



# A Guide to Searching the Library Catalogue

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## LOGON

[www.library.ittralee.ie](http://www.library.ittralee.ie).

FIND A BOOK on the “Library Opac” just another term for the Library Catalogue System .

IDENTIFY THE SPECIFIC EDITION you require...

LOCATE A BOOK IN THE LIBRARY USING THE DEWEY SYSTEM and Class Number. This is the unique number on the spine of the book which identifies its location on the shelf .

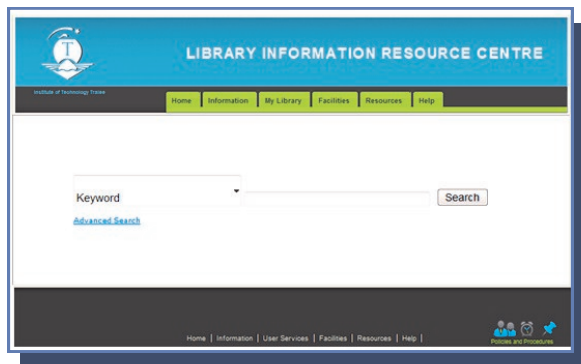
## A TIME SAVING TIP !

RECORD YOUR READING HISTORY.

Once you have borrowed a book the library system allows you to record the title and details of the books you are reading throughout the year. This allows you to reference

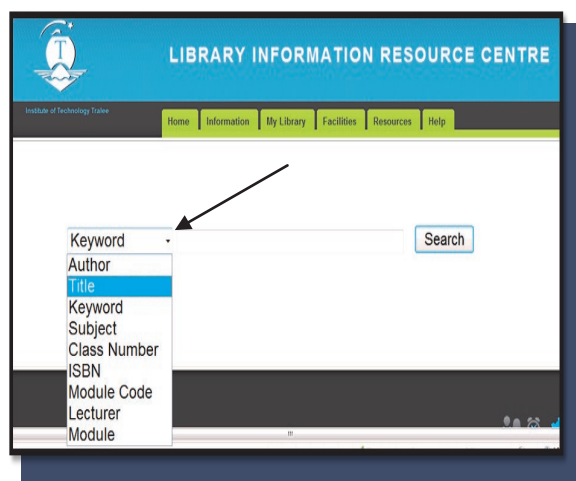
BIBLIOGRAPHIC DETAILS which may be required in essays and other assignments at a later date. See guide on

[Saving My Reading History](#)



## Getting Started

Log on to the Library Catalogue (the opac) @ [www.library.ittralee.ie](http://www.library.ittralee.ie)

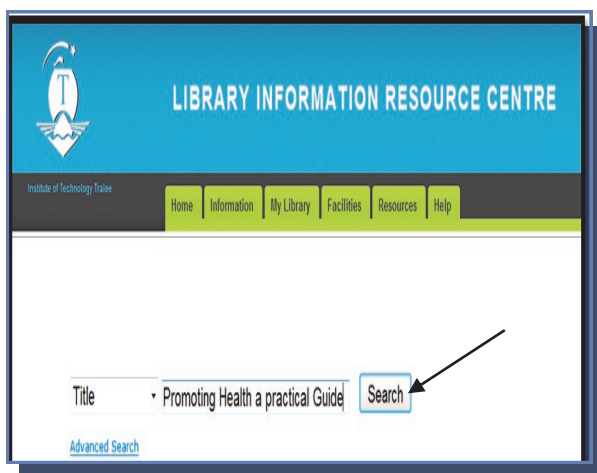


## Refine a search

To refine your search click on the drop down key to reveal a number of search options.

## TIP!

If you don't have an exact book title in mind use “keyword” or “subject” searches to expand the titles which will become available during the search.



Select an search option, in this example, “Title” of the book.

Enter the title.

Press the “Search” key on screen.

## BORROWING RULE .....

A Main Book is borrowed for a one week period initially and can be renewed up to 6 times on line if a hold has not been placed on the book.



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## MAIN BOOK COLLECTION:

North Campus Main Book Collection is found on the first floor of the Library Building in the North Campus.

South Campus Main Book Collection is on the ground floor in the South Campus.

