Searching the online catalogue

The **Gamble Library's catalogue** is available on the search computer in the library:

or anywhere in the world via this link http://libcat.union.ac.uk/

Once you click on 'Enter Library' it brings up the **simple search** screen.

Just type in **keywords** or **phrases** in the box and click the **magnifying glass** to begin searching.

These results show all the summary catalogue records linked to the keywords searched for:

Key information such as the **title** (in blue)**, location, loan type** and **class** or **shelfmark** of items linked to the keywords searched for are displayed. This will help you find them in the library. (See the *Finding items in the Gamble Library* Gamble Guide).

Results can be displayed in various ways. Alphabetical order by author's surname is probably most helpful. Under '**Display**' sort by '**Author, Title, Pub., year**.'

This should display them in **alphabetical order by author's surname**.

Words from the **title** of a book and/or a distinctive **author's name** can find a book. Make sure you **combine keywords from different parts of the record** (i.e. words from the title and author's name) **with AND**. For example:

Simple searching is useful for **finding module reading lists** if you know the **module code**. Module codes can be found on the timetable and class handouts. For example, the module

code for **Irish Church History** is **CTM204**. Typing this in and searching lists the resources for this module.

CTM204

Search for CTM204

Results 1 - 16 of 16

No	Authors	Title	Location, Loan type - Status	Class	
1	Barkley, John M.	The Westminster formularies in Irish Presbyterianism : being the Carey lectures, 1954-1956	Reading room 1, short loan, Short loan, Available (4)	PAM-195-388	☐
2	Brown, Michael McGrath, Charles Ivar Power, Thomas P.	Converts and conversion in Ireland, 1650-1850	Reading room 1, short loan, Short loan, Available (1)	HIB BR794 B879	☐
3	Duncan, J. Ligon	The Westminster Confession into the 21st century : essays in rememberance [sic] of the 350th anniversary of the Westminster Assembly. Vol. 3	Reading room 1, short loan, Short loan, On Loan (1)	BX9183 D911	☐
4	Haire, J. L. M. Thompson, John Brown, Godfrey Barkley, John M. Bailie, W. D. Crawford, R. G. Holmes, R. F. G. Thompson, Joseph Fulton, Austin A.	Challenge and conflict : essays in Irish Presbyterian history and doctrine	Reading room 1, short loan, Short loan, Available (4) Reading room 1, short loan, Short loan, On Loan (1)	HIB BX9060 C437	☐
5	Hall, David W.	The practice of confessional subscription	Reading room 1, short loan, Short loan, Available (1)	BX9183 H175	☐
6	Holmes, Andrew R.	The Irish Presbyterian mind : conservative theology, evangelical experience, and modern criticism, 1830-1930	Reading room 1, short loan, Short loan, On Loan (1)	HIB BX9060 H749	☐
7	Holmes, Andrew R.	The shaping of Ulster Presbyterian belief and practice, 1770-1840	Reading room 1, short loan, Short loan, Available (5)	HIB	☐
8	Holmes, Finlay	The Presbyterian Church in Ireland : a popular history	Corps room, Irish (Hibernian)	HIB BX9060 H749	☐

