

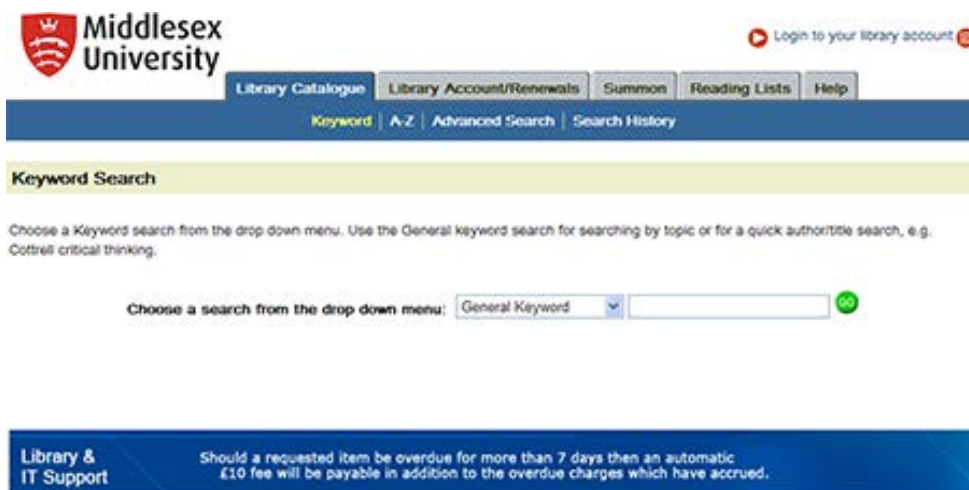
## Using the Library Catalogue

---

This guide provides instructions on how to search the Library Catalogue and find materials (both printed and electronic) held at Middlesex University that are relevant to your course work and/or research.

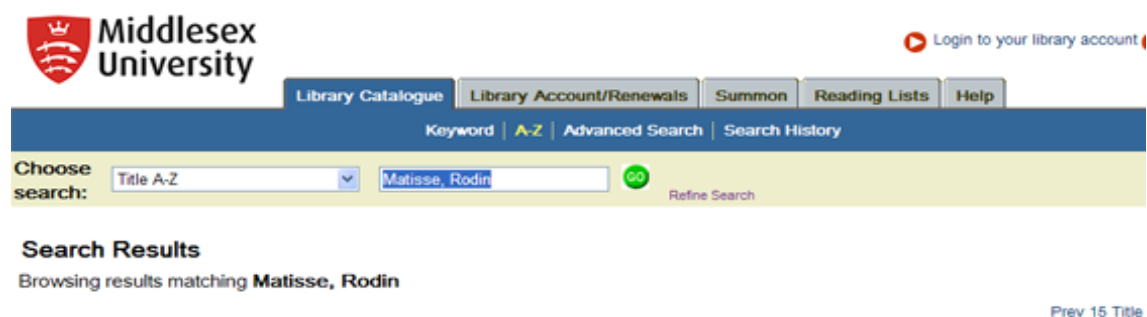
You can access the Library Catalogue on any computer in the Learning Resource Centre or via the internet

- ◆ Type in the web address: <http://library.mdx.ac.uk>
- ◆ Select the Library Catalogue option as shown below:



The screenshot shows the Middlesex University Library Catalogue homepage. At the top left is the Middlesex University logo. To the right is a 'Login to your library account' link. Below the logo is a navigation bar with tabs for 'Library Catalogue', 'Library Account/Renewals', 'Summon', 'Reading Lists', and 'Help'. Underneath this is a secondary navigation bar with links for 'Keyword', 'A-Z', 'Advanced Search', and 'Search History'. The main heading is 'Keyword Search'. Below this is a paragraph of instructions: 'Choose a Keyword search from the drop down menu. Use the General keyword search for searching by topic or for a quick author/title search, e.g. Cottrell critical thinking.' There is a search form with a dropdown menu set to 'General Keyword', a text input field, and a green 'GO' button. At the bottom of the page, there is a blue banner for 'Library & IT Support' with a message: 'Should a requested item be overdue for more than 7 days then an automatic £10 fee will be payable in addition to the overdue charges which have accrued.'

The type of search you use is dependent on the information you have. If you have the name of the author(s) or the exact title of the book or journal, the recommended search option is the A-Z search.



The screenshot shows the search results page on the Middlesex University Library Catalogue. At the top left is the Middlesex University logo. To the right is a 'Login to your library account' link. Below the logo is a navigation bar with tabs for 'Library Catalogue', 'Library Account/Renewals', 'Summon', 'Reading Lists', and 'Help'. Underneath this is a secondary navigation bar with links for 'Keyword', 'A-Z', 'Advanced Search', and 'Search History'. The main heading is 'Choose search:'. Below this is a dropdown menu set to 'Title A-Z', a text input field containing 'Matisse, Rodin', and a green 'GO' button. To the right of the input field is a 'Refine Search' link. Below the search bar is the heading 'Search Results' and the text 'Browsing results matching Matisse, Rodin'. At the bottom right of the page is a link for 'Prev 15 Title'.

