

The Library Catalogue I – Research

The Library Catalogue is the local gateway with a uniform interface for searching through the collections of the University of Bayreuth and other selected library catalogues.

The catalogue includes all available media (books, periodicals, electronic media like CD-ROMs, DVDs or online databases) of the library.

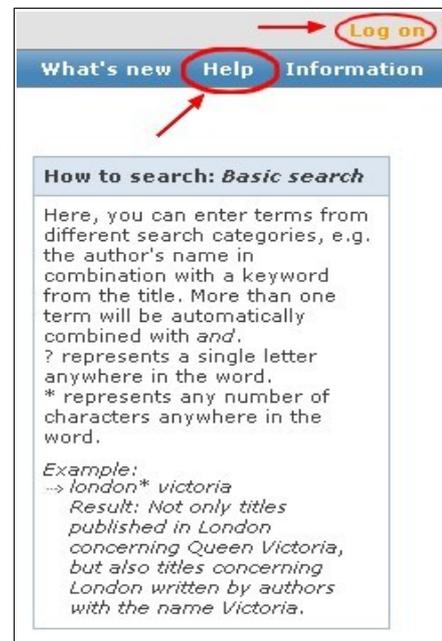
Individual articles in journals and books are usually not listed. If you know in which journal (you need the year and the issue!) the required article is published, please search for the respective title of the journal. Make sure that the year/volume of the respective journal exists in the library.

In addition, the online catalogue offers the possibility to manage your user account and to carry out renewals, reservations, and requests on your own. Furthermore, you can collect and export lists of titles.

How do I find what I am looking for?

To receive correct information about the regulations for loaning media it is recommended to log-on (“**Log on**”) with your user-id (017...) and your password (for students the six digits of their birthday, e.g. 031083; otherwise the last six numerics of the user-id) before starting a research.

All search fields use identical selections of search attributes (e.g. author, title, place, etc.).

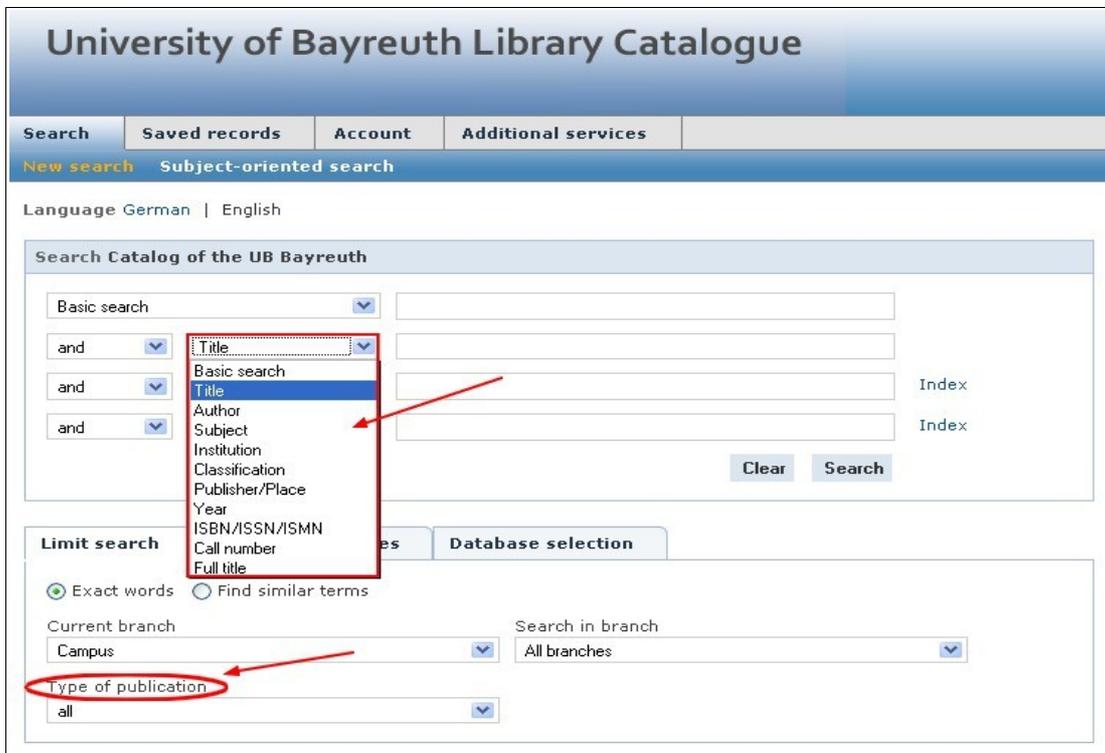


These attributes are:

