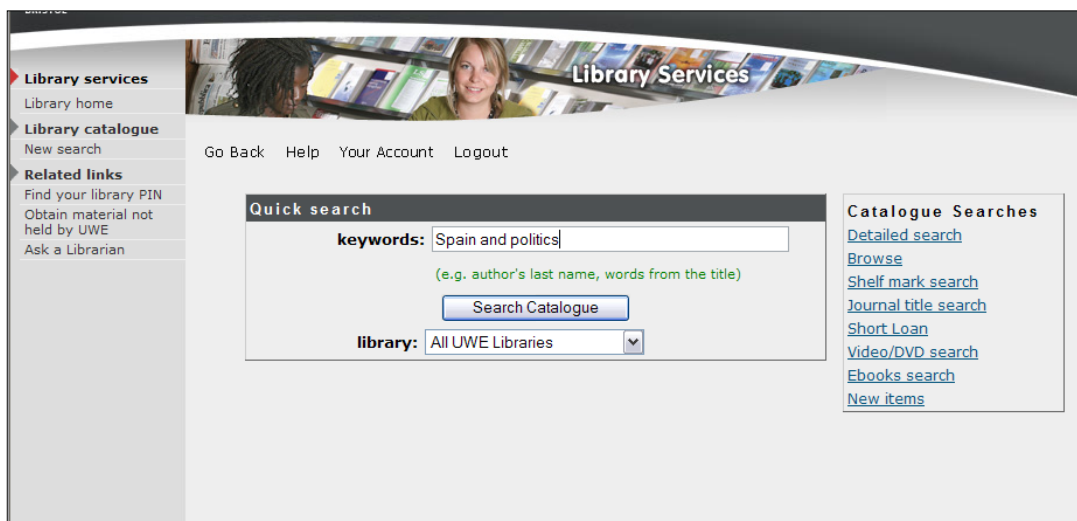


Library Catalogue: How to Find Languages Materials

The Library Catalogue (<http://www.uwe.ac.uk/library/catalogue/>) gives the location of material held at all UWE campuses including books, DVDs and journals.

Searching for a subject

All items added to the library have subject keywords in English, even for foreign language materials. The keywords are usually nouns so it's best to use these when you're doing your search. For example, if you were looking for books on Spanish politics the best search words to use would be **Spain and Politics**:



The screenshot shows the 'Library Services' website interface. On the left, there is a navigation menu with sections: 'Library services' (Library home), 'Library catalogue' (New search), and 'Related links' (Find your library PIN, Obtain material not held by UWE, Ask a Librarian). The main content area features a 'Quick search' box with a text input field containing 'Spain and politics', a 'Search Catalogue' button, and a 'library:' dropdown menu set to 'All UWE Libraries'. Below the input field is a note: '(e.g. author's last name, words from the title)'. To the right of the search box is a 'Catalogue Searches' section with links for 'Detailed search', 'Browse', 'Shelf mark search', 'Journal title search', 'Short Loan', 'Video/DVD search', 'Ebooks search', and 'New items'. The top of the page has a banner image of a library and the text 'Library Services'.

Another example could be **France and Women**. From these examples you'll notice that keywords are normally in the plural form.

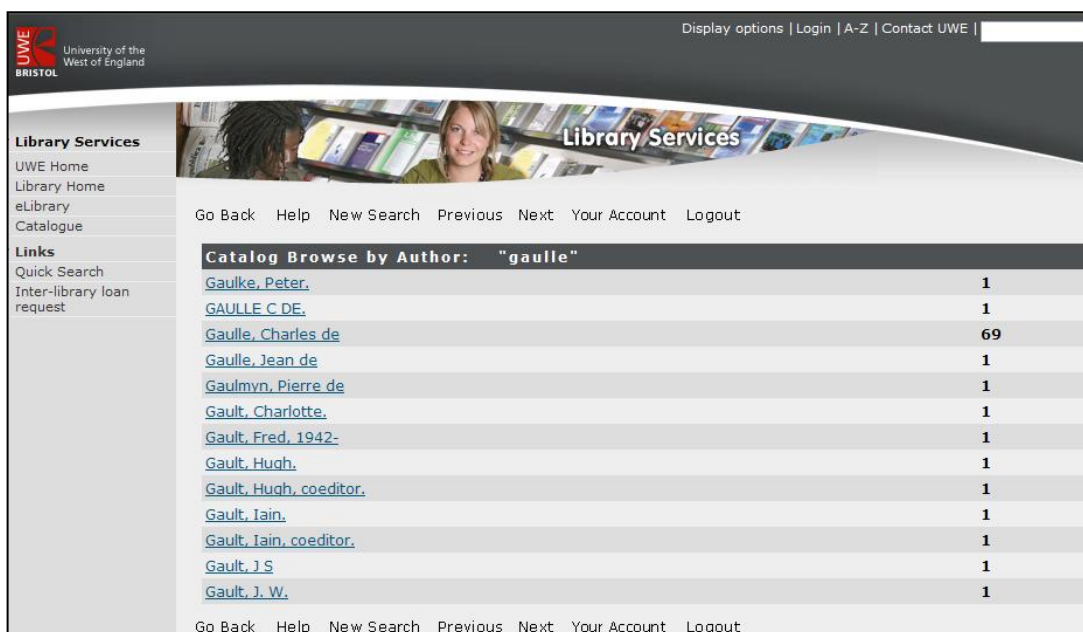
If you are not sure which keywords or phrases to use you can **Browse by Subject**. Some you might find useful are:

- Cinema films
- Contemporary society
- Economic conditions
- Social conditions
- Politics
- European Union (and for items on its history - European Community)
- Foreign policies
- West Germany (for 1945-1989)

East Germany (for 1945-1989)
 Germany (for 1990 onwards)
 New Federal States (for 1990 onwards)
 Reunification
 Autonomous communities (for the regions of Spain)

Searching for an author

When searching for an author whose surname has ‘de’ or ‘von’ in them you don’t need to include this in the search. The best way to search is by the main part of the author’s surname. So if you were looking for books by Charles de Gaulle you only need to type **Gaulle** into the Author search box. This also applies if you Browse option to browse the list of authors.



In the ‘Holdings’ section of the catalogue record a shelf mark is given which indicates where the book is shelved. It will also say which on which floor of the library the book can be found.

If the book you require is already on loan or at another UWE campus you have the option to hold (reserve) it. It is also possible to acquire material which is not held here in the University Library through Inter-library Loan.

Help

There is an online guide to searching the Catalogue on the Library Catalogue front page. If you have any queries about foreign language material, please do not hesitate to ask for help at the ‘Ask us’ link from the Library homepage.

For more **help** with accessing language resources contact us at <http://www1.uwe.ac.uk/library/help/askalibrarian.aspx>

Updated July 2011