

Searching the online catalogue

Gamble Guides

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



Or anywhere in the world – https://libcat.union.ac.uk/

HERITAGE ONLINE



Heritage Online

Welcome to our Online Catalogue

To start browsing our library catalogue please click on the button below

Enter Library

Click 'Enter Library' to go to the simple search screen.

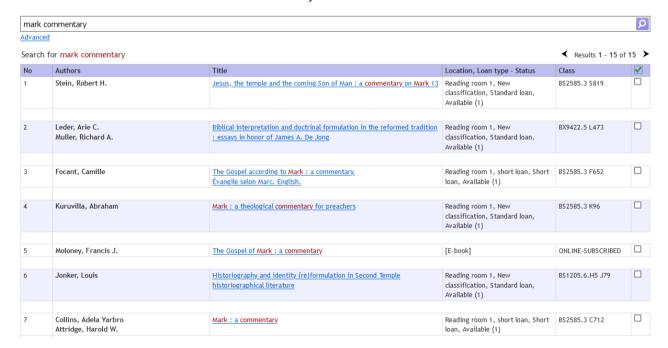




Type in keywords or phrases in the box and click the magnifying glass to begin searching.



These results show all the 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.'



These are the results reordered in alphabetical order by author surname:

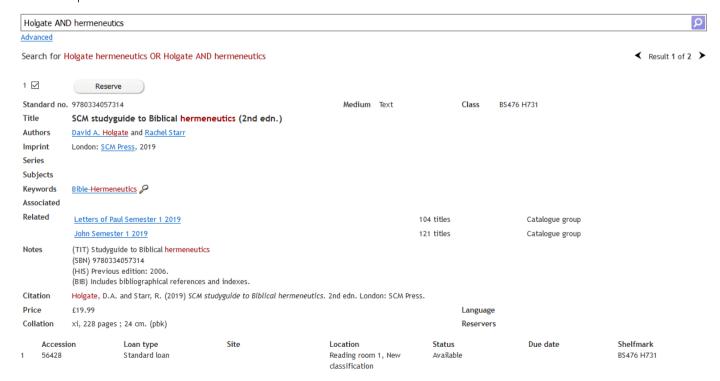


Simple searching is useful for finding module reading lists if you know the module code. Module codes can be found on the VLE, timetable, and class handouts. For example, the module code for Introduction to Christian Ethics is THY4002. Typing this in and searching lists the resources for this module.





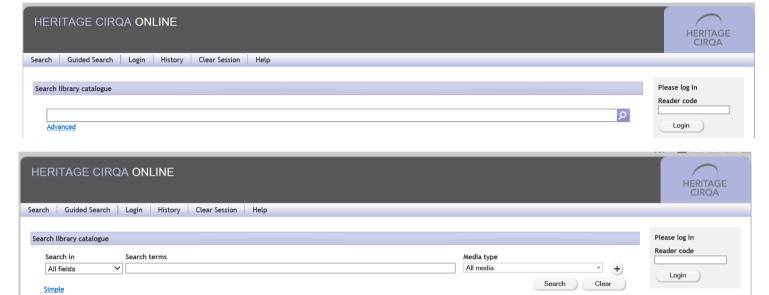
Words from the title of a book and/or a distinctive author's name can find a book. Make sure you combine keywords from different parts of the record (i.e. words from the title and author's name) with AND. For example:





Advanced searching

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

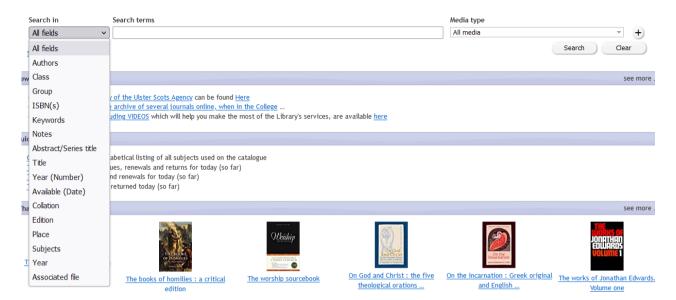


The advanced search page initially has a single row in which to enter search term(s). Add another row by clicking on '+.' This can be removed by clicking on '-.' The searches are interpreted in row order.



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.

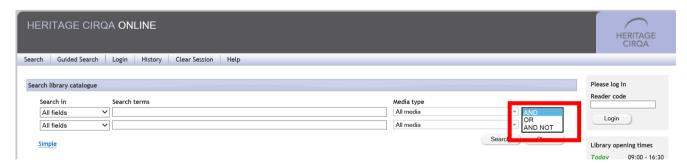




To search for a specific type of media select the relevant media under 'media type,' and complete the other search boxes. More than one media type can be selected at a time, e.g. Text and E-book.