Basic Search:	you can enter search terms of different fields in one line, e.g. title, keyword, or author
Title:	keywords from title and subtitle
Author:	last name, first name, e.g. Shakespeare, William
Complete Title:	using the exact order of the words starting from the beginning of a title
Subject:	standardized terms in German language for describing the content; these terms need not be part of the title and are mostly

	arranged according to subject headings, e.g. Blinn, Hansjürgen: Der deutsche Shakespeare = Shakespeare, William /Rezeption / Deutschland /Geschichte / Bibliographie To be sure whether the chosen subject term already exists please check the Index (= list of all subject terms in the catalogue).
Institution:	e.g. institutes, societies, academies, conferences
Classification:	e.g. NS 5600
Publisher/Place:	e.g. Hanser Munich (only to refine search results!)
Year:	e.g. 2003 (only to refine search results!)
ISBN/ISSN/ISMN:	ISBN for books, e.g. 978-90-04-13594-9 or 3-442-12968-0; ISSN for journals and series, e.g. 0006-1972, ISMN for published music
Call number (Shelf mark):	e.g. 73/LQ 55 020 C5.996

These search attributes can be combined through "and" (default), "or", and "and not".



University of Bayreuth Library Catalogue

Search Saved records Account Additional services

New search Subject-oriented search

Language German | English

Search Catalog of the UB Bayreuth

Basic search and and and

Title
 Basic search
 Title
 Author
 Subject
 Institution
 Classification
 Publisher/Place
 Year
 ISBN/ISSN/ISMN
 Call number
 Full title

Clear Search

Limit search Exact words Find similar terms

Current branch Campus Search in branch All branches

Type of publication all

Additional search tips:

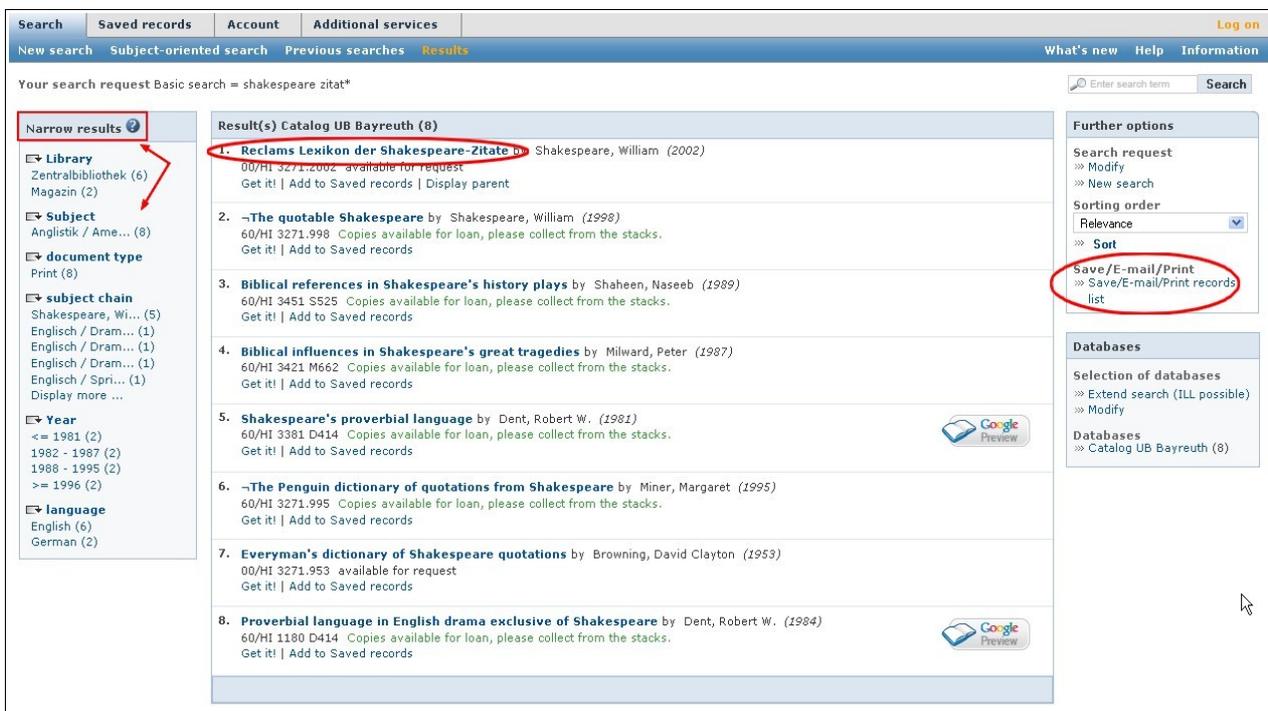
The “Refine search“ button gives the possibility to limit the search to “type of publication“, e.g. “Journal“ or “Online available“.

