Introduction

This guide gives a quick introduction to the Library Catalogue, which contains information on books, DVDs, journals, electronic resources etc. available from The Library.

You can use the Library Catalogue to:

- find out which books and other resources are in stock in The Library
- see which items you have checked out, and renew them if you wish
- pay library fines online
- place holds, and see which items you currently have on hold
- change your PIN for Borrowing
- look at recent additions to stock

Getting started

You can access The Library Catalogue via:

- Library Online: [http://libraryonline.leedsmet.ac.uk/](http://libraryonline.leedsmet.ac.uk/) by clicking the Library Catalogue link. There is also a link to the Catalogue at the bottom of every Library Online page.

- The Library tab in X-stream.

- On your mobile [http://libraryguide.m.leedsmet.ac.uk/](http://libraryguide.m.leedsmet.ac.uk/)

- Catalogue-only workstations in The Library.

When using the Library Catalogue, please make use of the Back link on the Library Catalogue screen rather than the back button on the browser’s toolbar.
**Basic Search**

**Basic Search** is the initial screen you see when you log in to the Library Catalogue, or you can reach it at any time by clicking the **Start/Search** link at the top of each page.

Using **Basic Search** you can quickly search for items using one of the following options from the drop down menu:

- Words or phrase
- Author
- Title
- Subject
- Series
- Journal title

If you wish to search for an item for which you know both the title and author, or if you have more complex combinations of information to search on, you should click on the **Advanced Search** link.

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![Library Catalogue](image)

Fig. 1. Basic Search and Log In screen

**How to use Basic Search**

1) Enter the words or phrases you wish to search for.

2) Select **words or phrase** from the drop down menu then click on the **Search** button.

This type of search finds items which have all the words/phrases you entered, in any order.
Looking up an author

- Names are held in the Library Catalogue surname first, so it is a good idea to get into the habit of entering them this way round – although a words or phrase search will search for them in any order.
- If you do a words or phrase search, be careful of the “any order” rule – for example, Augustus John would find items by John Augustus and Augustus John, as well as John Augustus Jones.

Looking up by Title, Series or Journal Title

- A Title search searches all items in The Library — not only books, but also journals, audio visual items, etc. To do a limited title search, use Journal Title or Series.

1) Enter the first few of words of the title.
2) Select Journal title or Series from the drop down menu, click on Browse, then click on the Search button.

Looking up a subject

1) Enter any words or phrase that you associate with your topic.
2) Select Subject from the drop down menu then click on the Search button.

Looking up an ISBN

ISBN stands for International Standard Book Number and is a 10 or 13-digit number that uniquely identifies a book.

1) Enter all 10 or 13 digits of the ISBN, without spaces or punctuation.
2) Select words or phrase from the drop down menu then click on the Search button.
**Viewing your results**

The Library Catalogue displays a list of the items matching your search (if there is only one, it goes straight to the **Where is it Shelved?** view of that item).

You can click the **Item Title** to see the full record for any item.

- **Where is it Shelved?**
The item defaults to **Where is it Shelved?** Scroll down to see the location and availability of the item.

- **A Look Inside**
Some books also have a **Look Inside** option, and some have links to ‘Tags’ or ‘Similar Books’ to related items in the catalogue.

Click on **Open this electronic resource** to access the journal or ebook. You will need your Username and Password to log in.

**Search tips**

- In a ‘words or phrases’ search do not use words like ‘the’, ‘and’, ‘a’, and ‘of’.
- Try searching the first few words rather than the whole title.
- Check your spelling - is there a different way to spell the word e.g. organisation or organization. Use a Wildcard for the unknown letter such as organ?ation and this will find both spellings of the word.
- Use the ‘look inside’ tab to get more information about the resource.
- The Library uses the Dewey decimal classification system. The class number given to the book relates to the subject and the letters to the author. e.g. a book on Public Relations by Robin Smith would have the class number 659.2 SMI.
- Once you have found a useful book on the shelves, browse the nearby books as they are likely to be on the same topic.
- Clicking on the hyperlinked author’s name will show you more resources by the same author.
Self service

There are also self service facilities available on the Library Catalogue. You can use the self service options to:

- review your account, and renew items you have on loan
- change your PIN for Borrowing
- place holds
- pay Library fines online

![Library Catalogue Screen](image)

Fig.2. Self Service screen

Logging in – Leeds Met Students and Staff

1) Go to the Basic Search screen (see Fig. 1.), in the Username box: type your standard Leeds Met username displayed on your Campus Card. It begins with the letter c followed by 7 numbers e.g. **c1234567**.

