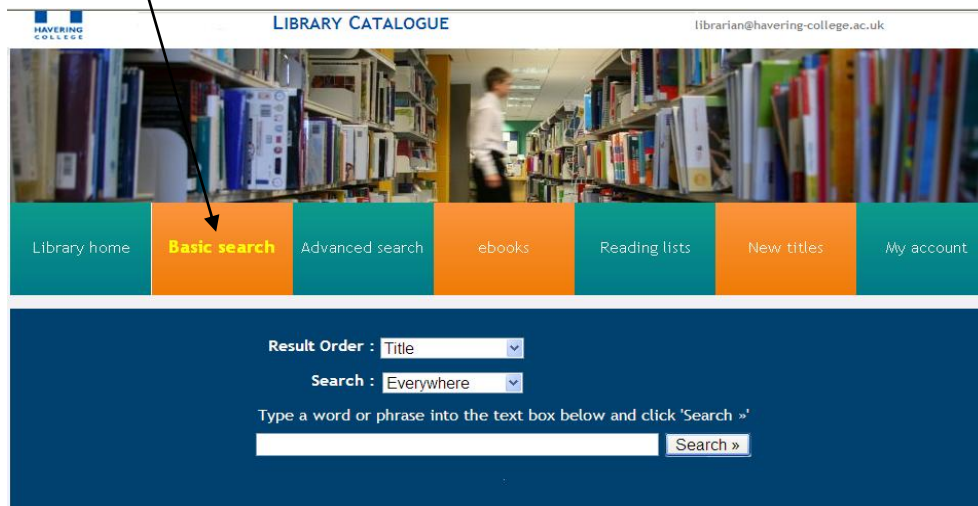
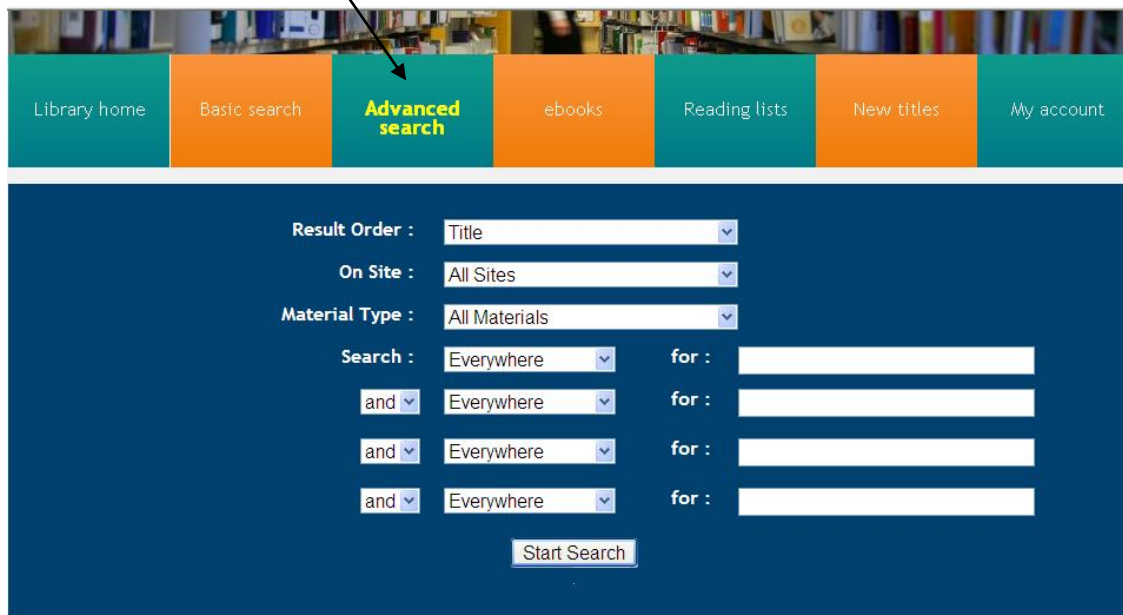


No 1 HOW TO ...Search using the library catalogue (iPAC)

1. The **Library catalogue - iPAC** is available on terminals in the LRC and is accessible online. You can use the Basic Search – which involves directly entering terms into the box available, or you can move to advanced search by selecting the advanced search box.
2. You have different options to choose from, these are '**Library home**', '**Basic Search**', '**Advanced Search**', '**ebooks**', '**Reading Lists**', '**New titles**' and '**My Account**'.
3. '**Library home**' – This will open a new window and take you to the Library home page on the college website.
4. '**Basic Search**'– This is the simplest way to complete a search if you know what you are looking for. Simply enter the words separated by a space to identify the item or items, then select '**Search**'.



