# Focus On Library Book Catalogue

IMI Library

This short guide is intended to help you navigate the IMI Library book catalogue. It will enable you to search for and retrieve books contained within the library collection.

## Accessing the catalogue

Go to the following link: http://library.imi.ie/. There is a tabbed search box as shown in the image. Select [Books] and enter a search term. There are many searches that you can undertake including:

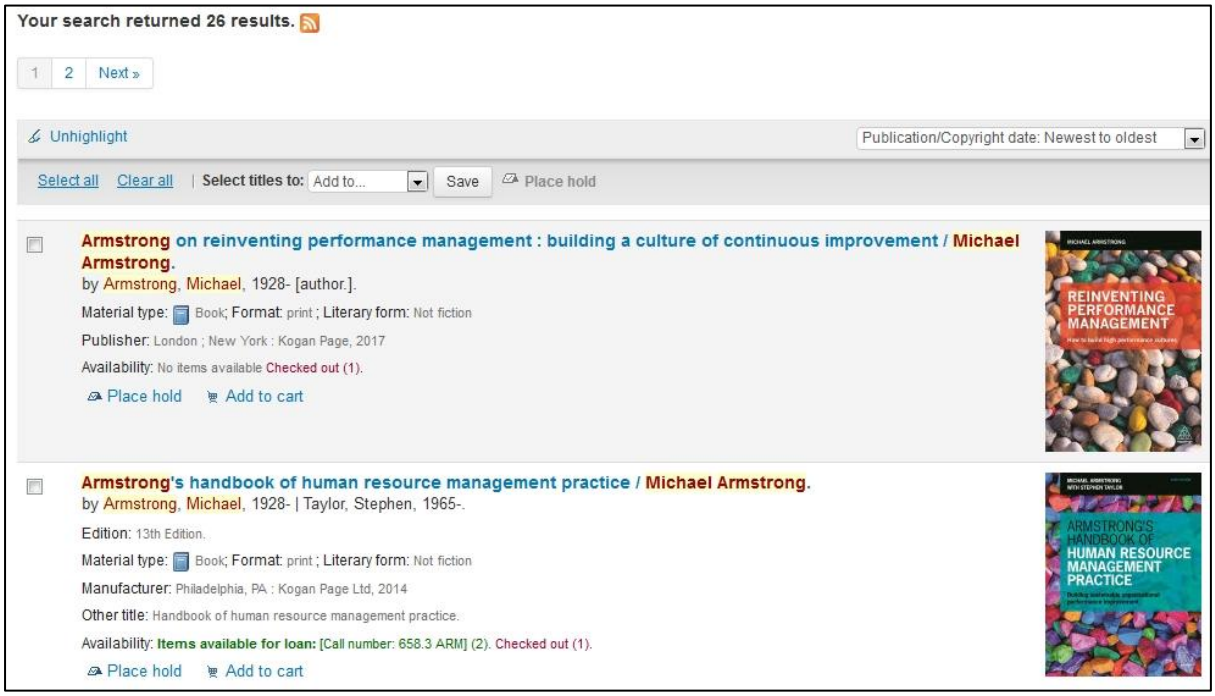
- Search by author
- Search by book title
- Search by subject area
- Search by keyword

Please note that there is no requirement to provide your username and password in order to access the library catalogue.

## Finding books written by a specific author

Faculty will frequently recommend authors to consult. When this happens, the first place to look is the library catalogue.

As seen in the screenshot, we are searching for any books written by the author Michael Armstrong. Type his name into the search box and click **[Go]**. This will bring you directly to the results page of the library catalogue:




As you can see, there are currently 26 records related to Michael Armstrong. This means that the library currently has 26 books written by, co-authored or featuring Michael Armstrong. You can then scroll through this list and pick out any books that might be of interest.

