A library catalogue is an **index** to the items on the library’s shelves. In most cases it doesn’t lead to full text. Instead it gives you a location code so you can find relevant books, DVDs, CDs and other resources on the shelves.

There are some exceptions to this in our catalogue. For example, you can move directly to the full text of 8000 electronic books in the ebrary database. See below for more information.

**Access the Library catalogue [here](#).**

**BASIC SEARCH**

In the left corner under Library Home, you will see the word OPAC. This stands for Online Public Access Catalogue. You do not need to login to access the catalogue, just click on [OPAC](#).

Remember that books have less specific titles than periodical articles or web articles, so your search terms should be fairly general.
The default page is the Basic search.

Read the search tips below the search slot. You can use a single keyword or a phrase, or you can combine keywords using Boolean operators AND, OR and NOT. Remember to capitalize Boolean operators as in the screen shot above.

Don’t change “all words” from the drop down menu to the right of the search slot.

If you get a screen like the one below, click on Start new search and try again. You may have to broaden your search. For example, if you tried tourism AND rome, now try tourism AND italy.
If you do get results, the display will look like the screen below.

In the middle at the top you will see the number of pages of results (10 results to a page)—in the example above, there are 3 pages. If there are more than 100 results, only the first 100 will display. Under the book icon at the left side of each record, you will see the exact number of results, in the case above, 24.

Look at the second record above. The title of the book is in bold black type at the top, followed by the authors and the date of publication.

In order to find this item on the shelf, you have to look in 3 places. First, look under Collection. This will tell you the general area of the library in which this item is shelved. (Refer to the Locations in the library document). The item above is found in the Circulating non-fiction section, which is the large section along the back wall of the EAHM library.

Next, look under Classification. This will give you the exact Dewey Decimal classification number for this specific item. Write this complete number on a scrap of paper or you will never find the item! The number on the record above is 338.4712 COL.

Finally, look at the Status of the item. The record above says Available, which means it is on the shelf and ready to be borrowed. If the item has been borrowed by someone else, On Loan will show in red.

If you are going to use this item for an assignment, you will need to make a note of the Imprint details for your APA reference. The imprint records the place of publication, publisher and date of publication, in that order. If you look at the first example above, the place of publication is Madrid, Spain. The publisher is the World Tourism Organization and the date of publication is 2002. Note that, if you want to see other items published by the WTO, you can click on World Tourism Organization. There are 156 WTO publications in our catalogue.
Look at records 7 and 8 in the screen shot below.

Under the title and authors, you can see a statement which says:

This title is part of a larger work. View parent resource.

In the EAHM catalogue, this usually means that the item is a chapter in a book. If you want to find this item on the shelf, click on View to see the record for the book. That record will have the classification number and the availability statement. See, for example, the “parent” record below.
The icon to the left of every record indicates the format of the item, roughly. For example, in the screen shot below, the first and third items are books while the middle item is a videocassette. In this system, the videocassette icon is used for both videos and DVDs. To be sure about the format, look at the Description area, which below shows “1 videocassette (25 min.)”.

Journals and magazines to which we subscribe are also listed in the library catalogue. The icon to the left of the record is a newspaper. If you are looking for a particular volume and issue, look at the Received line and click on the relevant date. In the record below it can be seen that we have only subscribed to this title since 2010. Click on the date to see which specific issues we have received.

There is no Collection and no Classification for periodicals, because they are simply shelved in alphabetical order.
In record # 3 below you can see an example of a book with more than one copy in the library. Each copy is listed below the other, and all copies have the same classification number. In this case, both copies are Available for borrowing.

Record # 4 above is an example of a record for an electronic book. You know this because in Collection it says Electronic book and in Classification it says Ebrary. Click on Ebrary Resource beside Related Web Addresses, to go to the full text of this book. First you be asked to log in using your Athens logins.

**ADVANCED SEARCH**

Go to the Advanced Search screen by clicking on the Advanced tab at the top.
This screen, although not as sophisticated as the advanced search features in databases like Proquest, still allows us to narrow down our search in useful ways. In the example below, the searcher wanted only items with the word “amazon” in the title and only video format (see the Limit by box in the right top corner). Since we have only one branch don’t change the second box, and usually leave the bottom box as it is as well.

You can also use the advanced screen to combine author and title keywords. In the example below the searcher only wants books on ecotourism written by an author with the surname Ryan.
Never use long phrases in your search query, like the one below.

**POOR SEARCH QUERY:**

Instead, use Boolean operators and break up your query into keywords and short phrases.

**BETTER:**
PRINTING

If you would like to print a list of results, click on the Print button at the top of the screen. A list will appear; you can either save or print the list by clicking on the appropriate button at the bottom.

However note that this list does not tell you that number 3 above is a chapter in a book, and number 4 above is on order and has not yet been received. It only lists the classification numbers for “parent” items that are currently in the collection.