

Royal College of Nursing Library and Information Services

Guide to the RCN Library Catalogue

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1. **Use the RCN Library Catalogue to ...**

- find and locate books, DVDs, videos and theses held by the RCN libraries
- find and use full-text e-books
- check which journal titles are held in the Library
- renew your books

To search for **journal articles** use BNI (British Nursing Index) or another database. BNI is available to RCN members in the RCN e-library
www.rcn.org.uk/library

2. **Accessing the Library Catalogue**

- Go to the Library services section of the RCN website:
www.rcn.org.uk/library
- Select **Library Catalogue** (from the left hand menu)

3. **How to search for an individual book or report**

- Type the first author's surname and one or more words from the title into the search box, separated with 'and'

For example to find:

Polit, D.F. (2006) *Essentials of nursing research: methods, appraisal and utilization*, Philadelphia, Pa.: Lippincott Wilkins & Williams.

Type in: polit **and** essentials of nursing research
Click on: Search Catalogue

The type of search is 'Keyword.' The search is for 'words or phrase.' This will search for your terms as any of the following: author, title, subject keywords.

The screenshot shows the RCN Library Catalogue search page. A box labeled 'Keyword' has an arrow pointing to the 'Keyword' radio button in the search type selection area. The search box contains the text 'polit and essentials of nursing research'. A dropdown menu next to the search box is set to 'words or phrase'. A box labeled 'Words or phrase' has an arrow pointing to this dropdown menu. Another box labeled 'Search Catalogue' has an arrow pointing to the 'Search Catalogue' button. The page header includes the Royal College of Nursing logo, 'RCN Library Catalogue', and links for 'Library Info', 'New Books - Cardiff', 'New Books - London', and 'Hours'. The navigation bar includes 'Search/Home', 'Contact us', 'Weblinks', 'E-Books', and 'My Account'. The footer includes 'Go Back', 'Help', and 'Logout'.

- If you don't know the author you can enter the **title** in the search box and select *Title* from the drop down menu on the right hand side.
- If you don't find the book, check you have not mistyped anything.

4. **How to search for a subject**

- Type your subject in the search box
- Use the search type 'Keyword' and search in 'words or phrase' (these are the default options)
- Click on **Search Catalogue**

To combine 2 subjects use the word 'and' e.g. smoking **and** pregnancy

5. Truncation

The dollar sign is the truncation symbol used on the RCN Library Catalogue. It allows you to broaden your search by picking up all of the possible endings for a word. To truncate a word put the dollar sign after the stem of the word. For example:

'smok\$ and pregnan\$' will find:

- smoker, smokers, and smoking
- pregnancy, pregnancies and pregnant

6. How to find items by an author

- Type the author surname and first initial (if known) into the search box e.g. to look for the author D.F.S. Cormack type in Cormack D
- Select the search type **Browse** (from above the search box)
- Select **author** (from the drop down menu on the right hand side)
- Click on **Search Catalogue**
- You will be taken to a list of authors' names, from which the author you want can be selected

The screenshot shows the RCN Library Catalogue search interface. At the top, there is a navigation bar with the Royal College of Nursing logo, the title 'RCN Library Catalogue', and links for 'Library Info', 'New Books - Cardiff', 'New Books - London', and 'Hours'. Below this is a secondary navigation bar with links for 'Search/Home', 'Contact us', 'Weblinks', 'E-Books', and 'My Account'. A third navigation bar contains 'Go Back', 'Help', and 'Logout'. The main search area features a search box with the text 'cormack d', a dropdown menu set to 'author', and a 'Search Catalogue' button. Above the search box, there are radio buttons for 'Catalogue', 'Keyword', 'Browse', and 'Exact', with 'Browse' selected. Below the search box, there is a 'library:' dropdown menu set to 'ALL RCN LIBRARIES' and links for 'Advanced Search' and 'Thesis Search'. Two annotations are present: a box labeled 'Browse' with an arrow pointing to the 'Browse' radio button, and a box labeled 'author' with an arrow pointing to the 'author' dropdown menu.

7. Searching for details of journal holdings

- Select periodical title (from the drop down menu on the right hand side)
- Use 'Keyword' search (this is the default option)
- Type the journal title into the box and click on **Search Catalogue**
- Details of RCN library holdings are shown (if the journal is held)

8. Searching for theses and dissertations

- Select **Thesis search** (below the search box)
- Enter your search terms and carry out your search (e.g. a for a subject or an author) as described above
- Details of theses held in the RCN Collection of Nursing Research are displayed. Please note theses are available for reference use only.

9. Finding electronic resources

It is possible to search the Library Catalogue for:

- e-books available to RCN members
- selected reports, books and theses available on the Internet
- selected databases available on the Internet

To search for journal articles use BNI (British Nursing Index) or another database.

To search for electronic resources:

- Type your search terms in the search box
- Select E-LIBRARY from the drop down menu below the search box
- Click on Search Catalogue

RCN Library Catalogue

Library Info
New Links - E-LIBRARY
New Books - NI-BELFAST
New Books - SCO-EDINBURGH
New Books - UK-LONDON
New Books - WALES-CARDIFF
MORE

to login, click here

Search/Home Contact us Weblinks E-Books Databases My Account

Go Back Help Logout

Catalogue ☒ Keyword ☐ Browse ☐ Exact

diabetes words or phrase Search Catalogue

library: E-LIBRARY

Advanced Search | Thesis Search

E-LIBRARY

- Details of e-resources available online are shown
- Select **URL** to link to the item

- You may be asked to login to the RCN website to access some items which are available as part of your RCN membership