5. 'Advanced Searching' - Use Boolean operators (AND, NOT, OR) to narrow or expand your search. Type * at the end of a word if you are unsure of a spelling. This will perform a wildcard search and allow you to find words with multiple endings. To see examples of how to do this searching look at the charts below:



6. 'Boolean Searching': - You can Use Boolean operators (AND, NOT, OR) to narrow or expand your search. Type * at the end of a word if you are unsure of a spelling. This will perform a wildcard search and allow you to find words with multiple endings. To see examples of how to do this searching look at the charts below

AND	Narrow search and retrieve records containing <i>all</i> of the words it separates.
OR	Broaden search and retrieve records containing <i>any</i> of the words it separates. The can be used instead of 'or' (e.g., 'mouse mice rat' is equivalent to 'mouse or mice or rat').
NOT	Narrow search and retrieve records that do <i>not</i> contain the term following it.
()	Group words or phrases when combining Boolean phrases and to show the order in which relationships should be considered: e.g., '(mouse or mice) and (gene or pseudogene)

'Wildcard Searching':

Use	For
*	Truncation. This expands a search term to include all forms of a root word,

	e.g., patent* retrieves patent, patents, patentable, patented, etc.
*	Multi-character wildcard for finding alternative spellings. Use to indicate an unlimited number of characters within a word, e.g., behavi*r retrieves behaviour or behavior .
?	Single-character wildcard for finding alternative spellings. The ? represents a single character; two ?? represent two characters; three ??? represent three characters, and so on. Use within or at the end of a word, e.g., wom?n finds woman as well as women , and carbon fib?? finds carbon fiber or carbon fibre .

6. 'My Account' – To access your account your username is your student I.D. Number (normally 9500.....) and your Password is your date of birth dd/mm/yyyy. If you have any problems please see a member of staff.

The screenshot shows the Havering College Library Catalogue website. At the top, there is a header with the Havering College logo, the text "LIBRARY CATALOGUE", and the email address "librarian@havering-college.ac.uk". Below the header is a banner image of a library interior. A navigation menu is located below the banner, with buttons for "Library home", "Basic search", "Advanced search", "ebooks", "Reading lists", "New titles", and "My account". The "My account" button is highlighted in yellow. Below the navigation menu is a dark blue login section with the text "Use your College login to view your current loans, reservations and borrowing history." and two input fields for "ID Number" and "Password", followed by a "Login" button.

Once you are logged in you can then manage your account by renewing items on loan, viewing current reservations and reviewing your borrowing history.

Current Borrowings

Renewal Status	Barcode	Issued	Due	Title	Author	Class	Loantype	Times renewed
Reached Renewal Limit	173942	01/07/2013	13/09/2013	Macbeth	BHANSALI, Jyoti	428.6	STANDARD LOAN	3

[Renew All](#) Note: some items may not renew. Look in the Renew column to see which items may be renewed. Please contact the Library Staff if you require any help.

Current Reservations/ Requests

Status	Requested	Barcode	Title	Medium	Hold Until
--------	-----------	---------	-------	--------	------------

Current Book Reviews

Status	Title	Rating	Review Date	Author	Medium
--------	-------	--------	-------------	--------	--------

Marked Lists

Status	Title	Author	Medium
--------	-------	--------	--------

[Delete All](#) [Clear list](#) [Print List](#) Click to get a Printer friendly page [Email List](#) Send list to your registered email account

Borrowing History

Barcode	Borrower	Returned	Title	Author	Class	Medium	Location	Loantype
208215	01/07/2013	01/07/2013	Language change : progress or decay?	AITCHISON, Jean	417.7	BOOK	LRC	STANDARD LOAN
208215	01/07/2013	01/07/2013	Language change : progress or decay?	AITCHISON, Jean	417.7	BOOK	LRC	STANDARD LOAN

7. ebooks – To search for items that are only ebooks select the ebooks box, then add your search term and finally select 'Search'. This will load results that have your search term within its record and that is an ebook.

LIBRARY CATALOGUE Sign Out librarian@havering-college.ac.uk

Library home Basic search Advanced search **ebooks** Reading lists New titles My account

Result Order :

Search :

Type a word or phrase into the text box below and click 'Search »'

Searched for "SOCIAL WORK": 26 matches found.