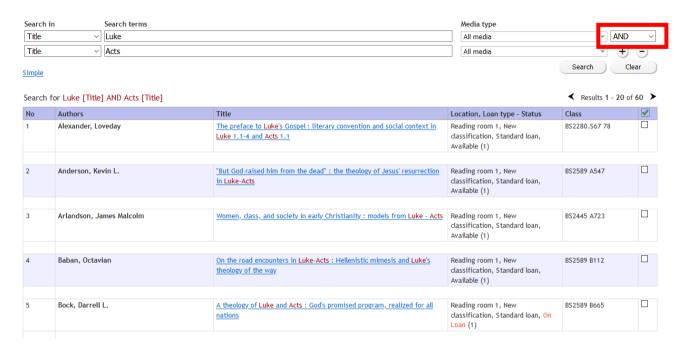


Search terms can be combined using AND, OR and AND NOT.

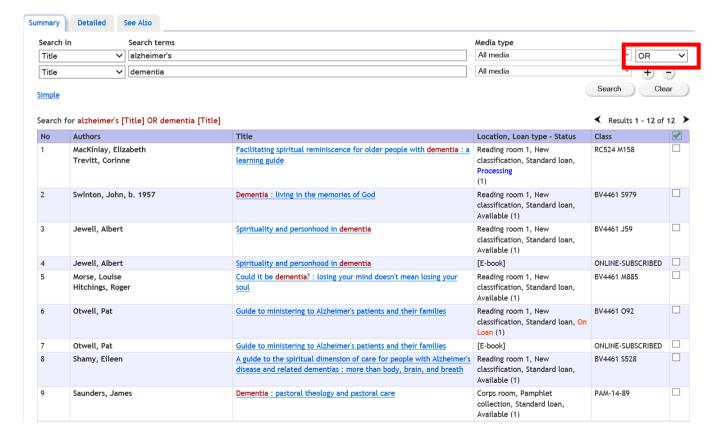


Linking terms and phrases with AND will return only those records that contain both terms or phrases. E.g. Luke AND Acts will return results which contain references to both Luke and Acts. This will narrow down a search and makes results more relevant.



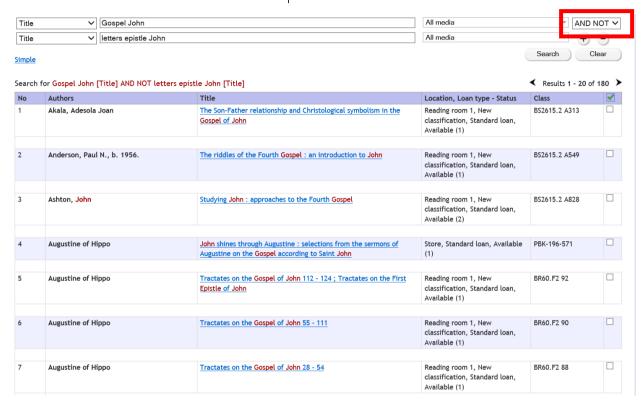


Linking terms with **OR** will return results which contain **either term or phrase**. E.g. Alzheimer's **OR** dementia will return results which contain references to both topics. This **broadens out a search** and is useful for searching for different things at the same time.





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



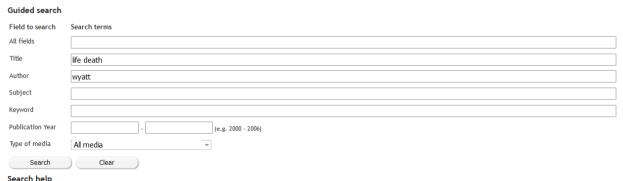
and wom?n, speciali?ed, globali?ation. On Heritage? is used to replace a single character. Wildcards can be used at the beginning, middle or end of a word.

- 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:



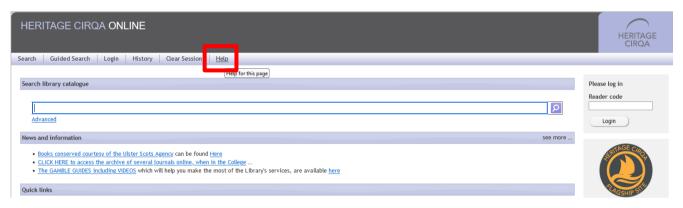
The Guided search is a quick and easy method of finding specific works. For example, enter words from the title then narrow down the search further by entering an author name. To perform more complex field and media-specific searches use the <u>Advanced search</u>.



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



For any other queries 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 you notice it is not working as normal, please contact the library as soon as possible (02890205093 or <u>librarian@union.ac.uk</u>) to let staff know.