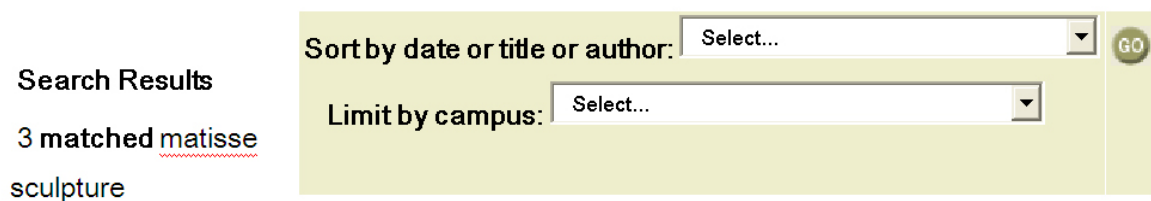
## The Keyword Search:

The Keyword search enables you to search on keywords from the different indexes within the Library Catalogue (including Title, Name, General, Subject, Journal, Series, DVD/Video Recordings, Reading List, ISBN and ISSN).

Select the appropriate index from the drop-down menu and enter your search term(s). You can make your search more specific by entering more than one search term. To change the search type click on the arrow next to the search box. The different keyword searches will be displayed.

When you have selected the keyword search you wish to use, type the search terms and click on the button marked 'go'. The example below shows a completed search screen using a title keyword search to find items about Matisse's sculpture.

A keyword search will display either a single match or a list of items that match your search terms.



The screenshot shows a search interface with a light green background. On the left, the text reads "Search Results" followed by "3 matched matisse sculpture". On the right, there are two dropdown menus: "Sort by date or title or author:" with a "Select..." option, and "Limit by campus:" with a "Select..." option. A "GO" button is located to the right of the first dropdown menu.

---

1. [Venus re-defined : sculpture by Rodin, Matisse and contemporaries.](#)

**Tate Gallery Liverpool, 1994.**

---

2. [The sculpture of Henri Matisse](#)

**by *Matisse, Henri, 1869-1954.***

**Thames and Hudson in association with the Arts Council of Great Britain, 1984.**

---

3. [The sculpture of Matisse.](#)

**by *Matisse, Henri, 1869-1954.***

**Museum of Modern Art, (1972).**

---

Click on the title of the item you wish to view in more detail (note that all text in blue denotes a link to additional information within the catalogue).

## Venus re-defined : sculpture by Rodin, Matisse and contemporaries.

**Title:** Venus re-defined : sculpture by Rodin, Matisse and contemporaries.

**Edition/Date:** Liverpool : Tate Gallery Liverpool, 1994.

**Extent:** 39p. : ill. ; 25cm.

**ISBN:** 1854371398

**Notes:** Catalogue of an exhibition held at the Tate Gallery Liverpool, 15March 1994 - July 1995.

**Other authors:** [Rodin, Auguste, 1840-1917.](#)  
[Matisse, Henri, 1869-1954.](#)  
[Tate Gallery Liverpool](#)

**Requests:** 0

**Copies available:** 1

### Copy/Holding information

Campus	Shelved at	Location	Loan Type	Status	
Hendon	730.9034 VEN	Lower Ground Floor	Reference	Available	<a href="#">Add Copy to MyList</a>

All text in blue within the bibliographic record means that you can select it to get additional information. This could be other titles by the same author or more titles within the same subject area. Where a document is available in digital format, a URL link (web address) will be displayed and when selected, will give you access to the resource in electronic format.

If you scroll down, you will see the Copy/Holding information which gives you details on where the item is located, the shelf number, the name of the collection where it is housed (here Main refers to the Main Book Library), Barcode number, Loan Type and whether the item is on loan or available, and the Copy/Holding Information.

### A-Z Searches:

The A-Z search enables you to browse through lists of authors, titles, subjects, etc. A-Z searches will look for an item exactly matching the search term(s) you have entered. Select the index you require and enter your search term(s). Names should appear in the format Berger, John.

When you have selected the A-Z search you wish to use, type in the search terms and click on the button marked 'go'. The example below shows a completed search screen using a title A-Z search to find the book 'Ways of Seeing'.

### Alphabetical Search

Choose an A-Z list to search from the drop down menu. Enter names in the format: Beckham, David.

Choose a search from the drop down menu:

### Library & IT Support

Should a requested item be overdue for more than 7 days then an automatic £10 fee will be payable in addition to the overdue charges which have accrued.

A-Z searches will display a list of items, the closest match to your search will be displayed at the top of the list. In order to find the item you need to check the copy information. Make sure the item is not on loan or held at another library. Note the collection the item is held in. For example, Main - this means the item is located in the open access shelves of the library. Counter - this means the item is held at the library Help Desk. Note where the item is shelved at:

### Copy/Holding information

Campus	Shelved at	Location	Loan Type	Status
Hendon	730.944 MAT	Lower Ground Floor	Reference	Available

Books are arranged in a numerical sequence (the Dewey Decimal Classification System) with an alphabetical suffix. The number refers to a subject, the suffix is usually the first three letters of the author's surname. Go to the shelves, observe the numerical sequence and locate the item from the number and suffix. If you want to borrow the item, take it to a Self Issue Machine or the library helpdesk.

### What can I do if the item I need is on loan or held at another Middlesex University Library?

You can use the library catalogue to place a request on any 28, 14, or 7 day-loan item. The item will either be temporarily transferred from another Middlesex Library or kept for you when it is returned and held for 7 days. For instructions on how to request library materials please refer to the Requesting Library Materials guide.