Logging into the Catalogue

If you log in, you can renew or reserve items.

- Your **User Name** is *the same as your login name for the school network*.
- At first your **password** is 'password', but you must change it when you first log in.

To reserve an item that is out on loan:

- In your search results, put a tick in the box that appears to the left of the item.
- Click on **Reserve icon** at the top right.

- To save the reserve, click this icon.

- When the item is returned, we will hold it for you and contact you.

To renew your loans if possible:

- Click on **My Loans** on the left.
- Tick the item(s) you want to renew, and click on **Renew selected loans**.

Remember to **Log Out** when you've finished!

Training available

Full training on Library Catalogue and all our electronic resources is available from Library staff.

Lampton School Library

Ms E. Ellis Librarian   Ms P Randhawa, Assistant Librarian

Phone: 020 8538 4796   Email: Eellis@lampton.hounslow.sch.uk

The Library Catalogue

The Library Catalogue is a database that lists all of our books, CDs, DVDs, journals, and some journal articles.

Access from any computer in school:

Go to the **Start menu** > **All programs** > **Library** > **Library Catalogue**.

Access from home:

Go to the **Lampton School website** > **Outside the classroom**, > **Library** > **Library Catalogue**.

Or, you can log in to **Fronter** and go to the **Library** room.

Doing a basic search

To do a quick search, just use the **Any words** box at the top.

Enter anything you like, for example:

- an author's name;
- a title;
- a subject keyword;
- a series title;

Then click **Search**.

Your search results

In your results, a maximum of 100 items will be listed. Each result also gives you the following information:

How many **copies** we have of the item.

Whether the item is currently **Available** or **On loan**.

Where the item is shelved in the Library.

The **classmark** you will need to find it.

A picture of the item.

If you click on the **Title** of the item, more information will appear, like this:

This includes the **Subjects** mentioned in the book, and sometimes a summary of the book called an **Abstract**..

Doing a more effective search

If you are only looking for fiction books, select **Youth Fiction** from the box on the right of the search screen.

Alternatively, choose other collections like **Non-fiction** or **Journals** if this is what you are looking for.

To reduce and improve your results, use the more specific search boxes like **Title**, **Author**, Publisher etc..

To limit your search to the newest resources only, use the **Date** boxes at the bottom.