**LIBRARY CATALOGUE**

- **What is a library catalogue?**

  1) It is a long file contains thousands or even millions of records
  2) It tells you what materials a library has, where you locate them, and how you can use them

- **When do you need to use a library catalogue?**

  1) Need to find books, journals, newspaper on a certain topic
  2) Know an author’s name, a book or journal’s title
  3) Renew borrowed materials, change your address and PIN number, etc.

**USEFUL LIBRARY TERMINOLOGY**

- **Record** – describe what a material is
- **Holding** – tell where a material is located
- **Field** – describe a special feature of the material, such as title, author, etc; indexed fields are searchable

**UNIVERSITY OF TORONTO LIBRARY CATALOGUE**

Go to http://www.library.utoronto.ca
Click on Library Catalogue

**SEARCH U OF T LIBRARY CATALOGUE**

- Three kinds of search: Basic, Advanced, Call Number search

- The default screen is set as Basic search

**Basic Search**

- **How to search:**
  Three search methods: CONTAINING and STARTING WITH, choose from the radio buttons

- **Where to search:**
  Choose from the drop-menu beside Search:

- **Limit Search**
  Limit search to items owned by the selected library. The same item owned by other libraries will not be displayed.

**Title**
To find records containing your search word(s) in the title field

**Subject**
To find records containing your search word(s) in the subject field

**Series**
To find records containing your search word(s) in the series title field

**Periodical**
To find periodicals containing

**Title**
your search word(s) in the title field

**Medical Subject**
To find records using Medical subject Headings (this is for medical material)

For example, search words containing “hong lou meng” in the title field:

- **Any field**
  To find records containing your search word(s) in the same field

- **Author**
  To find records containing your search word(s) in the author field
• **Search Results**

When more than one record found, a list of citations will be displayed, e.g. search words containing "hong lou meng" in any field and limit to East Asian Library (Cheng Yu Tung):

<table>
<thead>
<tr>
<th>Title</th>
<th>Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hong lou meng de liang ge she jie</td>
<td>East Asian Library (Cheng Yu Tung) Copies Material Location</td>
</tr>
<tr>
<td>Yu, Yingyi</td>
<td>PL2777.S2 Y56 2002</td>
</tr>
</tbody>
</table>

Click on “Details” to view a specific record. For example, view record #3

**Item Information** To view a summary of the item information and the library’s holdings

**A Look Inside** To access book reviews, author interviews, cover jackets, tables of contents, book summaries, author biographies, first chapters and excerpts, electronic texts, and database information, if they are available

**Catalogue Records** To see the full view from catalog of the item