

# How to use the Library Catalogue

The library catalogue lists the books, pamphlets, journals, DVDs and other media in all De Montfort University's libraries.

You will find the library catalogue on the Library home page at <http://www.library.dmu.ac.uk/>

## Basic search

### Searching for books

If you know the author, type the last name of an author(s) into the **Author** box. Select some keywords from the title and type them into the **Keyword** box.

Then click the **Search** button.

If you don't know the author, think of a word which describes your topic and type it into the keyword box.

Then click the **Search** button.

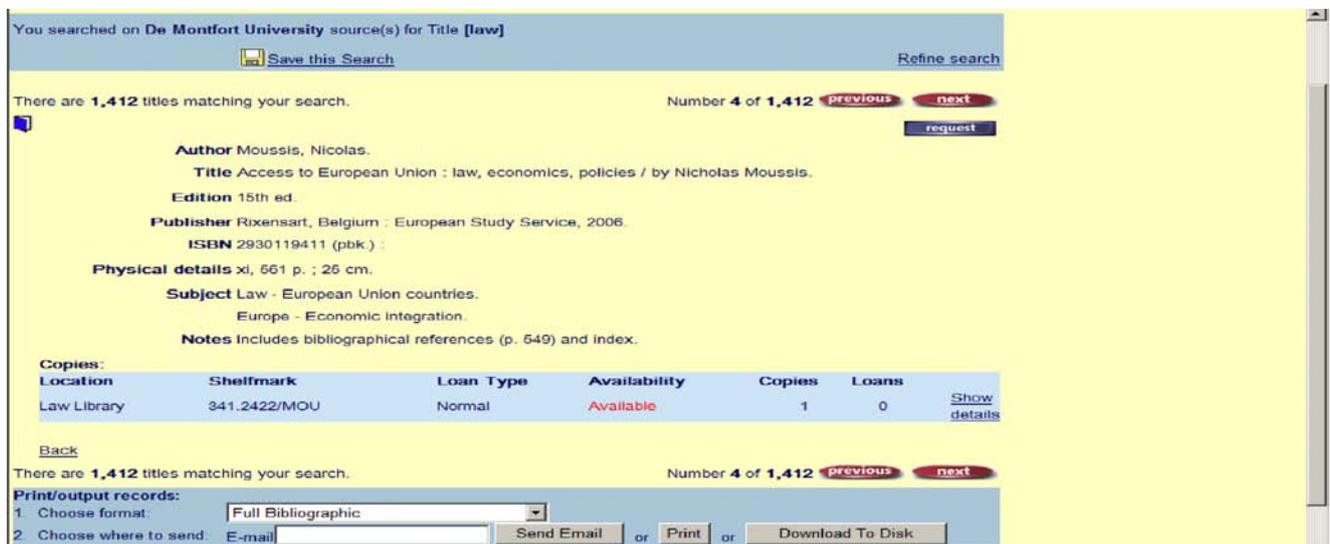
### Viewing the results

These are presented alphabetically by title, ten to a page. The **Sort by** menu allows you to change the order in which the items are displayed. Select **title**, **author** or **date** from the drop-down menu and click the **A-Z** or **Z-A** button to arrange the results in ascending or descending order.

The icons to the left of the record indicate what type they are (e.g. book, video/DVD, journal).

Click on the title of a book or a video/DVD to display the details including:

- which library has the item
- the shelfmark (the numbers and letters, on the spine "341.2422/MOU", for example tell you where the item is shelved)
- the loan type (e.g. normal, 7 day, short loan)
- how many copies are available
- how many copies are on loan
- Click on **Show details** on the right hand side to reveal when the copies on loan are due back. This screen also shows if an item is reserved.



You searched on De Montfort University source(s) for Title [law]

Save this Search Refine search

There are 1,412 titles matching your search. Number 4 of 1,412 [previous](#) [next](#)



**Author** Moussis, Nicolas.  
**Title** Access to European Union : law, economics, policies / by Nicholas Moussis.  
**Edition** 15th ed.  
**Publisher** Rixensart, Belgium : European Study Service, 2006.  
**ISBN** 2930119411 (pbk) :  
**Physical details** xi, 561 p. ; 25 cm.  
**Subject** Law - European Union countries.  
Europe - Economic integration.  
**Notes** Includes bibliographical references (p. 549) and index.

Copies:	Shelfmark	Loan Type	Availability	Copies	Loans	
Law Library	341.2422/MOU	Normal	Available	1	0	Show details

[Back](#)

There are 1,412 titles matching your search. Number 4 of 1,412 [previous](#) [next](#)

**Print/output records:**

1. Choose format:

2. Choose where to send:   or  or

If a book is available electronically, a **Click here!** link should take you to the full text.

## Limiting your search

By using the drop-down menu to the right of the search boxes, you can restrict your search to:

- a specific library site (sites are Charles Frears, Kimberlin, the Law Library)
- a particular year or sequence of years of publication.

## Searching for journal titles

The journals held by the libraries are recorded by their titles

- If a journal title is available electronically, a **Click here!** link or [Find It @ DMU](#) button should lead to the full text version of that specific journal.

Some journals are available via **Electronic journals A-Z list**. You can access this from the Library home page at <http://www.library.dmu.ac.uk/>. Select **Electronic journals**.

## Unsuccessful searches

If your initial search fails, you will be offered suggestions to improve your search.

## Making a reservation.

You can reserve most items online except for short loan items, reference books and journals. If something you want is at another site or is already on loan, click the blue **Request** button to the top right of the record and follow the instructions.

You will need to use your student/staff number without the P and your 4-digit Library PIN number.

## Managing your loans

Clicking on the **my account** tab at the top leads you to a screen where you can:

- check your loans – renew any that are not reserved, click the boxes to the left of the titles and scroll to the **Renew Loans** button.
- check your reservations – if you want to, you can cancel any reservation showing as “active”. However “waiting collection” means that the item is on the reservations shelf at the issue desk waiting for you to collect it.
- check the progress of any inter library loan requests you have made.
- check whether you have any outstanding charges.

You will need to use your student/staff number without the P and your 4-digit Library PIN number.

## Help

Fuller explanations are available from the **help** tab at the top of the screen, and staff at the library information desks are happy to answer your questions.

[www.library.dmu.ac.uk](http://www.library.dmu.ac.uk)

Available in large print and screen .pdf. Publication No 23044.

© De Montfort University, July 2008. (PC1989). Right of revision; this leaflet is issued without prejudice to the right of the University authorities to make such modifications to the matter dealt with as the University authorities consider necessary without prior notice.