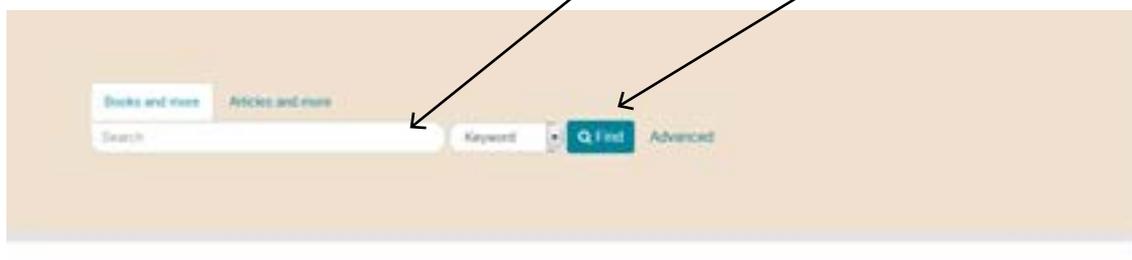# Library catalogue guide

SOAS Library has a vast collection of over 1.2 million items in print. The Library also has 40,000 e-journals, 70+ databases and 100,000+ e-books. These resources can all be accessed via the Library catalogue http://library.soas.ac.uk/
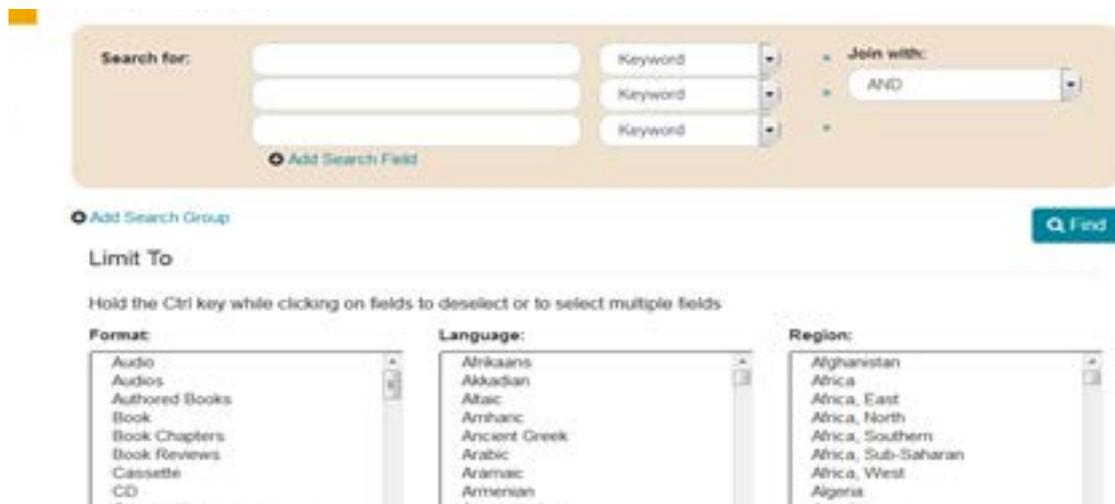
**Simple search**
A simple search is the quickest way to get results from the catalogue. Entering one keyword on the search box, will be enough to get a list of results related to your search term. You can use other types of search terms, such as title, author, journal title, subject, classmark and ISSN/ISBN.

Once you have entered any of the above into the **search box** click on the **find** button to access the search results.



**Advanced search**
When you need your search to be more specific or targeted, you can use **advanced search** to narrow your search results. . Use the link to the advanced search from the catalogue homepage:



1. You can use **multiple search fields** to make your search more specific. The more specific the informatiom you provide the more likely it is that you will have precise results
2. You can add as many search fields as you need to your query, by clicking at the **add search field** button
3. You are able to specify your search by matching ALL terms, NO terms and ANY terms
4. You can also **browse the catalogue** rather than searching it. Click on 'browse' button at the top left hand side corner of the catalogue webpage to browse it
5. Browsing the catalogue will ask you to choose  from **author, topic, genre** and **region** to specify your searches
6. You can further advance your search by browsing the catalogue alphabethically
7. ou can also **limit** each search by region, language and format
8. If you wish the material to have **illustrations** or not you can specify it by ticking the box under illustrated
9. You can specify the search by **year** as well

**Search results**

The search results are presented in a list type format. Once you click in the link result, you will find detailed information about the materials. This is the catalogue entry for the book about Iranian Cinema:

1. The book can be accessed and read as an **e-book** version
2. You can read a **Google preview** of the book to have an idea about its content
3. You can also see the **cover image** of the book
4. Write down the classmark - it generally starts with a letter. The example below is NT 791.43/835080.
   It will assist you to locate the item on the library shelves
5. Make sure to check if the item(s) is available: this information will be presented as **available** or **due** (with a specified date)
6. You can check the **type of loan** - how long you can borrow the item for. The library has materials in the short loan and long loan collections as well as reference materials
7. If the material is on loan you can **reserve /recall** the item by clicking on the flag **recall this** to the right of the material loan status, where a **flag** is shown



**Other catalogue tools**

- You can **renew** your books and **pay fines** online by accessing your **library account** via the log in tab using your library ID card number
- The library has a growing collection of material stored off-site. To access them click on the **off-site** button to fill in an online request form
- You can use **Articles and more** tab to cross search databases and electronic journals available via **EBSCO  Discovery**
- You can check **other library catalogues** such as COPAC; it searches for materials available in other academic libraries across London and the UK
- You can create a **library catalogue account** which is very useful to save your searches and keep information about your searches history and much more