

## 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.



A screenshot of a login window titled "Login". It contains fields for "Username:" and "Password:", a link for "Forgotten your password?", and "Login" and "Cancel" buttons.

### 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

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## The Library Catalogue



A screenshot of the library catalogue search results page. It shows a search bar, navigation links, and a list of search results. The results include book titles like "Chris Hoy", "City of thieves", and "Climate change", along with author names, publication years, and availability status. There are also icons for "QUICK READS APP" and "Eco alert!".

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 **Frontier** and go to the **Library** room.

## Doing a basic search

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

The screenshot shows a search interface with a search bar at the top. Below it are several input fields: 'Title ... enter here', 'Year From - Year To', 'Author ... enter here', 'Subject ... enter here', 'Publisher ... enter here', and 'Series ... enter here'. There are also buttons for 'Advanced search', 'Find best match', and 'Available copies only'. A 'Collections' dropdown menu is visible on the left, with 'All' selected.

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:

The screenshot shows search results for 'City of thieves' by David Benioff (2009). Callouts point to various parts of the result:

- How many copies we have of the item.** Points to '1 Copy'.
- Whether the item is currently Available or On loan.** Points to 'On Loan'.
- Where the item is shelved in the Library.** Points to 'Library Reading Zone'.
- The classmark you will need to find it.** Points to 'ADULT FICTION BEN'.
- A picture of the item.** Points to the book cover image.

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

**City of thieves** / Benioff, David (2009)

Authors: Benioff, David

Holdings: **Branch Collection** **Classification**  
Library Reading Zone **ADULT FICTION BEN**

Imprint: London: **Sceptre** (7), 2009

Subjects: **Adult fiction** (783); **Historical fiction** (332); **1940s** (123); **Cities** (169); **Sieges** (4); **S**

ISBN: 9780340977392

Abstract: Four months into the siege of Leningrad, the ci arrested for looting. Along with his charismatic a dozen eggs for an NKVD colonel, or face exe

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.

The screenshot shows a 'Collections' dropdown menu with the following options: Picture Books, Quick Reads, Reading groups - ask sta, Reference Books, and Youth Fiction (which is highlighted).

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..

The screenshot shows the search interface with three input fields: 'Title ... enter here', 'Author ... enter here', and 'Publisher ... enter here'.

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

The screenshot shows two input fields for dates: 'Year From' and 'Year To'.