



University of Nottingham Library Online Catalogue (UNLOC)

The screenshot shows the UNLOC website interface. At the top, there is a navigation bar with the University of Nottingham logo and the text 'University of Nottingham Library Online Catalogue'. Below this, there is a menu with links: 'Log in', 'Reset', 'Search', 'Results List', 'Previous Searches', 'User', 'ILL', 'Store', 'Reading Lists', 'Electronic Card Catalogue', 'Help', and 'News'. The main content area is titled 'Basic Search' and includes links for 'Advanced', 'Browse', 'Journals', and 'Laptops/Rooms'. A search box is present with a 'Search for' label and a text input field. Below the search box, there is a dropdown menu for 'In' set to 'All Fields', and buttons for 'Search' and 'Clear'. An example search term 'eg. dickens tale cities' is provided. There are also radio buttons for 'Words adjacent?' with 'No' selected and 'Yes' as an option. To the right of the search box, there are instructions: 'Use the **Advanced** option for a more flexible search', 'Use the **Browse** option for browsing lists of author names, titles, subject headings, series etc.', and 'Use the **Journals** option to locate journal titles.' At the bottom right, there is a 'Pathway' logo and a link 'for more help'.

In addition to this guide, you will also find online help available from the UNLOC website www.nottingham.ac.uk/unloc. Click on **Help** in the menu bar, or for more detailed information, follow the **Pathway** link.

Please note: For many older, less used books and for those in some special collections and in the **Documents Division**, use the **Electronic Card Catalogue** link from the UNLOC website pages.

You can also access UNLOC from the **Library** tab in the Intranet Portal.

Finding a specific item

Using details of the author and title

1. Use the **Basic Search**. Enter one or more author surnames and one or more significant words from the title into the search box
2. Click **Search** or use the *Enter* key on your keyboard
3. Identify the item you want in the **Results** list and click on the the title or the underlined number to see full details of that item. Alternatively, click **Availability** for the location of individual copies. You can click on the cover image for more information such as *Tables of Contents*

Using the standard book or serial number (ISBN, ISSN)

1. Use the **Basic Search**
2. Type in the number, using the following format:
ISBN: 0471909424
ISSN: 0001-5970 or 00015970
3. Click **Search**

Finding material on a subject

Using keywords

1. Use the **Basic Search** and enter one or more terms into the search box. Alternatively use the **Advanced Search** to combine two search strings using fields determined by the drop-down menus
2. Click **Search**. Use the **Results** list as described in the section, *Finding a specific item*

Using subject headings

These are standard terms used to describe the subject content of items.

1. Use the **Browse** option
2. In the box, type the word that you want to find within the subject heading index. Select the index to be displayed from the drop-down menu
3. Click **Search**
4. Follow an underlined entry to see all items on that subject. Use the **Results** list as described in the section, *Finding a specific item*

Using Classmarks

Classmarks are the alpha-numeric codes by which books are arranged in subject order on the shelves.

1. Use the **Browse** option
2. Type the classmark that covers your subject area
3. Select the index to be displayed from the drop-down menu
4. Click **Search**. Follow an underlined entry to see all items at that classmark. Use the **Results** list as described in the section, *Finding a specific item*

Finding work by a corporate body or known author

1. Use **Browse**
2. Type the name of the corporate body or the author (e.g. *Dickens, Charles*)
3. Select **Authors** from the drop-down menu
4. Click **Search**. Follow an underlined entry to see all items by that author
5. Use the **Results** list as described in the section, *Finding a specific item*

Using related record searching

1. From the **Results** list click on a title or an underlined number to show the full record of an item. Many of the entries in the record e.g. author, title, subject, etc will be underlined
2. You can click on underlined terms to see similar items

Finding specific types of material

Also see notes on filtering in the section, *Refining your search*.

Journals (periodicals)

1. Use the **Journals** option within the **Search** function
2. You can either browse a list of journal titles or you can enter keywords from the title. Alternatively you can select **All Fields** from the drop-down menu to search for subject keywords anywhere in the journal record. This is a more general search resulting in journal titles relevant to a subject area

Please Note: Both printed and electronic journal titles are included in UNLOC.

Theses

1. Use the **Advanced Search**. Searching **All Fields**, type **theses** into the first box
2. Check the **AND** option and type subject keywords into the second box
3. Click **Search**

Alternatively you may do a subject search as described in the section, *Finding material on a subject* and then use the filter option described in the section, *Refining your search* to see only University of Nottingham theses.

Refining your search

Modify

1. From the **Results** list, click **Modify** to amend your current search with a new search term
2. Select whether to use **AND**, **OR**, or **NOT**
3. Select the field to search in and type one or more terms into the box
4. Click **Modify**

Filter

Use this option to select only those records from your **Results** list which meet certain criteria e.g. available on the shelf, by selected sub-library; published in a year or range of years; in a particular format e.g. periodicals, theses, videos, etc; by language; by special collection; or just recently added records.

Combine

Use this to join two previous results sets.

1. Click on **Previous Searches**
2. Click on the boxes adjacent to relevant searches and then
3. Click on **Combine**
4. Select whether to join the selected search sets using **AND**, **OR**, or **NOT**
5. Click **Combine**

Recording your search results

Note that the full record can be viewed and retained in a citation format which gives clear bibliographic details.

Note also that it is possible to select items from the **Results** list and create a subset by clicking on **Create Subset**. You can save or mail this list as described below or you can print the list using the print option within your internet browser.

Save

1. Select the records you wish to save from the **Results** list
2. Click **Save/Mail Selected**
3. Select the format in which you wish to save the records. (Examples are given on the screen.)
4. Click **Save**. You will be prompted to select a filename in the usual way

Mail

1. Select the records you wish to email from the **Results** list
2. Click **Save/Mail Selected**
3. Select the format in which you wish to email the records. (Examples are given on the screen.)
4. Enter your full email address and click **Email**

Reserving materials

It is possible to reserve or request items that are not readily available.

If all copies are on loan

1. From the **Availability/Holdings** screen click **Request** on the left hand side of the item you wish to reserve
2. If you have not logged in, you will be prompted to do so. You will get an error message if the item is available on the shelf in your home library, if you have a similar item on loan or reserved already, or if there is a problem with your library record

From another University of Nottingham Library

It is possible to request books for delivery to your home library from any of the other University of Nottingham libraries. These can be requested from the **Availability/Holdings** screen using the **Request** option. Articles from journals at the James Cameron-Gifford Library at Sutton Bonington can be requested via UNLOC inter library loan.

From the Stores

It is possible to **Request** books from storage for delivery to your home library from the **Availability/Holdings** screen. For journal articles:

1. Log in to UNLOC and

2. Click on the **Store** option on the top menu bar.

From the short loan collection

It is possible to book short loan items for specific periods.

1. Click on **Booking**. The screen will show a calendar of periods over which the item can be reserved
2. Now click **Requests** next to the period for which you would like to book the item

Cancelling requests

If you wish to cancel a request, you need to use your own library record.

1. Click on **User**. Identify yourself if you are not already logged in
2. Click on **Hold Requests** (or on **Booking Requests** for short loan items and laptop and room bookings)
3. Click on the underlined number to the left of the relevant item
4. Click on **Delete**

Requesting inter-library loans

1. Please click on **ILL** on the top menu and if necessary log in as described in the section, *Your own library record*
2. Select the type of material you wish to request and enter the relevant information. Please refer to leaflet *Inter-Library Loan Service* for further details.

(Note: all undergraduates require prior authorisation from academic staff. Forms are available from lending desks.)

Renewing items on loan (ordinary loan items only)

1. Click **User** and, if necessary, log in as described in the section, *Your own library record*
2. Click on **Loans** and select item for renewal (the underlined number to the left)
3. Click on **Renew** in the window and note the new due date. Note that you will not be able to renew an item if:
 - it has been reserved by another reader
 - you have a substantial outstanding fine or overdue book

Your own library record

1. Click **User**. If you are not logged in you will be prompted to identify yourself. Enter your barcode number and PIN as indicated on the screen
2. You can then check details of your:
 - Loans (including the option to renew)
 - Loan history list
 - Hold requests and booking requests
 - Cash transactions
 - Inter-library loan requests.

You can also:

- Change your PIN
- See any library messages

If you have any further queries about UNLOC please see your faculty librarian or email the Library Helpline: library-helpline@nottingham.ac.uk