



Finding books,  
etc.



# Finding books, etc.

## UCL Explore at [www.ucl.ac.uk/library/explore](http://www.ucl.ac.uk/library/explore) allows you to search a number of sources:-

- **All Resources:** Millions of electronic journal articles and other full-text resources
- **Library Catalogue:** Printed & electronic book records and journal titles from UCL's standard Catalogue
- **Journal Articles:** Papers which have been published in electronic journals
- **Digital Collections:** UCL Library Services' digitised documents
- **UCL Discovery:** Open access material from UCL's publications repository, including theses
- **UCL Exam Papers:** Electronic copies of UCL's Exam Papers
- **UCL Archives:** Records of archive material in UCL's Special Collections
- **UCL Journals:** Journal **titles** to which UCL Library provides print and electronic access

However, if you only want to find books or films for example then you can restrict your search to "**Library Catalogue**" by clicking the arrow alongside "**In resource**" just below the search box. Otherwise if you conduct your search for "**All resources**" you can refine your results to books by clicking the "**Books**" hyperlink under "**Type**" to the left hand side of your search results.

Alternatively you can click on "**Advanced Search**" and select "**UCL Books**" as "**Material Type**".

- If you are looking for a specific work or books about it then type a few significant elements into the search box, such as an author's surname and something from the title, but don't type too much. Keep it as simple as possible, without capital letters and leaving out commas, apostrophes, and words like 'the' :

e.g. **darwin beagle voyage**

This will find various editions of Charles Darwin's journal from his famous voyage as well as books about it.

### Points to note:-

- The Catalogue contains the details of specific works so if you have a reading list and you need to find a chapter within a book you need to look for the title of the book and not the title of the chapter. If you are not sure what you need to type into search boxes then please ask a member of Library Staff for help.
- Mistakes are sometimes made in reading lists so try variant spellings to be sure of finding material e.g. Eriksen may have been written Ericksen which renders the following unfindable if you type in **ericksen places issues:-**

Eriksen, Thomas Hylland, ***Small places, large issues: an introduction to social and cultural anthropology***

- Typing selective surnames and or keywords into the search box finds those which appear together in the same record which means that there is a hidden Boolean **“AND”** (as in e.g. **eriksen AND places AND issues**). So, if you wish to find books about something that may be referred to differently at different points in time for example then you need to type **“OR”** in upper case as in the following example:-

e.g. **zimbabwe OR rhodesia**

- You can use truncation if you want to pick up singular and plural words and anything that follows on from the root-word e.g. **politic\*** will pick up politics, political, politicians and so on.

This also works the other way e.g. **\*phobia** will retrieve agoraphobia, claustrophobia etc.

- You can use a question mark as a wild card to mask single characters as in e.g. **wom?n** which will retrieve records with woman or women. You can do the same if you are unsure of spelling in words such as **optimi?ation, analy?ing, organi?ation, colo?r** or want to find examples of both American and English spellings.
- If you want your search to pick up more than one character you have to use the asterisk i.e. typing **iraq\* arch\*eolog\*** into the search box will find all records with the words **Iraq OR Iraqi AND archaeology, archeology, archaeological, archeological** anywhere in a record.



Similarly you can find an author such as Eriksen as in the book above if you're not sure how it is spelled by typing in **eri\*ksen**.

- To find phrases or whole names you can use double quotation marks as in e.g. **“transport economics”** but Explore does have a built in smart search facility so this isn't always necessary and won't work if you want to find records with variant spellings, so typing in **organi\*ational behavio\*r** will find records with organisational behaviour and organizational behaviour.

# Finding books, etc. (cont'd)

## Finding books on a particular subject

If you are looking for books on the formation of stars for example you could limit your search to “**Library Catalogue**” then type e.g. **star formation** into the search box. In the results you can click on formally assigned subject headings in the **Details** tab to find other works on this topic. By clicking on the **Locations** to the left-hand side of the record result you will see that most of the books on this subject are shelved in the Physics collection, and more specifically at **PHYSICS EJ 21**.