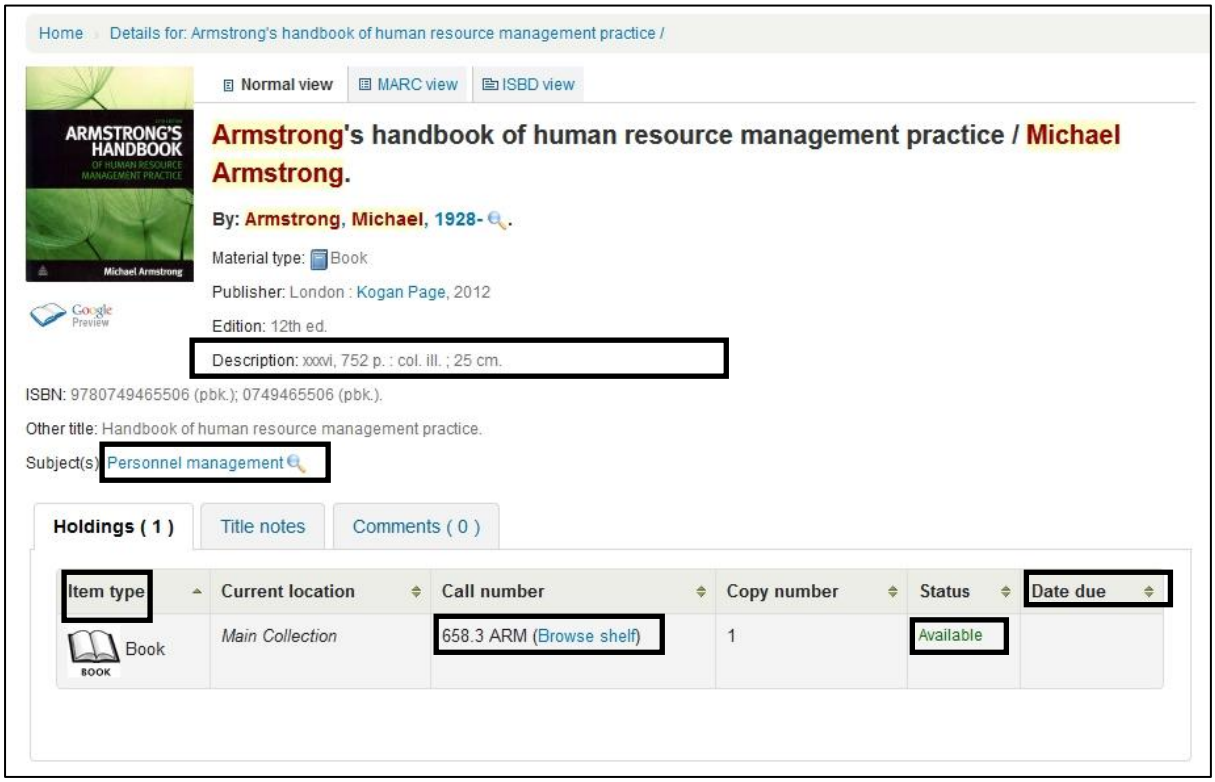
## Refine results option

On the left side of the results page there are very useful ways to narrow the number of results. While there are several to choose from, options of note include **[author], [topics] and [item type]. In the case of the latter, you will see that there is one eBook option should you prefer.**

Should you wish to limit the results to only materials that are currently available, the very first option allows for this.

## Book availability and location

Once you have found the book that you require, click on the title and you will be presented with the book record page as shown:




There are some key pieces of information available via the book record:

| | |
|---|---|
| • Book description including number of pages<br>• Subjects area(s) of the book<br>• Item type | • Date due back<br>• **Call number of the book**<br>• **Current status of book copies** |

The last two are of particular importance. If a copy is listed as available, you can check the shelf number in order to locate the book. In the example above it is **658.3 ARM.** Please note that the three letters after each shelf number represent the first three letters of the author's surname. As a result, all books within a particular section are organized alphabetically.

As illustrated above, there is one copy available. In some cases, a copy will appear as not for loan. The reason for this is due to the fact that the item type is **reference.** Any items on the reference shelf are not for circulation and will always remain in the library for consultation.

## Placing holds on books

In the instance where a book is not available, it is possible to reserve it. You can do this in two ways. On the right hand side of the item record screen, select **[place hold]** and sign into your account if you have not already done so.

The second option is to contact the library with the author and title of the book.

Once the book arrives back, you will receive an automated email alerting you to the fact that the book is available.

If you need any help using the book catalogue, please don't hesitate to contact the Information Desk in the library. You can call to the desk in person, or contact us by phone (01-2078513) or e-mail **knowledge@imi.ie**