Searching for Books

This cribsheet is a guide to searching for books on the dedicated Library Catalogue only terminals in the Library.

Quick Search

Type your search terms in the search box, e.g., by keyword, author, title, ISBN etc.

(Note the search is set to Local catalogue, if you wish you can select Discover@Bolton to explore our online resources – though you must be personally logged on to a PC to access the e-resources)

The search will bring up a list of all the relevant items:

Click Check Availability to see availability and location of the item. The Shelfmark will guide you to where the item is in the Library. See the Finding Books in the Library cribsheet for further assistance.

If there is more than one edition of a title or if there are print and online copies the All formats and editions button will display. Click this button to see full details.
Refining Your Search

You can use the terms on the left hand side of the screen to refine your results. You can refine your search by **Subject**, **Collection**, **Format**, **Year published**, **Library Location**, **Author** and **Loan Type**, for example, if you wanted to see ebooks only in your list of results you click **Electronic books**. This would remove all other items from your list of results.

Check Availability – Reserving Items

When you find the title you require and click **Check Availability**, you will see details of the location in the library and if there are any copies available. In the example below, one item is available at 658 COL and one is already on loan. As there is a copy available, it is not possible to make a reservation. If all copies were out on loan, this button would change to **Reserve this item**.

Click **Reserve this item** to make a reservation. You must login – type in your ID number and enter your PIN, which is set to the day and year of your date of birth, e.g. 24th November 1990 would be 2490. You will receive an email when the book is available to collect at the Library desk. For further information about reservations, see our **My Account** cribsheet.

Advanced Search

There is an **Advanced Search** option under the main search with additional search options:

Further Help

If you need help with using the Library Catalogue or finding items in the Library, please ask at the Library Desk or ask any member of Library Staff.