## Finding specific works

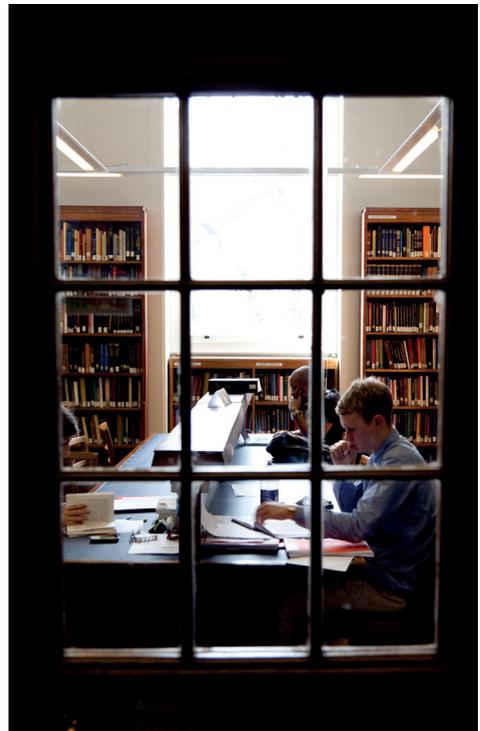
- If you are looking for a specific work then you can click on “**Advanced Search**” and select “**Material Type**” as “**UCL Books**” to find e.g. Charles Darwin’s *On the origin of Species*:-

Select “**as author/creator**” and type **darwin**  
Select “**in the title**” and type **origin species**

Works with the same title are usually grouped together so to see the individual records click on e.g. “**View 18 versions**”

## Finding books by a particular author

- Click on “**Advanced Search**” and select “**as author/creator**”. Type e.g. **dostoevskii, f** into the search box and select “**Material Type**” as “**UCL Books**”. Note that Explore should pick up on variant spellings such as **Dostoyevsky**
- Alternatively you can select “**Browse**” “**By author**” and type e.g. **dosto** to see all variant spellings



## Finding books by title

- Click on “**Advanced Search**” and select “**in the title**”. Type e.g. **mystery edwin drood** into the search box leaving out the words ‘the’, ‘of’ and in other cases ‘a’, ‘an’, etc. and their equivalents in other languages and select **Material Type** as **UCL Books**.
- Alternatively you can select “**Browse**” “**By title**” and type e.g. **mystery of edwin** to see all versions.

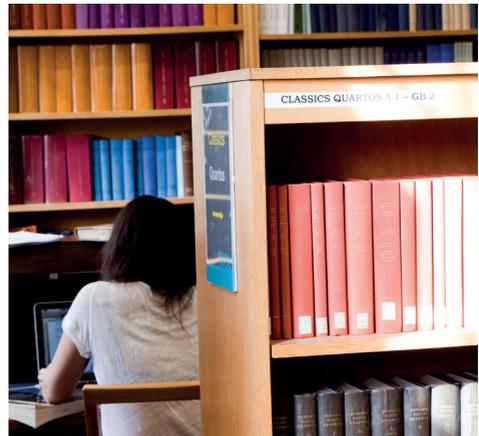
## Finding films

- Click on “**Advanced Search**”

Select “**any**” and type e.g. **hitchcock lady vanishes** into the search box and select “**Material Type**” as “**Audio Visual**”.

Alternatively if you wish to see what films the Library has by a particular director:-

Select “**as author/creator**” and type e.g. **hitchcock** into the search box and select “**Material Type**” as “**Audio Visual**”.



## Finding a volume in a numbered series of monographs

- Some books are part of a larger series and in some libraries they are shelved as periodicals, but most volumes have individual records as they usually have a specific title and particular editors. To find these works if you don't have a title or an editor's name enter essential words from the series title plus the number of the volume into the search box and click “Library Catalogue” from the drop down resource options below:

e.g. **annals new york academy sciences 472**

finds: ***Alcohol and culture : comparative perspectives from Europe and America*** / edited by Thomas F. Babor

# Finding books, etc. (cont'd)

## Results

- If your initial search retrieves too many records you can **'Refine'** results by clicking on different options on the left-hand side.
- You can sort your results in a number of ways including **"Date – Newest"** for more recent material.
- By clicking on **"Locations"** you can see which UCL Library has the book as well as:-

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### 'Shelfmark'

where it is shelved

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### 'Loan Type'

how long the book can be borrowed for

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### 'Due Date'

displays as **"Available"** if it isn't out on loan

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- The words **"Quartos "** or **"Folios"** in the location indicate that the book is large or enormous. These are shelved in the same vicinity as the normal sized books, but in a separate block of shelves labelled accordingly usually at the beginning or end of the collection.
- If you see **"View Online"** this means that we have an electronic version of the material that you are looking for so you can click this tab or [SFX@UCL](mailto:SFX@UCL) to read it on the screen.

- You can save and organize records in the **"e-Shelf"** which appears once you have signed in at the top right-hand side of **"Explore"**. To select the records you wish to save click on the star icon to the left of the title and this will be added to the Basket folder in the **"e-Shelf"**.
- You can also save your queries for your records or to run your search again.

**For more information on searching Explore and saving results etc. click on the "Help" tab at the top right-hand side.**



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