

Library @

University of Kurdistan Hewlêr



How to use the Library Catalogue

Use this guide to assist you when carrying out searches on the library catalogue to find material(s) or a specific item.

Go to the catalogue home webpage by typing in <http://www.ukh.edu.krd/>

The address bar:

- Click on the 'Library ' button at the top of the UKH home page
- Trawl down to the library catalogue option and click on the link 'Library catalogue' to open the catalogue. (NOTE: Remember this system is not live and shows all lending stock as being available for borrowing)

Searching

It is currently possible to search for an item under the author's surname, title and a keyword in this catalogue.

The author's surname has consistently proven to be the most reliable for first time hits.

1. Starting with the author's surname:
 - Type it in the first field
 - Click on the author option
 - Click on the search button
2. Review and note the results of your search. Check at copy level to verify number of items in stock and if they can be:
 - Borrowed
 - Viewed in the library or
 - Downloaded from one of the library's subscription databases
3. If the results are negative (barring spelling mistakes) repeat the search process using the title field option, and/or the keyword field option. Review and note the hit results or verify a Nil response under all three searches to ensure:
 - multiple editions/copies are not available
 - the item is/is not in stock
 - the type of lending rights you can obtain for the item

We would be delighted to see you in the library at any time. If you have any questions please do not hesitate to ask and the staff will be more than happy to assist you.

4. If the item is not on the catalogue or any of our databases, seek assistance by speaking to a member of staff.

Other useful sites and webpages, related to research generally, listed on the Library website include:

- Citation and Referencing section on the Library webpages at <http://www.ukh.edu.krd/library>
- Copyright information and libraries - information from the American Library Association on copyright matters <http://www.ala.org/ala/issuesadvocacy/copyright/index.cfm>
- Evaluating Web Sites: Criteria and Tools - a selection on research skill web-pages <http://www.library.cornell.edu/olinuris/ref/research/webeval.html>

Some tips to remember when conducting searches:

- To achieve effectiveness and efficiency in your searches, it is necessary to plan and organise your search terms in advance. This will save you time by not repeating your searches and may help in identifying possible sources of information, before you start unnecessary reading
- When searching SPELLING COUNTS – if you are getting no results, but you think you should be, check your spelling
- Some search engines will allow you to use quotation marks to help you narrow down results
- Search engines generally ignore capitalisation (Taiwan = taiwan)

We would be delighted to see you in the library at any time. If you have any questions please do not hesitate to ask and the staff will be more than happy to assist you.