

## Using the Library Catalogue

Use the library catalogue to find print and electronic resources in the library, items on Course reserve, check what you have borrowed, and renew items online.

### Logging in to My Account

Use your university username and see what items you have borrowed, if you have fines and fees, and if you can pick up items you have requested.

### Basic search

Use a basic search for quick searching.

1. Enter search terms
2. Search **within** keyword, title, author, or call number.
3. **Limit to** selected years, types or places.

The screenshot shows the 'Basic Search' page of the University of Otago Libraries. At the top, there are navigation links: 'New Search', 'My Saved Searches', 'My Saved Items', 'My Account', 'Search History', and 'Māori'. Below this is the 'Basic Search' section with a link to 'Search another library'. There are several tabs: 'Basic', 'Advanced', 'Subject', 'Author', 'Course Reserve', 'New Books', and 'Group Room Bookings'. The 'Basic' tab is selected. The search bar contains the text 'lord of the rings'. To the right of the search bar is a 'within' dropdown menu currently set to 'Keyword'. Below the search bar are three columns of options: 'Title begins with...', 'Call number', and 'Keyword boolean'. To the right of these is a 'Limit To:' dropdown menu currently set to 'All Material'. Below this menu is a list of options: '2006 And After', 'Journals', 'Videos/DVDs', 'EBooks', 'EJournals', 'Theses', 'Dunedin Campus', 'Canterbury Medical Library', and 'Wellington Medical Library'.

### Advanced searching

When you use advanced searching you can limit a search, use Boolean operators (AND, OR, NOT), search for books in other libraries and request them via BorrowDirect or Callslip, use phrase searching, wildcards, and truncation.

For more details about advanced search, see the guide: Library catalogue: Advanced Searching.

Can't find what you're looking for? Library staff are happy to help.

## Finding Printed Books and Journals in the Library

The University of Otago Library uses the Library of Congress (LC) shelving system. Items are shelved by a call number located on the spine. With LC, the call number starts with one or two letters (which indicate the subject), followed by numbers (further subdivision of subject).

The call number is preceded by the library location and collection.

**Cen**  
**Ref**  
**HA**  
**1107.5**  
**EW5**  
**2006**

- ⇒ Library that has the item. Examples: Cen:Central, Hoc:Hocken, Sci:Science
- ⇒ Department or collection. Examples: Ref:Reference, Jnl:Journals
- ⇒ Main subject area. Letters in alphabetical order. Example: HA (Statistics)
- ⇒ Subject subdivision. Decimal running number. Example: 1107.5 comes before 1108
- ⇒ Letters filed alphabetically, numbers file as decimals. Example: EW5 comes after EW1107
- ⇒ Year of different edition.

### Reading LC call numbers

Read the call number line by line, alphabetically then numerically. Some numbers may contain a decimal point. In lines that have letters and numbers, treat the numbers as decimals.

See examples below.

Moko: Maori tattooing  DU 465 T2 KH6	Seven Maori artists  N 7406.5 SG37	A good book  N 7406.5 SG375	Another book  N 7406.5 SG40	Maori folk art  N 7406.5 T694	Oceanic art  N 7410 AG12 1970
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### Where are the books?

Check for Central Books on Floor 1 & 2  
Check for Central Reference on the ground floor

To request items from **Hocken Collections**:

1. Click on the title to display the full record.
2. Click **Make a Request** then complete Login.
3. Select **Callslip**.
4. Select the copy, pick-up location and need by date.
5. Click **Submit**.

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