## BOOK DETAILS.....

Location  
Class No.  
Status



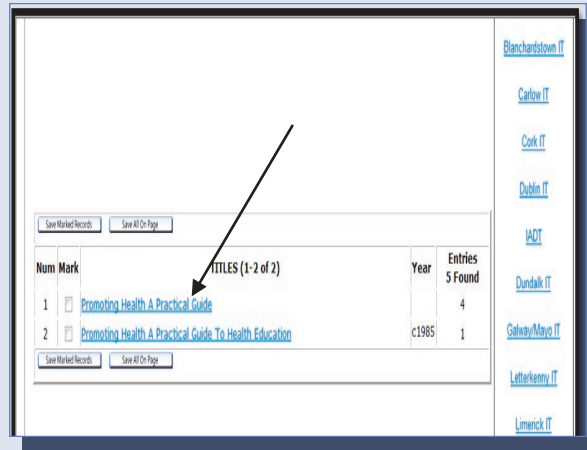
You can find this book at the North Campus Main book collection

At Class No. 613 SCR on the shelf,  
6 copies are available to borrow with one copy due back on the stated date.

The Status of each item changes and in this column messages will change to alert users to what is happening with each book.

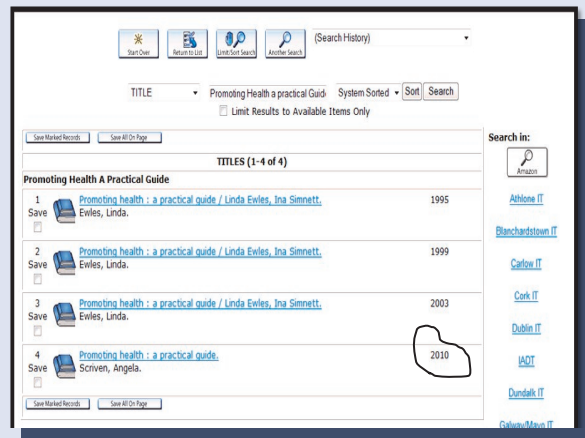
BIBLIOGRAPHIC DETAILS become important when referencing a title in an assignment.

See the guide  
Saving My Reading History !



A range of books may appear with a similar title.

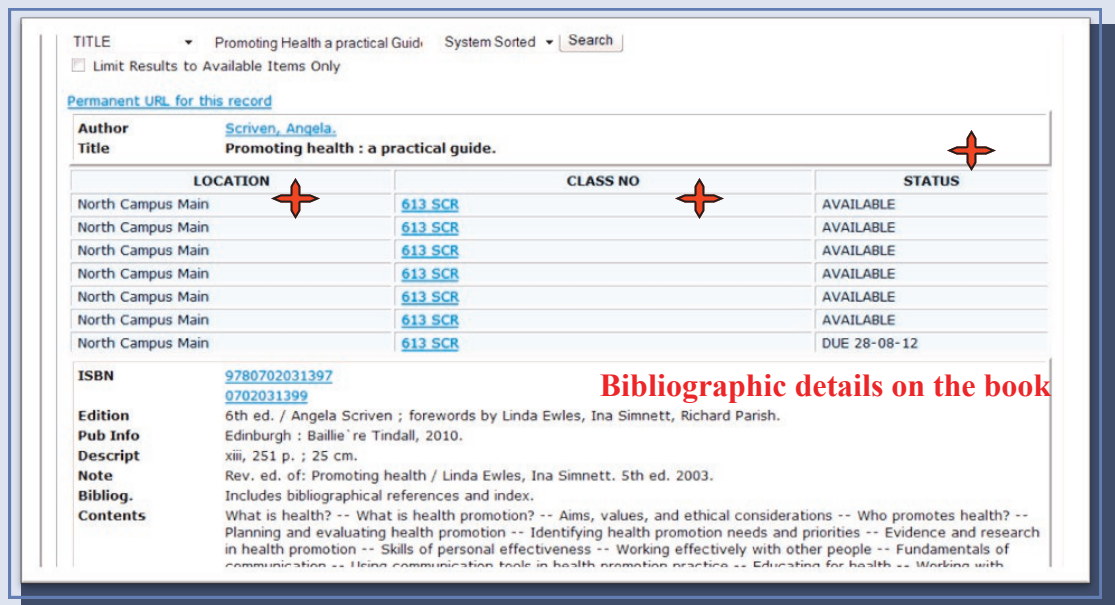
Select the exact title you wish to source.



## Latest Editions

Click on the title and if the library houses various editions of the same title all editions will appear.

In all most all instances you will be sourcing the latest edition of a book unless advised of a particular edition.



## Bibliographic details on the book