Sort results
Catalogue login (see details above)
Save results for later viewing in ‘My Library Record’ / ‘My Lists’ (see details above)
Navigate search results pages
The Catalogue Item Record

When you follow the link to an item in the catalogue will see the full item record, including the item title, author details, print or electronic status and subject coverage. You may see further details such as the ISBN number for a book, or ISSN for a journal. If the item is a print resource you will see the class number indicating the location of the item within the physical University libraries.

You can access a “Permanent Link” to share the link to this page.

If the item is an electronic resource you will see a link to visit the item online, in the example on-screen we can see a green “Go” icon and link to ‘View this e-book online’:
Locating A Required Reading

You can locate a required resource by supplying the exact title, rather than general keywords, you should use the ‘Title’ search criteria:

You can combine a title search with the right menu pull-down, e.g. to limit the search to E-Books or an E-Journal title (note – you cannot search for articles in the Catalogue, use DISCOVER or other platforms for this purpose). If the title is matched the book record will be shown on-screen:
Unavailable Items/ Incorrect Titles

If you search for an exact title and this is not shown in search results you will see this screen, indicating “no matches found”, you may see similar items which may be useful. You should confirm you have searched using the exact title of the required resource:
Accessing Printed Books

When you view printed books held at the physical University Libraries you will see details such as the edition, authors, availability or return date if currently on loan, building where the item is held (e.g. Sydney Jones Library), class number indicating the location on the Library shelves, pagination, dimensions, ISBN or other details:
Using E-Books

When you follow a link to an E-Book you will be directed to the Publisher's Web site displaying the E-book.

The book may be accessible in either PDF format, for on-screen viewing or in a restricted format, you may be able to download the entire book or individual chapters. For further help see our tutorial Using E-Books and E-Book Collections.
When you access printed journal records in the Catalogue you will see a screen similar to that for printed books, including any class numbers indicating the location of the printed journal. You will also see coverage of the journal held, including years and volumes present.
Accessing an E-Journal title

When you view the item record for an E-Journal you will see a green ‘Go’ icon and link to ‘view this journal online’.

You may see several sources/licenses for the journal with individual coverage (year range). You will also see details such as the ISSN (ID) for the journal.

Note - the Catalogue does not include records for individual articles, use DISCOVER or other databases for this purpose:
Browsing the Table of Contents

When you visit your required E-Journal you will be shown the journal’s subject coverage and options to browse by year, journal volume and issue. When you have located a required issue, click the issue number.

Publication Details For "Safety Management"

Title: Safety Management
ISSN: 1069-2118
Publisher Information: Aspen Publishers Inc.
111 Eighth Avenue, 7th Floor
New York NY 10011
United States of America
Title History: Safety Compliance Letter (2003 - present)
Merged with Safety Compliance Letter
Bibliographic Records: 02/01/1999 to present
Full Text: 02/01/1999 to present
Publication Type: Trade Publication
Subjects: Occupational Health & Safety

All Issues | Current Title Only
-- 2015
Issue 2572 - Apr 2015
Issue 2571 - Mar 2015
Issue 2570 - Feb 2015
Issue 2569 - Jan 2015
+ 2014
+ 2013
+ 2012
+ 2011
+ 2010
+ 2009
+ 2008
+ 2007
+ 2006
Searching the Table of Contents

Some e-journal Table of Contents pages will also show a search box allowing you to search by keyword across volumes, issues and individual articles:

Welcome to the Safety Science Monitor

The Safety Science Monitor provides a forum for debate, reviews and communication between academics and professionals in the fields of safety.

All submissions to the Safety Science Monitor are subjected to peer review. Reviewers are recruited within the academic field of safety science with a variety of disciplinary backgrounds – psychology, engineering, human factors, ergonomics, sociology, anthropology, physiotherapy, medical technology.

The Safety Science Monitor is particularly aimed at tertiary level students in the fields of safety who are encouraged to submit their original papers, dissertations and theses for publication.

Tore J Larsson
Editor
Accessing Printed Theses

When you search for theses using the pull-down menu limiter you will be shown printed theses held in secure storage in the physical Libraries, these can be loaned using a Library borrowing account (see https://libguides.liverpool.ac.uk/online/libraries):

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Location</th>
<th>Class No</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopting strategic environmental assessment for integration in different planning systems</td>
<td>Gazzola, Paola Maria</td>
<td>Online</td>
<td>THESIS 200610 GAZZ</td>
<td>AVAILABLE ONLINE</td>
</tr>
<tr>
<td>The use of Environmental Information Systems (EIS) for malaria control planning in Africa</td>
<td>Connor, Stephen John</td>
<td>Online</td>
<td>THESIS 200251 CON</td>
<td>AVAILABLE ONLINE</td>
</tr>
</tbody>
</table>
Logging into ‘My Library Record’

‘My Library Record’ can be used to view physical items you have loaned, place a ‘hold’ on an item currently on loan, access personalised settings or saved searches.

You will require a PIN to access ‘My Library Record’ (issued when you registered for Library borrowing), you can set a new PIN using the “Forget your PIN?” link.

On-campus services such as physical borrowing, inter-Library loan and document supply (‘Get it for Me’) require a physical borrowing account (requires UK residency). For more information see https://libguides.liverpool.ac.uk/online/libraries

Note - if you don’t have Library borrowing you can create a profile in DISCOVER (or most other databases such as SCOPUS, Web of Science etc.) to save results.
Checked out items

When you have logged into your Library Record you will see any loaned print items listed, with the due date and class number of the items. If any items have been recalled early by other Library users, or any other status is present, such as being ‘overdue’, these details will be shown on the checked out screen:
Adding Marked Items

When you have logged into your Library record you can use personal options including the ability to check items shown in search results and add these to personal lists, you can create new lists on your Library record homepage, or create lists when you select items to be added. Use the ‘Select a list’ pull-down (to select or create a new list), then see the link ‘Add Marked to my lists’ above search results:
Using My Library Record

You can return to your Library record homepage by following the 'Return to your record' link in the top right corner of the Catalogue:

When you view your record homepage you will see any marked items you have bookmarked in personal lists, click the list title to see marked items:
Other Catalogue Features

Other navigation options are shown across the top menu in the Catalogue, these options include links to our print and electronic search platform (DISCOVER), our A-Z list of databases, a link to the ‘Reading Lists @ Liverpool’ site, providing reading lists for programmes of study and a link to document supply services such as ‘Article Reach’ and ‘Get it for Me’ (Note – some of these services require a physical borrowing account see https://libguides.liverpool.ac.uk/online/libraries).
Support and Advice

• For training video, guides and tutorials on using the Library please see the Training page shown in the left menu of the Library for Online Programmes [http://libguides.liverpool.ac.uk/online/training](http://libguides.liverpool.ac.uk/online/training)

• For general enquiries using Library resources or login help please see our 24/7 support services at [http://libguides.liverpool.ac.uk/online/support](http://libguides.liverpool.ac.uk/online/support)

• If you have any further questions, to schedule a consultation or to report ongoing problems please contact the Librarian at the first opportunity [http://libguides.liverpool.ac.uk/online/support](http://libguides.liverpool.ac.uk/online/support)