Advanced searching

Using the **advanced search** option gives fewer, more specific results. **Click** on **'Advanced'** under the search box.
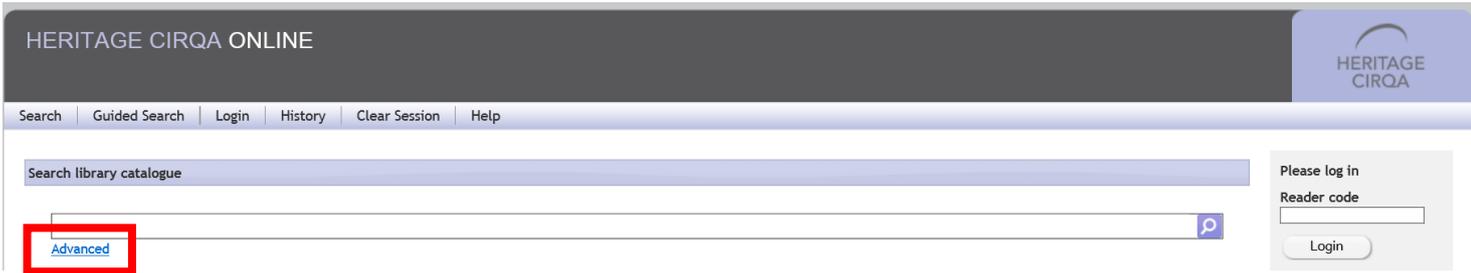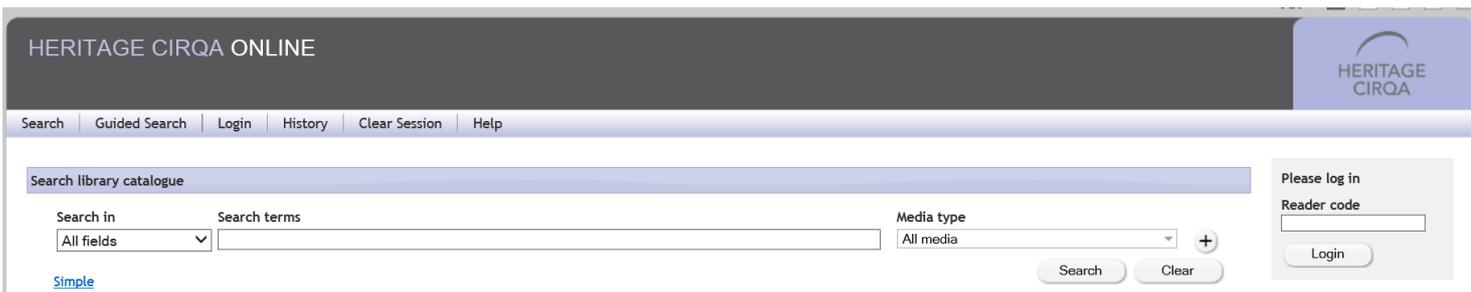