10. Viewing references found by your search

Click on Details for more information



The screenshot shows a search results page with a navigation bar at the top containing links: Search/Home, Contact us, Weblinks, E-Books and Databases, and My Acc. Below this is a secondary bar with: Go Back, Help, Limit Search, New Search, Previous, Next, Kept, and Logout. The main heading is 'Search Results'. A message states: 'words or phrase "abc of diabetes" records were found. Viewing 2 through.' Two results are listed:

#	13D WAT (FOUR-WEEK)	Year
#1	<p>ABC of diabetes 5th ed. Watkins P</p> <p>4 copies available at UK-LONDON, SCO-EDINBURGH, and E-LIBRARY</p> <p>Summary Contents URL</p>	2003
#2	<p>ABC of diabetes 4th ed. Watkins, Peter J.</p> <p>1 copy available at SCO-EDINBURGH in AVAILABLE</p> <p>Summary Contents</p>	1998

At the bottom of the results section is another navigation bar: Go Back, Help, Limit Search, New Search, Previous, Next, Kept, and Logout. A small book cover titled 'ABC DIABETES' is visible next to the second result.

- Click on **Details** to see information about location and availability

A Look Inside **More**

Item Information **A Look Inside** **More...**

ABC of diabetes
Watkins P

The ABC of Diabetes comprises a comprehensive view of the practical issues relating to diagnosis and treatment of diabetes together with very practical advice on the management of its complications. The entire emphasis relates to clinical practice.

Publisher: BMJ Books
Pub date: 2003
Pages: 101
ISBN: 0727916939
Copy info: 3 copies available at UK-LONDON and E-LIBRARY.
5 copies total in all locations.

A Look Inside: ▶ [Summary](#) ▶ [Contents](#) ▶ [URL](#)

Holdings

UK-LONDON

Shelf mark	copy:	Reserved Status
13D WAT (FOUR-WEEK)	1	AVAILABLE
	2	due: 2/4/2007
	3	AVAILABLE

SCO-EDINBURGH

Shelf mark	copy:	Reserved Status
13D WAT (FOUR-WEEK)	1	due: 10/4/2007

E-LIBRARY

Shelf mark	copy:	Reserved Status
13D (E-BOOK)	1	E-BOOKS

Link to e-book (URL)

Status

- You can see where the book is held, e.g. UK Library (London), Northern Ireland Library (Belfast), Scotland Library (Edinburgh), Wales Library (Cardiff), E-library.
- You can find the **shelf mark** – in the example shown above the shelf mark is 13D WAT
- Check **Status** to see if copies are available and for any special messages e.g. some items are held in Store or in Reference collections
- Books available in the E-library have a **URL** link, selecting 'URL' will take you to the e-book /online document
- Select 'A Look Inside' or 'More' for further information about the book. (A Look Inside is not available for all items).

11. **Emailing, printing and saving to disc**

To email, print or save details of the items:

- Click on the **Mark** button next to each item that you want to select
- Click on **Kept** on blue bar at the top of the screen

The following options are shown:

The screenshot shows a web interface for library search results. At the top, under the heading "options", there are three dropdown menus: "sort by:" set to "Title", "library:" set to "ALL RCN LIBRARIES", and "view of records:" set to "Brief". Below these are four buttons: "View", "VIEW", "Print Formatted", and "EMAIL". The "VIEW" button is highlighted with a blue background. To the right of the buttons is a text input field labeled "EMAIL" and another blue button labeled "EMAIL". A separate box on the right contains the text "Print Formatted" and "Email". Arrows point from this box to the "Print Formatted" and "EMAIL" buttons in the main interface.

- **Email:** enter your email address and click on **EMAIL**. The references you kept are sent to the email address.
- **Print:** click on **Print Formatted**. The references you kept are displayed. Use the print function on your browser to print.
- **Save to disc:** click on **View**. The references you kept are displayed. Use the save function on your browser to save to disc.

12. Loans

All RCN members are entitled to borrow six items from the RCN UK Library.

If you are unable to borrow in person, we can post books or videos to you. You may make your request by e-mail, telephone, fax or letter. There is a charge for the cost of postage; an invoice is enclosed with the parcel. Please note that some items are not available for loan; for example, reference items, journals and theses.

13. Reserving items that are on loan

If a book, DVD or video on the Catalogue is not immediately available, we can reserve it for you and let you know when it has been returned (maximum of four items at a time). Contact us with details of the items you would like to reserve.

14. Renewing your books

It is possible to try to renew books through the Library Catalogue. Select 'My Account' from above the search box and login. Your default PIN will be 9999 but we strongly advise that you change it the first time you log in. This can be done using the "Change my PIN" option. Your PIN can be any string of 10 characters.

Books may be renewed up to 3 times, provided they have not been requested by another reader. Once an item has been renewed 3 times or if someone else wants it you will be unable to renew it, and a fine will be charged if it is overdue.

15. Contact Us

When contacting the Library please quote your:

- RCN membership number OR
- RCN Library user number (if you have borrowed before and know this)

RCN UK Library, 20 Cavendish Square, London, W1G 0RN

Telephone: 0345 337 3368

Fax: 020 7647 3420

Email: rcn.library@rcn.org.uk

RCN Northern Ireland Virginia Henderson Library, 17 Windsor Avenue,

Belfast, BT9 6EE

Telephone: 0345 456 7839 or 028 9038 4612/4613

Fax: 02890 382188

Email: library.belfast@rcn.org.uk

RCN Wales Library, Ty Maeth, King George V Drive East, Cardiff, CF14 4XZ

Telephone: 029 2075 1373

Fax: 029 2068 0755

Email: wales.library@rcn.org.uk

RCN Scotland Learning Hub, 42 South Oswald Road, Edinburgh, EH9 2HH

Telephone: 0131 662 6163/6164

Fax: 0131 662 1032

Email: scotland.library@rcn.org.uk

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