In many cases journal titles contain only one (e.g. “science“) or few words that frequently occur (e.g. “Journal of...“). In this case it is advisable to search with the attribute “Complete title“ because this field refines the search by looking only for journals that contain the exact sequence of words (also article and prepositions at the beginning!) in their title. That way the list of results is less extensive than using the title-search alone.

For further explanations of the search fields you can use the help function of the online catalogue.

Search & Found: The list of results

First search results are displayed in a short list containing the title and brief information for each result. If there are too many results because the search request was too vague, you can use the option “Narrow results“ on the left side of the screen. You have the option to limit your results e.g. to subject, document type (print media, available online), year, or language.



The screenshot shows the search results page for the query "shakespeare zitae". The main results list contains 8 items, with the first one, "Reclams Lexikon der Shakespeare-Zitate", circled in red. On the left, the "Narrow results" sidebar is expanded, showing filters for Library, Subject, document type, subject chain, Year, and language. On the right, the "Further options" sidebar has the "Save/E-mail/Print records list" link circled in red. The "Databases" sidebar shows "Catalog UB Bayreuth (8)".

If you follow the link "**Save/E-Mail/Print records list**" you can export your results in the document type you prefer. If you wish to export them for Endnote or Citavi, save the results in the suitable format (*.endnote, *.ris or *.bib). More information on exporting results for Citavi can be found on [Citavi-Wiki](#) (only in German).

To see the detailed information of a search result please click on the title. By clicking on the tab “Holdings”, you can find information about the location, shelf mark, number of copies, and loan status of the individual copies.



The screenshot shows the library catalog interface. At the top, there are navigation tabs: Search, Saved records, Account, and Additional services. Below these are search options: New search, Subject-oriented search, Previous searches, Results, and Full record. The search request is "Basic search = shakespeare zitatz*". The results are from the "Catalog UB Bayreuth (1/8)". The main entry is "Reclams Lexikon der Shakespeare-Zitate" (circled in red). Below the title, it lists: Author: Shakespeare, William; Place of publication, Publisher, Year of publication: Stuttgart, Reclam, 2002; Pages: 399 S.; Series: Reclams Universal-Bibliothek ; 10499; Subject Headings: Shakespeare, William / Zitattensammlung. There are buttons for "Add to Saved records", "Display parent", "PERMALINK", and "BOOKMARK + SHARE". Below the entry, there are tabs for "Holdings", "Get document", and "More title information". The "Holdings" tab is active, showing a table with columns: Shelfmark, Status, Branch: Location, and a "Location guide" link (circled in red).

Shelfmark	Status	Branch: Location	
00/HI 3271.2002	available for request	Campus : ZB / Magazin	Location guide

Status messages:

available for loan:

Please collect the medium directly from the shelf.

available for request:

The medium is not directly accessible for users and has to be ordered through the “**I want this title!**” tab.

on loan until ... (total of reservations: x):

In this case you can reserve the medium through “**I want this title!**” tab.

not available for loan:

The selected selected is for reference only and can therefore neither be ordered nor reserved. They are only available for overnight loans or over the weekend. These media are available for loan from 5 p.m. until 10 a.m. on the next working day.

You can find the location of a book through the location number (the first 2 or 3 numerics of the shelf mark in front of „/“; e.g. “00” in the screen shot above). Please see additional information in **“Branch: Location”**.

