Finding books on Library Search

http://unihub.mdx.ac.uk/your-study/library-and-it-support
What is Library Search?

- It is a database of all the resources (books, journals, DVDs, dissertations, exhibition catalogues, conference proceedings etc) held in Middlesex University Libraries.

- Use Library Search to find out if we have what you are looking for e.g. a book or a journal. Library Search can also be used to find information on a particular subject.

- Library Search will tell you if the item is held in the Library, where you can find it and if it is available for loan.

- Some items are electronic e.g. e-books and e-journals and you can access these via Library Search.

- You can also use Library Search to request books which are on loan and renew books which you have borrowed.

This guide explains how to search for a book on Library Search, request print books which are on loan to other students and access e-books.
We are going to look for this book:


We can search for this book using:
- The author’s name i.e. Ward
- Book title i.e. Database management systems.
- Combination of author and title.

What information does the book reference give me?
Accessing Library Search this way, means that you should be able to access full-text material where available.
Sign-in to **Library Search** for full functionality

Click on ‘Sign-in’, choose ‘Middlesex University’ and use your MyUniHub ID and password.

Signing-in enables you to access full text material, check your library record, request items, create lists, save searches and create alerts and export references to RefWorks.
Enter search terms into search box

The default search is ‘Search everything’ i.e. all of our resources: books, journal articles, DVDs, conference proceedings, etc.

Enter the author’s surname and some words from the book title into the search box e.g. Ward database management. Then click on the ‘magnifying glass’ icon to search.

You can also select ‘Books+’ from the drop-down menu. By selecting ‘Books+’ your search will be restricted to books, journal titles, DVDs & CDs, music scores and dissertations. Journal articles will NOT be included in your search results.
Your search results are displayed

The book we are looking for is at the top of the search results, but you may sometimes need to scroll down the screen to find the item you want.

There are 2 versions of this book i.e. different editions. More information on next slide.

Click on the title for more information about this book.
The different editions of the book are now displayed. This is the edition of the book that we want i.e. the 2008 edition. The shelf number is displayed here along with the location in the library i.e. First Floor. Note down the shelf number (including letters) to help you find the book on the shelves. You can click here or on the book title to check availability and request if necessary. This screen will only appear if there is more than one edition of the book, otherwise you will be directed to the screen shown on the next slide.
We now have more information about the book

Bibliographic information is available here e.g. authors name and publisher. This information is useful for referencing.

Click on the relevant campus to check availability of the book e.g. Hendon.

These books are available for loan, but if a book is on loan to another student you will see this i.e. when the book is due back. It is possible to request a book if it is on loan (next slide).
It is possible to request books if all the copies are on loan

Click on ‘Request’ and then on ‘Send Request’.

...if your request has been successful, then you will see this message: “Your request was successfully placed”. You will be sent an email telling you when the book is ready to collect from the library.*

Click on the ‘X’ to return to your search results.

*If you are registered as a Distance Learner, books will be posted to you.
Some books are available as e-books

This book is available both in print and electronic formats (e-book). To access the e-book, click on ‘Available Online’.

....then click on ‘View full text’...

You can usually choose to either ‘Download’ the book or ‘Read online’ depending on the book supplier.
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Make an appointment: