

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

Find items containing starting with
[] in any field [Search]
library: ALL

• How to search:

Three search methods: CONTAINING and STARTING WITH, choose from the radio buttons

containing starting with

Containing: Searches records containing search word(s) in the selected field

Starting With: Finds records starting with your search word(s)

• Where to search:

Choose from the drop-menu beside **Search:**

Find items containing starting with
[] in any field [Search]
library: ALL
any field
author
title
subject
series
periodical title
medical subject
genre

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

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:

Find items containing starting with
hong lou meng in title [Search]
library: ALL

• Limit Search

library: EastAsian Library (Cheng Yu Tung)
language: ANY
type: ANY
location: ANY
match on: containing
pubyear: []
sort by: New to Old

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

- Language** Limit search to materials produced in a specific language
- Type** Limit search to materials in a specific Format, e.g. book, video cassette, etc.
- Location** Limit search to a specific shelving location in a particular library, e.g. Reference Material, Stacks, etc.
- Pubyear** Limit search to a specific publication year or period

Advanced Search

To search more than on field at a time, e.g. to combine an author and subject

Call Number Search

Call numbers can only be searched from the Advanced Search screen and must be limited to a specific Library

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):

#	Title	Author	Year
#1	Wu Shichang quan ji	Wu, Shichang, 1906- Works.	2003
#2	Hong lou meng pu	Shouzhi.	2002
#3	Hong lou meng de liang ge shi jie	Yu, Yingshi.	2002

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

Item Information | **Catalogue Record**

Hong lou meng de liang ge shi jie
Yu, Yingshi.
Shanghai she hui ke xue chu ban she, 2002. 1, 2, 4, 256 p., [6] p. of plates

Holdings | [Request item >>](#)

East Asian Library (Cheng Yu Tung)	Copies	Material	Location
PL2727 .S2 Y857 2002	1	Book	Stacks

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

LIBRARY CATALOGUE

- What is a library catalogue?
- When do you need to use it?
- How to use U of T library catalogue?

鄭裕彤東亞圖書館

