Module 2: The Swinburne Library catalogue
This is a brief presentation on using the Swinburne library catalogue.

Locating the catalogue
First, open your browser to the library home page (www.swinburne.edu.au).

You can start searching the catalogue straight away just by typing in key words. Alternatively, you can click on the link Search by campus and more, and this is what we’ll do now.

You can then select your home campus.
You can select any of the campus libraries by clicking on the campus name in the drop-down menu. Note that the catalogue is the same for each campus- all resources from each of the campuses appear in the catalogue. If an item is not available (or is out on loan) at the campus library you use, you may place a hold on a copy from another campus. However, it is important to note that any holds you place will be delivered to the campus library you select.

If you are an OUA or Off Campus student and wish to use the mail delivery service then you will need to use the webforms mentioned in the previous module. See the More options and Help section for detailed information and self-serve options.

Now select Lilydale as your home campus and just click Search without typing in any keywords at this stage.

**Keyword Search**

The search box appears with Keywords as the default search option. You can select other options by clicking on the arrow to show the drop-down menu, but we’ll start with a keyword search.

A keyword search allows you to search for words in the title, subject field and author field. So you might search for a particular book by entering the author’s surname and a word from the title. It is also useful if you don’t have a particular book in mind, but you can’t find what you want searching the ‘subject’ option.

In this example, looking for material on digital marketing, just enter the two search terms in lower case and press enter or click the search button.
The Search Results appear showing the number of records (or hits) satisfying your search criteria, and a brief record of each.

Scroll down to view all titles. Note that the first result shown above is held at Lilydale; the second is an e-book with a link that you can click on. You can access this book straight away. We have a growing collection of e-books and although you will be able to download some, other you will just be able to read online.

In fact we have an increasing amount of material linked from the library catalogue apart from e-books and online journals. Electronic reserve items- journal articles or book chapters, online government and other reports to mention just a few.
For this example, click on *Show details* for the e-book *E-commerce: business, technology, society*.

*Item information* shows you the full catalogue record for the book including author/s, full title, publisher, date of publication etc. You can click on the subject headings for links to other books on the subject if you wish.

Scroll to the bottom half of the screen for the *Copy/Holding Information* section showing which Swinburne campuses hold copies of the book. In this example, Swinburne holds one copy at Lilydale campus, another is on order and there are more records off the screen (one at Hawthorn and Prahran).

The call number and status (whether the book is in the library or out on loan) are given, and the date due back if the book is out on loan. If the book is available, note the call number before you go to the shelves to find it. If the book is out on loan or held at another campus, you may place a hold on the book by clicking the *Place Hold* button. You will be prompted for your barcode and pin number before placing the hold. Instructions will appear on screen. The first available copy will be held for you for one week at the campus you have selected; *remember you will need to come to the campus library to collect it*.

If you are studying off campus (live more than 20 kms away from any campus), or OUA you can request a copy of the book to be sent to you by using the webform demonstrated in Module 1.

To continue searching, scroll back up the page and click *Standard* or *New Search*. 
Title Search

Select *Title begins with*... from the drop-down search option menu, and search for a book called ‘Cyberlaw and e-commerce regulation’. Because this is an uncommon title, we only need to key in *cyberlaw*.

The *Search Results browse list* shows the closest match to your search at the top of the list.

Click on the title to see the full record.
Scroll down to the bottom of the screen for Copy/Holding information. This book is held at Lilydale, and is available on the shelves.

**Subject Search**

Select **Subject begins with** as your search option and search for the term **internet marketing**. A list of subject terms beginning with internet marketing appears. As an example, select the subject heading **Internet marketing - Case studies** from the browse list.

A list of titles with this subject heading appears. Select the title you want and click **Show Details** button to view the full record.
Periodicals Title Search

Journals, magazines and newspapers are generally known as periodicals in libraries because they are published periodically—quarterly, monthly, weekly, daily etc.

Choose **Periodical Title** as your new search option and search for the journal **Harvard Business Review**.

You will notice that there are two entries for this title in the **Browse List**. The second one is the electronic version— it has **(Online)** next to it.

Let’s have a look at the first entry for **Harvard Business Review**.
Select the first record in the **Search Results** and click **Show Details**. The top half of the screen gives you the full cataloguing details.

Scroll down to the bottom of the screen for the **subscription summary**.
The Subscription Summary tells you which campus holds the print version of *Harvard Business Review*, the call number and issues held. You will notice that the Lilydale copy of the print version was cancelled in 2001, because we have the electronic version as well. However, Hawthorn Campus still subscribes to the print version and also has some older issues on microfilm.

Now let’s look at the record for the electronic version. Use your browser Back button to return to the previous screen, and select the second record for *Harvard Business Review* - the online version.

Click on the hypertext links to access the electronic full text version of Harvard Business Review. If you scroll down you can see that many databases have access to full text articles in this journal. Check the dates given for each database to make sure the issue you want is available. You will need to type in your OPAX login and password to enter the databases if you are off campus.

(Your OPAX login is your seven digit student ID, and your password will be your date of birth in ddmmyy format).
Audiovisual Keyword Search

Return to New Search and select Audiovisual Keywords as your search option.

Enter electronic commerce as your search term, click search.

Select the first record from the search results.

The Item Information screen includes a summary of the contents. Scroll down to see the Copy/Holding details.
The Copy/Holding information shows that this video is held at Hawthorn and is available for 2 hour loan only. If you wish to borrow the video for home loan it would be a good idea to keep scrolling down the list. Most videos and DVDs are available for 1 week home loan.

**Summary**

The Swinburne Library catalogue

- Allows you to find books, CDs, videos, e-books, periodicals, online reserve items and much more
- You can log into the catalogue to place holds and renew your loans
- Available anywhere, anytime, as long as you have internet access.