Royal College of Nursing library and heritage services

Finding books, reports and theses: a step by step guide to using the RCN library catalogue
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Accessing the library catalogue

The RCN library catalogue is a tool which enables you to search and locate all of the books, reports, theses, DVDs and other materials that are held by the RCN libraries.

- Go to www.rcn.org.uk/library
- The link to the library catalogue can be found on the left hand side of the screen.

The catalogue does not have details of journal articles. To search for journal articles use a database such as CINAHL or the British Nursing Index. These can be found by going to:

www.rcn.org.uk/development/library_and_heritage_services/library_collections/databases

To find a specific journal, use the A-Z journals list which includes details of all printed and electronic journals held. It can be found by going to:

www.rcn.org.uk/development/library_and_heritage_services/library_collections/e-journals

![Screenshot of the RCN library catalogue website](image-url)
Searching for a specific book or report

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

For example, to find:


**Type in:** ‘polit and essentials of nursing research’

- Select the catalogue search type **keyword** (above the search box).
- Select **words or phrase** from the drop down menu. This will search under author, title, or subject keywords for your terms.
- If you know the title, enter it into the search box and select **title** from the drop down menu.
- Click on the **search catalogue button**.

**TIP:** If you cannot find the book you are looking for, check that you haven’t mistyped anything.
Searching for a subject

- Type your subject into the search box.
- Select the catalogue search type **keyword** (above the search box).
- Select **words or phrase** from the drop down menu.
- Click on **search catalogue**.

**TIP:** You can combine two subjects by using the word ‘**and**’, for example smoking **and** pregnancy.

Searching for an author

- Type the author’s surname and first initial (if known) into the search box. For example, to look for the author Denise Polit, type in Polit D (the search is not case sensitive).
- Select the catalogue search type **browse** (above the search box).
- Select **author** from the drop down menu.
- Click on the **search catalogue button**.
- You will be taken to a list of authors’ names to select from.
Searching for electronic resources

It is possible to search the library catalogue for e-books (available to RCN members) and selected reports and publications which are available on the internet.

Use the following steps to search and view electronic resources.

• Type your search terms into the search box.
• Select the catalogue search type **keyword** (above the search box).
• Select **words or phrase** from the drop down menu.
• Select **e-library** from the bottom dropdown menu.
• Click on the **search catalogue button**.
• Details of resources available online are shown, select **URL** to access the item.

Some items are available only to RCN members, you will be asked to login to access these.

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**Broadening a search**

To broaden your search by picking up all of the possible endings for a word, use the dollar sign truncation symbol. To truncate a word, put the dollar sign after the stem of the word. For example:

• ‘smok$’ will find smoker, smokers and smoking
• ‘pregnan$’ will find pregnancy, pregnancies and pregnant.
Viewing search results

- Click on the **title** which takes you into the item record to find out about location and availability.

### Item Details

<table>
<thead>
<tr>
<th>Item Information</th>
<th>A Look Inside</th>
<th>More...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Teaching evidence-based practice in nursing</td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>Levin, Rona F.</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td>Springer,</td>
<td></td>
</tr>
<tr>
<td>Pub date</td>
<td>2013.</td>
<td></td>
</tr>
<tr>
<td>Pages</td>
<td>xix., 412 p.;</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td>9780826148124</td>
<td></td>
</tr>
<tr>
<td>Item info</td>
<td>1 copy available at E-LIBRARY.</td>
<td></td>
</tr>
</tbody>
</table>

**Holdings**
- UK-LONDON
  - 11BR LEV (FOUR-WEEK) 1 Book
  - E-LIBRARY 1 Electronic book

**Item location**
- 11BR LEV (FOUR-WEEK) 1 Book
- 11BR (E-BOOK) 1 Electronic book

**Due date**
- 14/8/2013

- You can see whether an item is held in London, Belfast, Edinburgh, Cardiff or in the e-library.
- The exact location is displayed by the **shelf mark** (in the example above, the shelf mark is 11BR LEV).
- Check the **status** to see if there are copies available or when copies on loan are due back. The status will also indicate if there are any special messages such as reference only or held in store.
- Books held in the e-library have a weblink; selecting **URL** will take you to the book or online document.
- Select a **look inside** or **more** for further information about the book.
- Some items are available to RCN members only and will require your login details to access them.
Emailing, printing and saving search results

- Select the **keep** button next to each item you want to email, print or save.
- Click on **kept** on the blue bar at the top of the screen.

Choosing a display type

Select from **Title**, **Author** or **Abstract**.

Select from **Brief**, **Full** or **Abstracts**.

Select from **View**, **Print Formatted** or **Email**.

Searching for theses

Searches of the library catalogue will find details of any theses held by the RCN libraries, including printed and electronic theses.

For more information about the theses collection and how to search it, please go to:

[www.rcn.org.uk/development/library_and_heritage_services/library_collections/nursing_theses](http://www.rcn.org.uk/development/library_and_heritage_services/library_collections/nursing_theses)
Reserving items

To reserve an item, you must be registered with an RCN library. Please contact us to register, using the details on the back of this leaflet.

Use the following steps to reserve an item.

• Click on **place hold**.
• The **place reservation** option is shown.
• Fill in the following:
  o RCN membership number
  o PIN: default is **9999** and you have the option to change this if you wish
  o **Pickup at**: choose the RCN library that you would like to pick the item up at
  o **Expiration date**: the date that the item will no longer be of use to you. The default is six months, but you can change this date by clicking on the calendar to the right of the box.
• Click on **place reservation** to complete your reservation.

As soon as the item is available, you will receive an email notification.

If you have selected to pick up at ‘UK-London’ you can respond to the email to request a postal loan of the item. There is a charge for postage.

You can review and cancel your holds using **my account**.

If you have any difficulties placing a reservation, please contact us on the details at the back of this leaflet.
Renewing items

Books may be renewed up to three times, provided they have not been requested by another reader. Once an item has been renewed three times or if someone else wants it you will be unable to renew it. Fines are charged for overdue items.

Use the following steps to renew an item.

- Select **my account**.
- Choose **renew my materials** and follow the on screen instructions.
- The **PIN Number** default is **9999** and you have the option to change this.

Contact us

If you experience any difficulties, or for any further information, one of our information professionals will be happy to help.

Telephone: 0345 337 3368
Email: rcn.library@rcn.org.uk
Webchat: www.rcn.org.uk/virtual_enquiry

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