The largest part of the media can be found as open access in the reading rooms of the Central Library and the Department Libraries. Please note the shelf marks, look for the media by yourself and check them out at the circulation desk.

By clicking “More title information“ tab you can access further information of each result, e.g. ISBN.

Managing your user account

By clicking on the **“Account”** tab you can - if you have not logged in yet; after entering your user id and password – log on to your user account.



The screenshot shows the library's user account interface. At the top, there are navigation tabs: Search, Saved records, Account (highlighted), and Additional services. Below these are sub-tabs: Account details, User details, and Search preferences. The main content area displays a summary of account statistics: Loans (1), Requests (0), Reservations (0), Fees (0,00 EUR), and ILL copies account. A table titled 'Loans' is visible, with one entry:

No.	Title, Author	Due date, Branch
1.	Reclams Lexikon der Shakespeare-Zitate Shakespeare, William 017056336330 / 00/Hi 3271.2002 Renewal of this item not yet possible.	11.01.2011 - 08.02.2011 Campus /

On the right side, there is an 'Actions' panel with options like Bulk renewal, Renew, Save/E-mail/Print list, and a form to send an email to manuela.mustermann@web.de. At the bottom, a footer note says: 'Please Log off to prevent accidental access to your personal data.'

Your account info gives information on your loans, requested and reserved media, and if necessary you can undertake renewals (of all or individual media). If you register your e-mail address in your account you will benefit from additional services such as receiving reminders before the end of the loan period.

In “User details“ your password is deposited. You can change your password or your e-mail address by yourself (“Change password“).

With the “Search preferences“ tab you can select settings for your search, e.g. the maximum number of results per page. Another option is the “Database selection“. You can save these settings permanently. In this way they are set as defaults each time you log in. A detailed introduction to the account services can be found in our information sheet "The Library Catalogue II – Circulation and Account Services".

If you found several interesting results which you would like to request at a later date, you can save them under **“My list”**. You just click on **“Add to My list”**. Without being logged in this list is temporary and will be deleted when you end the session.

You can access the saved results under **“My list”** and delete media from the list or export the list – using the same procedure as for the results list. If you are logged in, you can copy results in other lists or save them as new lists (**“Actions”**).

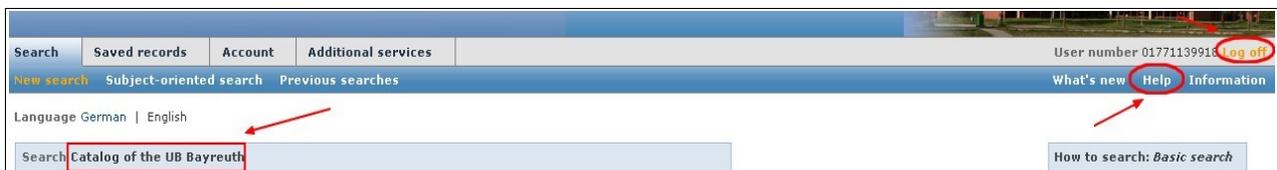
To save tick the desired titles. By choosing **“Save as”**, you can name the lists, and **“Create new list”**.

No search results? Information on the interlibrary loan and what else you can do with the Library Catalogue (InfoGuide)

Required media which are not available in our collection can be ordered through an interlibrary loan from other libraries. Please read our information sheet **“Interlibrary Loan”**.

The Library Catalogue is a gateway which enables you to search through our collection, that of the Bavarian Library Network (BVB), and other German library catalogues and databases.

The **“Database selection”** tab allows you choose in which catalogues and databases you like to do your research. The default is set to the catalogue of Bayreuth, with no individual settings.



Detailed help information for all features of the catalogue can be accessed under **“Help”**. In addition, the library team will assist you with questions or problems at any time.

Ending your session

Once you have finished your research, please remember (when you use a computer or terminal in the library or in the PC-Pools) to log off. Otherwise, you run the risk that other users may request media through your account.

Information Desk

Phone: ++49 / 921 / 55 - 3420, - 3458

auskunft@ub.uni-bayreuth.de

Circulation Central Library

Phone: ++49 / 921 / 55 - 3421

Date: 01/2011