The advanced search page initially has a single row in which to enter search term(s). **Add another row** by clicking on '**+**.' This can be removed by clicking on '**-**.' The searches are interpreted in row order.
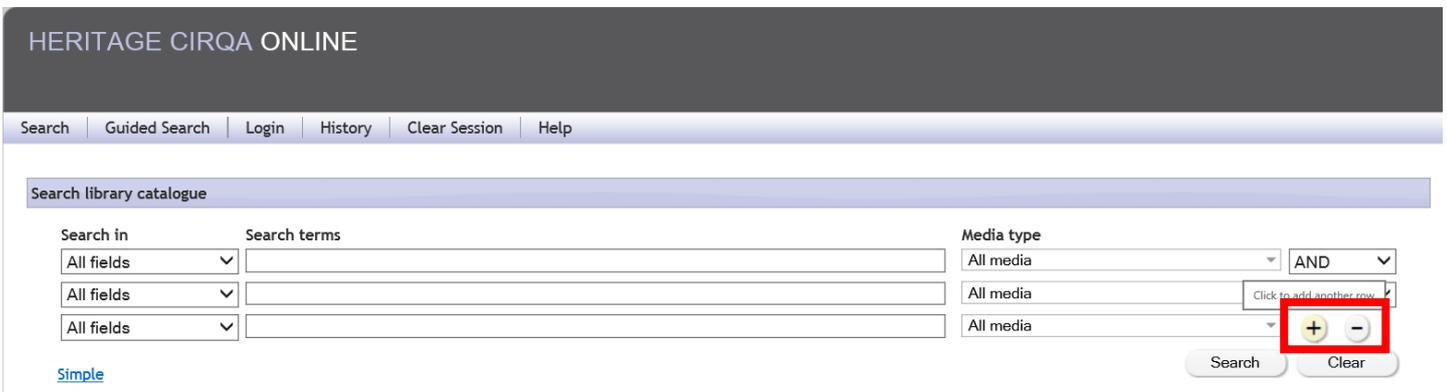
To **search within a specific field**, select the required field in the 'search in' drop down menu. E.g. Authors or, Title or, Class or, ISBN etc.
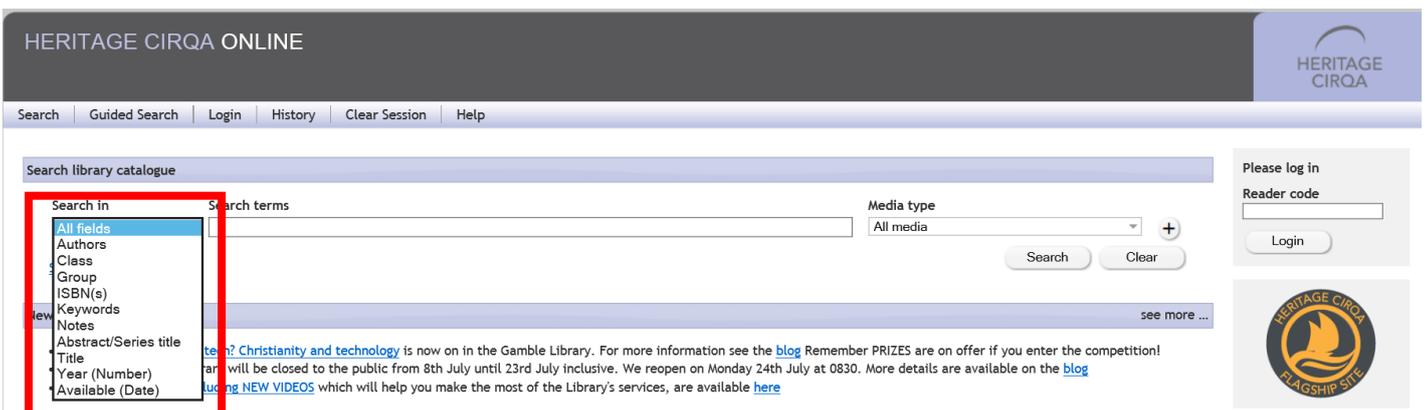
To **search for a specific type of media** select the relevant media under 'media type,' and complete the other search boxes. More than one media type can be selected at a time, e.g. Text and E-book.

Search terms can be combined using AND, OR and AND NOT.

Linking terms and phrases with **AND** will return only those records that contain **both terms or phrases**. E.g. Luke AND Acts will return results which contain references to both Luke *and* Acts. This will **narrow down a search** and makes results more relevant.

Linking terms with **OR** will return results which contain **either term or phrase**. E.g. Alzheimer's OR dementia will return results which contain references to both topics. This **broadens out a search** and is useful for searching for different things at the same time.

AND NOT between terms and phrases will return **results that have the first term but that exclude the second**, thus **narrowing down your search**. E.g. Searching for Gospel John AND NOT letters epistle John in the Title fields will return results which have Gospel John in the title.

Search tips

Think about the following:

- **Plan** and **record your searches** to avoid timewasting repetition.
- **Identify keywords** and **related terms** to do with the topic you are looking for information on. Use a thesaurus to help, e.g. Gospels - Matthew, Mark, Luke, synoptic etc. When you start typing a keyword into the search box, a word list will appear which you can select a relevant term from by highlighting it with your mouse, or using the arrow keys and pressing return to search. To close the word list press '**Esc**.'
- Think about **how the terms can be linked together** within the search as well. Different ways of combining keywords with AND, OR and AND NOT retrieve different results.
- Search for **synonyms**, e.g. death, deceased, passing, etc.
- **Alternative spellings**, e.g. honor or honour, neighbor or neighbour. You can use * in the place of the letters which may vary. E.g. hon*r retrieves results with both honor and honour.
- **Variations in root words**, prefixes, suffixes and plurals. **Truncation** can be used if you want to find all words related to the root word. This is when you use a symbol to replace letters at the end or beginning of words, e.g. lead* returns lead, leads, leading, leader, leaders, leadership. On Heritage ***** is used to replace one or more consecutive characters. This is useful if you want to search for an author with a long, unusually spelt name, e.g. Ainsworth-Smith can be found by searching Ain* in the author field. **Wildcards** can be used to replace letters within words when there are variations in spelling, e.g. see previous point and wom?n, speciali?ed, globali?ation. On Heritage **?** is used to replace a single character. Wildcards can be used at the beginning, middle or end of a word.
- **Phrase searching using " "** can return fewer, more accurate results. A phrase is a series of words in the order entered, with no other words between. For instance, searching for "practical theology in action" returns two results compared to six when searching for those keywords without the speech marks. This is because the search engine returns all records which include any of those keywords, in any order, when speech marks are not included.
- Use **broader and narrower terms**, e.g. Arianism, heresy, or Philemon, Pauline Epistle. If you get too few results you may need to widen the search by using a broader term. If your search returns too many results, which are often irrelevant, you may need to narrow it down by using a narrower term.
- To search for an item using **more than one of the authors' names**, separate them with AND. For instance, to search for a work by John Smith and Jane Jones, enter **Smith AND Jones** or **Smith John AND Jones Jane** or **John Smith AND Jane Jones**. The search phrase Smith Jones will not find the item: it will only retrieve items by authors named "Smith Jones" or "Jones Smith."
- When searching for **ISBNs** or **ISSNs**, **do not include hyphens**.
- If you wish to start a **new search** click on **'clear'** below the search box or **'search'** in the top left.

Guided search

A guided search can be used **if you know several details of a book you require**. For instance:

Should return exact results which will help you find the book or item.

For any other queries which you may need answered click on the **'help'** button at the top of the webpage.
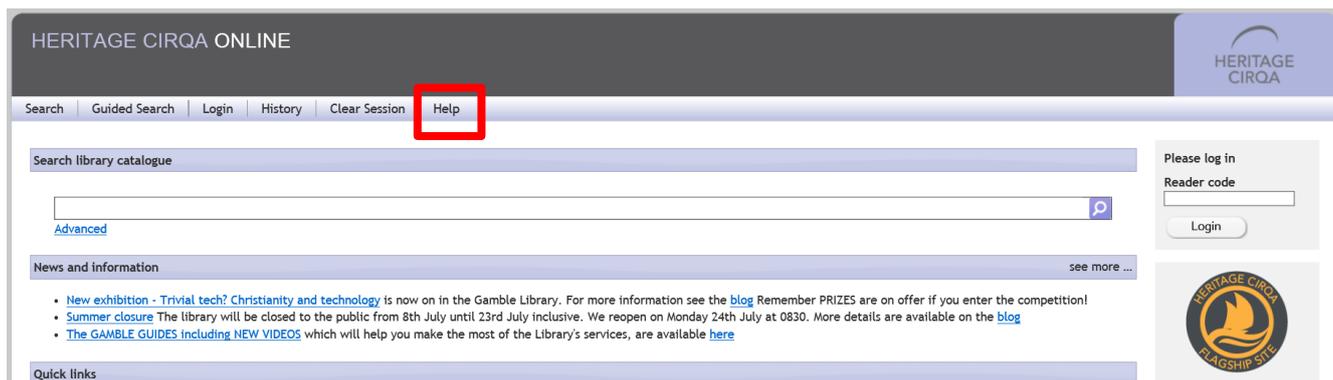
If you try to get on to the **online catalogue** but are unable to, or notice it is **not working** as normal, please **contact the library as soon as possible** (02890205093 or librarian@union.ac.uk) to let staff know.

The Gamble Library vision - **Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College's vision, mission and ethos.**