The Library catalogue
Finding materials

Library catalogue
The Library catalogue is one of a selection of finding tools that provides information about the range of materials that you can access at King's. It covers:
- Books and academic journals,
- Conference proceedings and research reports,
- Scores, DVDs and CDs.

It can be accessed in three ways:
- On the Library’s website,
- On dedicated PCs in the libraries,
- Via the King’s Mobile App.

One of the key roles of the Library catalogue is to help you explore our print collections. These are organised using a scheme known as Library of Congress which sees each item being allocated a series of letters and numbers (or Classmark) based on the subject of the item. By searching on the Library catalogue, you will be able to find out which Classmarks to look for on the shelves.

You might also like to look at Library Services’ Subject Support pages to see which finding tools, databases and journal collections are particularly relevant to your studies.

Logging in
To make the best use of the Library catalogue, you can log in using the number on your College ID card and Library PIN, or your King’s username and password.

Please ask at the Library Enquiry Desk if you are unsure what these are.

Once you have logged in you will be able to do several tasks linked to your library account which include:
- Renewing any items you have borrowed,
- Reserving items that are already on loan,
- Request items and journal articles from our other sites,
- Placing inter-library loan requests.

If you are using a publically accessible computer, please remember to log out when you have finished.

Your College ID card and Library PIN are also used to borrow items using the self service kiosks.

Searching for particular books
The Basic Search option is useful if you know the author and title you are looking for:

- Type the Author’s last name and a Word or two from the title
- Click on Submit

You should receive results similar to the below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Year</th>
<th>Location</th>
<th>Cover image</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Complete Guide to Referencing and Avoiding Plagiarism</td>
<td>2010</td>
<td>Link to resource</td>
<td></td>
</tr>
<tr>
<td>The complete guide to referencing and avoiding plagiarism</td>
<td>2010</td>
<td>Unspecified Library</td>
<td></td>
</tr>
</tbody>
</table>

- Link to resource – click on this to access an ebook; Enter your King’s username and password, if prompted
- Library name – click on this to find out more about where the book will be as indicated below:

<table>
<thead>
<tr>
<th>Sublibrary</th>
<th>Collection</th>
<th>Classmark</th>
<th>Status</th>
<th>Due date</th>
<th>Due date</th>
<th>No. of requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mauthan Lib, Chelsea Lane</td>
<td>PN111.P56 MBV</td>
<td>One week</td>
<td>On shelf</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Due date - if a date appears, then that copy of the particular title is on loan. You may be able to request it using the Request button (see below)
- Classmark – this indicates where on the shelves you will find the item. Some libraries have floor plans to help you find the correct area.

Once you have found the item you are looking for, use the self-service kiosks or the Library Enquiry desk to take the item out. You will need your College ID card and Library PIN.
Reserving books

If all copies of a one or four week item are on loan, you can use the catalogue to reserve a copy.

- Click on Request
- Enter your log in details if prompted
- Select the site from which you wish to collect the book, and how long it remains of interest to you
- Click on Go

Renewing books

Once you have taken an item out, you can extend the amount of time you have it for by using the Renewals option.

- Click on Renewals
- Enter your Log in details if prompted

Searching our print holdings more generally

If you are searching the Library catalogue for a topic or theme you might like to use the Advanced Search, Multi-Field Search or Subsets options to control your search.

Useful features include:
- Limit by a particular library, format, year or language
- Limit by a particular subset (such as theses or music scores)

You might also like to use the Browse catalogue option to search a particular index.

Searching for particular journals

The Library catalogue details the print journal titles and many of the ejournals titles available at King’s.

If you would like to explore our collections at an article level, you might like to search on one of our subject specific databases or Library Search. More information about the relevant resources for your discipline is available on Library Services’ Subject Support pages.

To search for a specific journal title:

- Type the journal title that you are looking for
- Select Journal Title Words from the drop down menu
- Click on Submit

You should receive results similar to the below:

- Click on SFX link / SFX@King’s to access the online version of the title. Enter your King’s username and password, if prompted
- Click on Holdings location for information about the print holding and which library holds them

Requesting books and articles we don’t hold

If you are unable to find the item you are looking for, you might like to use our Inter-library loan service to see if we can locate the item for you. The service is free.

- Click on Inter-library loan
- Enter your log in details if prompted
- Select the type of material your require
- Complete all the relevant fields

Once you have placed a request, you can check the status of the request by using the My Account option.

Some material can be difficult to trace or can take some time to arrive. You may prefer to use one of our regional or national access schemes such as:
- Senate House Library membership
- University of London Access Agreement
- SCONUL Access (graduate researchers and staff)