

Writtle COLLEGE

**Library Catalogue  
User Guide**

Writtle College Library  
Chelmsford  
Essex  
Tel: 01245 424245  
Email : [TheLibrary@writtle.ac.uk](mailto:TheLibrary@writtle.ac.uk).

# Searching

Heritage Library Management System is a Web Based Search Engine, If you have searched the Internet, then the principles used here will be very similar.

To restart your search click **Home**.

To return to a previous screen at any time, click **Back** in the top left hand corner.



## General Search

Enter the word or phrase you are looking for in the **Enter search term:** box. This could be, for example, some words from the title, an author, publisher, keyword or various other pieces of information about the item. The **Display Format** scroll bars help you to determine how much detail you are given in the results pages.

Press **Enter** or click **Search** to display the **Results**.

## Results

Both **Brief and Full Results** screens have the following icons



These allow you to:

- Narrow your results by checking the tick boxes in the last column and **Add to Basket** then to show your narrowed results, click the **Show Basket** icon on the top row.
- The **See Also** icon offers other variations and suggestions for your search if you have used more than one keyword.
- The **Output** function allows you to Save, Print, Copy or E-mail your search results. Only searches you have narrowed into your 'Basket' will be shown.



- Change between **Full** and **Brief Results**

- And the **Previous** and **Next** arrows helps you move between records and pages.



Previous



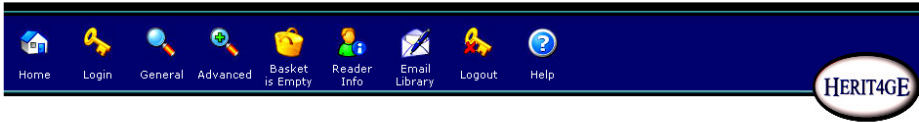
Next



The **Brief Results** screen lists a summary of your search results.

**Brief**

Click on any of the **Titles** to bring up the **Full Results** details.



### Results for search "trees"

Hits 221 - 230 of 1704



No	Authors	Title	Location, Loan type - Status	Class	
221	Arnold, J.E.M. Deweese, Peter A.	<a href="#">Farms, Trees and Farmers: Responses to Agricultural Intensification</a>	Non-fiction, Three-week loan - Available (1)	634.926	<input type="checkbox"/>
222	Ashburner, Kenneth	<a href="#">All About Alnus</a>	Periodicals, Reference only - Available (1)	PER 2001	<input type="checkbox"/>
223	Ashburner, Kenneth	<a href="#">Alnus - a Survey</a>	Periodicals, Reference only - Available (1)	PER	<input type="checkbox"/>
224	Ashburner, Kenneth Schilling, Tony	<a href="#">Betula Utilis and its Varieties</a>	Periodicals, Reference only - Available (1)	PER 1985	<input type="checkbox"/>
225	Ashmore, M.R. Garretty, Cathy	<a href="#">Can Ozone Affect the Health of Beech Trees ?</a>	Periodicals, Reference only - Available (1)	PER 1994	<input type="checkbox"/>
226	Askey, Martin	<a href="#">Reclaiming the Land</a>	Periodicals, Reference only - Available (1)	PER 1994	<input type="checkbox"/>



Full

**Full Results** screen displays the search in more detail, one record at a time.

The screenshot shows the HERITAGE library system interface. At the top is a navigation bar with icons for Home, Login, General, Advanced, Basket is Empty, Reader Info, Email Library, Logout, and Help. On the right is the HERITAGE logo. Below the navigation bar, the search results are displayed for the query "trees".

Results for search "trees"  
 Hits 1 - 1 of 1704

1

<i>Standard no.</i>	C19545	<i>Medium Journal Article</i>	<i>Class</i>	PER
<i>Title</i>	<b>31 European Countries Take Action to Save Their Trees</b>			
<i>Authors</i>				
<i>Imprint</i>				
<i>Keywords</i>		<i>Edition</i>		
<i>Subjects</i>	Trees	<i>Language</i>		
<i>Associated</i>				
<i>Related</i>				
<i>Notes</i>				
<i>Series</i>	Forum (Feb 1991, pp 21-24)	<i>Price</i>		
<i>Collation</i>	<i>Reservers</i>			

<i>Accession</i>	<i>Loan type</i>	<i>Site</i>	<i>Location</i>	<i>Status</i>	<i>Due date</i>	<i>Shelfmark</i>
1 A14407	Reference only	Writtle Agricultural College	Periodicals	Available		PER

Information available along the bottom row of this screen:

- **Accession** – Bar code number
- **Loan type** – Reference only, short term, 1 week or 3 week etc.
- **Site** - Writtle College or Shuttleworth, items cannot normally be reserved between sites.
- **Location** – Non-fiction ( downstairs), periodicals ( upstairs or older copies in store), Pamphlets ( on top shelf with books) Videos, CD-roms and Audio tapes are in the Short Term Loan Room.
- **Status** – tells you how many copies there are available or if they are already on loan.
- **Due Date** – If the item is out, this will let you know when it is due back in.
- **Shelf Mark** – This is the number or characters that relates to where it is on the library shelves. If the information is not in this space, it will be under the **Class** heading above.

## How to Reserve an Item

A rectangular button with a blue border and a light blue gradient background, containing the word "Reserve" in a dark blue, sans-serif font.

To place a hold on a library item, bring up the **Full Results** screen on the item you need click on the **Reserve** icon and enter your student ID number. The system should automatically place the hold for you. If there is a problem (i.e if your record is on stop or the item is not available for hold) then please consult a member of library staff.

When the item is available, full time students and staff will be notified by College Email and all other library members (part time etc.) will be notified by post. It is essential that you check your College Email regularly. The item will be held for you for 4 days.

To **Cancel** a reservation go to **Reader information** and follow the instructions below.

### Short Term Loans

To reserve an item on Short Term Loan the process is the same but it will be held for you for ½ an hour and no notification will be given.



## Advanced Search

This function allows you to determine between **Media Types** and **Fields** as well as using the **Search Term** and **Display Format** functions. This is particularly useful when searching for **Journal Articles**, see **Information Skills** on our Intranet pages for detailed information. You may use the Boolean operators **AND**, **OR**, and **NOT** to include or exclude other terms from the search. e.g beef and sheep, or beef and not BSE, or beef or sheep.



# How To Check your Library Records

Click on **Reader Info Icon** from the top row of the screen.  
Enter your Student ID number and password your record will come up in the screen as shown:

logout

## Reader Record

(98005999) [Student]

Loans Reservations History Charges Interest Areas Serials

In order to renew an item, first click on the row and then the Renew button.

Accession	Author	Title	Medium	Class	Due date	Rsv	Rn.
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Ren

- **Loans** – this tab shows all items currently booked out and allows you to renew them.
- **Reservations** - This shows all books you have on hold. To **Cancel a Reservation** highlight the item and click the cancel button in the right hand corner.
- **History** – This function shows the history of your borrowings
- **Charges** - This function shows the history of your fines

## **The Library Catalogue**

Is available on or off-site via the following URL:

**<http://library.writtle.ac.uk>**

Or

By links on the Staffnet, Studentnet

or via the Electronic Support Desk.