- Classmark:
Location:
Author:
Publisher:
Date:

[View full details for Location information.](#)
FOWLER, Jeff; EBRARY, Inc
2003
An electronic book accessible through the World Wide Web; click to view
- Classmark:
Location:
Author:
Publisher:
Date:

[View full details for Location information.](#)
DANIEL, Brigid; WASSELL, Sally; EBRARY, Inc
2002
An electronic book accessible through the World Wide Web; click to view
- Classmark:
Location:
Author:
Publisher:
Date:

[View full details for Location information.](#)
MILLER, Janet; GIBB, Susan; EBRARY, Inc
2007
An electronic book accessible through the World Wide Web; click to view
- Classmark:
Location:
Author:
Publisher:
Date:

[View full details for Location information.](#)
TAYLOR, Julie; DANIEL, Brigid; EBRARY, Inc
2004

8. Reading Lists – The dropdown contains course reading lists prepared by the library staff. To view the contents of a reading list select it from the drop down menu and then click on the 'Run' button

Library home Basic search Advanced search ebooks **Reading lists** New titles My account

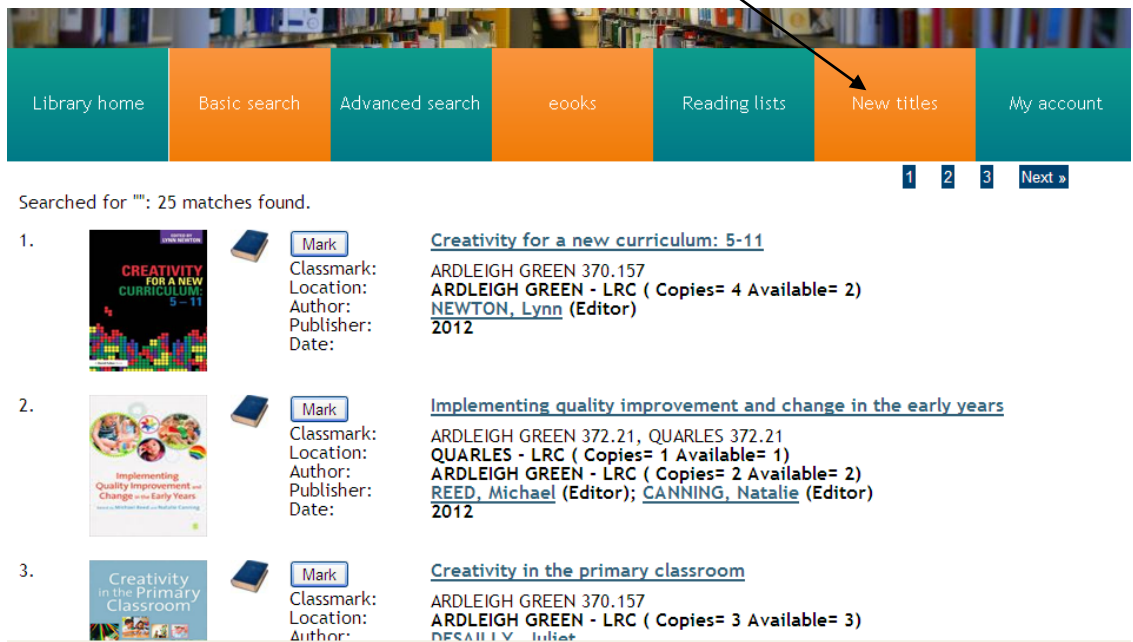
Use the drop-down menu below to select a reading list.

Booklist: BA SW Foundation Phase: Law in social work

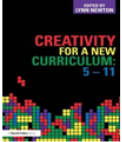





Run

The drop down contains course reading lists prepared by the Library staff. To view the contents of a reading list, select it from the drop down menu then click on the Run button.

9. New titles – When you select the New titles box it will display the last 25 items that have been added to our catalogue.



The screenshot shows a library website with a navigation bar containing: Library home, Basic search, Advanced search, eooks, Reading lists, New titles, and My account. An arrow points to the 'New titles' link. Below the navigation bar, there are page numbers 1, 2, 3 and a 'Next »' button. The search results show 25 matches found. The first three results are:

- 1.**   [Mark](#)
Classmark: ARDLEIGH GREEN 370.157
Location: ARDLEIGH GREEN - LRC (Copies= 4 Available= 2)
Author: [NEWTON, Lynn](#) (Editor)
Publisher: 2012
Date:
- 2.**   [Mark](#)
Classmark: ARDLEIGH GREEN 372.21, QUARLES 372.21
Location: QUARLES - LRC (Copies= 1 Available= 1)
ARDLEIGH GREEN - LRC (Copies= 2 Available= 2)
Author: [REED, Michael](#) (Editor); [CANNING, Natalie](#) (Editor)
Publisher: 2012
Date:
- 3.**   [Mark](#)
Classmark: ARDLEIGH GREEN 370.157
Location: ARDLEIGH GREEN - LRC (Copies= 3 Available= 3)
Author: [DESAULY, Juliet](#)