GETTING THE BEST FROM THE BRITISH LIBRARY INTEGRATED CATALOGUE

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The Integrated Catalogue

- How integrated is the Integrated Catalogue?
  - It brings together a number of previously separate catalogues
  - It contains records of over 13 million items
  - Not all major collections are covered – Western Manuscripts, and the Sound Archive, for example, are not included

- Searching the Integrated Catalogue is the default, but you can search individual catalogues if you prefer

- The Integrated Catalogue searches reference material - which isn't necessarily available for loan
Searching

- You can search all parts of a record using the Any word search
- You can specify a particular index to search
- You can use Exact phrase to help narrow a search; this can be selected for any index
- To use the words AND, OR, NOT or other stop words as search terms, enclose your term within double quotes, e.g. “pride and prejudice”
- Wildcard searches can be used:
  ! to replace a single character
  * or ? for more than one character

For full details, see the Help pages on the Integrated Catalogue
Searching: Basic or Advanced search?

- Basic searches can be very effective if you have specific information: use surname and significant title word for a combined basic search.

- Advanced searches let you combine different elements:
  
  ![Advanced Search of Integrated Catalogue](image)
  
  - This advanced search produces the same results as an Any word Basic Search using Anuario sucre.

Integrated catalogue
The Integrated Catalogue searches across a number of catalogue subsets. You can also search these individually or in combination.
Searching: Subsets

Catalogue Subset Search

Search subsets of the Integrated Catalogue either individually, by selecting from the list below or combined with others, by using Multi-set search (note: not all combinations are possible).

Serials and periodicals
- Document Supply (all)
- Document Supply Books
- Document Supply Serials
- Document Supply Conferences

General printed books pre-1975
- Humanities and Social Sciences 1975 onwards
- Humanities and Social Sciences open-access reference books
- Science, Technology and Business

Asia, Pacific and Africa Collections
- Cartographic items
- Newspapers
- Printed Music (reference)
- Printed Music (all)
- Register of Preservation Surrogates

The Integrated Catalogue searches all the subsets together, except Newspapers which can only be searched separately or combined with other records in a multi-set search, and the Register of Preservation Surrogates which can only be searched separately.
Searching: Subsets

- Indexes available for searching vary according to which part of the catalogue you use.
Searching: Single words

- Searching for single word titles is tricky!
- Specifying which catalogue subset you wish to search will help narrow the search
- Specifying which index you wish to search with the catalogue subset, e.g. word from title, will help you further
- Nature
  - 43074 results for Any word in the Integrated Catalogue
  - 947 results for Any word in the Serials and periodicals subset
  - 629 results for Word from title in the Serials and periodicals subset
- Use “Jump to text” to quickly navigate to the appropriate point in the list
Searching: Personal authors

- The form of name in the personal author field is subject to Authority Control; it may not be the same as appears on the item.

- You can enter names in any order, for example, last name followed by first name or initial, or first name followed by last name. If you enter the name in Firstname Surname order, don’t tick Exact phrase.

- If you want to search for all variants of an author’s name, use the Browse function, and select the All names index from the drop-down menu.

- Choosing to search the All names index will search for a personal name as a subject as well as an author.
Browsing

- Browsing will take you to an alphabetical index
- The Browse list displays the number of records per entry
- Useful for browsing subjects
- Browse lists of some indexes include linked (underlined) Authority Records which indicate that there are cross-references for the entry; click on the link to see the associated cross-reference
- There’s a full list of what browse indexes are available and how to search them on the Help pages of the Integrated Catalogue
Browsing: Available indexes

- Indexes for browsing vary according to which part of the catalogue you are using.
Browsing: Points to note

- You can browse by shelfmark but:
  - Shelfmarks are not classification numbers
  - DSC serials are largely arranged alphabetically, and the shelfmarks are numerical representations of this
  - DSC monograph shelfmarks are sequential

- When browsing by shelfmark, include any punctuation

- If you are browsing on a corporate name, choose All names from the drop-down menu

- The maximum number of records the Browse list will display is 900+
My folder

- You can place up to 100 records in My folder.
- Tick items on your results list you wish to save.
- Click on Add to my folder – you can add a note if you wish.
- Click on My folder to see items stored there.
- Tick them again before clicking on Email/print/save.
- Choose the record format you want; enter your email address and click go.
- Please note if you are not logged in:

⚠️ This is a temporary list and will be deleted when you finish this session.

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<tr>
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<th>Blank order form</th>
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<td>Email/print/save</td>
<td>Delete</td>
<td></td>
<td></td>
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</tbody>
</table>

Integrated catalogue
Quick tips

- When using a catalogue subset, click on Search to remain in that subset
- Click on the Home button to return to the Integrated Catalogue
- Don’t use the back button:
  The Catalogue has its own navigation buttons. To avoid unexpected results, please use these and not the "Back" and "Forward" buttons on your web browser.
- If your search returns over 1,000 results, only the first 999 will be displayed
- Tick “Exact phrase” when appropriate
- Some shelfmarks are suffixed N, e.g. 8884.765000N. DSC has no holdings for these items (although the London collections may have)
- You can revisit previous searches, but not previous browses
- There’s a Quick tips link from each subset; and Help is always available
Any questions?