2) In the box next to Password: type your Leeds Met password.

3) Click the Log In button.

For further help with logging in click on (more info)

You can also log in by clicking on the Manage your Library Account link within the Library tab in X-stream.

Remember to log out at the end of your session.

Logging in – Guest users

1) Go to the Basic Search screen (see Fig. 1.), in the box next to Username: type your Library ID which is the 10 digit number on your guest card (gst followed by 7 digits).

2) In the box next to Password: type your 4 digit Library PIN.

3) Click the Log In button.

For further help with logging in click on (more info)

If you have forgotten your Library PIN please see Forgotten your Library Pin section below.

Remember to log out at the end of your session.
Review my account

Once you have logged into the Library Catalogue you can review your account

1) Click on the Self Service link at the top of the screen.

2) Click on Review My Account then click on Items on Loan to look at the items you have on loan; holds; outstanding bills; and messages from The Library. You can also renew items from this screen.

Pay Library Fines

1) Click on the Bills tab to view any outstanding bills on your account.

2) If you have any overdue items you may want to renew them before you pay your fines, as this will stop your fines increasing (see NOTE on Fig.3).

3) Select the item you would like to Pay Now or select Pay All.

Fig. 3. Bills screen
4) A new page will open. (See Fig.4) Click on continue and follow the onscreen payment instructions.

![Library Payments](image)

**Library Payments**

Please check the items you are paying for below and click 'Continue' to proceed

<table>
<thead>
<tr>
<th>Description of item(s) to pay</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdue: Branding the man: why men are the new frontier in fashion retail</td>
<td>£40</td>
</tr>
</tbody>
</table>

Fig 4. Payment screen

5) A final summary page will be displayed once payment has been confirmed **N.B.** Please scroll to bottom of this page to check for confirmation that the payment has been successful.

6) Once payment is complete the following page will be displayed.

![Library Catalogue](image)

**Library Catalogue**

**Online Payment**

Thank you for using Online Payments to pay your Library Bill.
Please close this window to return to your Library Account, which should have been updated.
(Warning: If bill(s) continue to appear on your account, please check the confirmation email for further information; do not pay again unless requested to.)

Fig 5. Payment complete screen

7) **Click Close window** to return to the main Library Catalogue.
Placing a Hold

If you find an item you would like to borrow, but there are no copies available, you can place a Hold on it.

If you haven’t already logged into the Library Catalogue you will need to enter your Leedsmet username and password to continue this process.

Guest Users will need to enter their Library ID and Library PIN.

You can also use this to request an item from another campus and arrange to collect it at the campus of your choice.

1) Click the **Place Hold** link to the left of the screen.
2) The drop down menu allows you to select the campus library you wish to collect it from.
3) Enter the date you no longer need the item by.
4) Click the **Place Hold** button.
5) You will be sent an email to your University email account when the item is ready for collection. It will be held for five days at the Library you selected.

### Forgotten your Library PIN?

You need your Library PIN in order to borrow and renew items using The Library self service facilities.

**Guest Users** need a Library PIN to use the self service facilities in the Library AND to renew and place holds on Library resources online.

### To find your Library PIN

1) Go to the **Basic Search** screen (see Fig. 1.) Click on:
   - I have forgotten my PIN for self service borrowing
2) The following screen will be displayed

![LIBRARY CATALOGUE](image)

**Fig 6**. Reset my PIN for borrowing screen
3) You will need to log in and follow the onscreen instructions to complete the PIN reset (Please see the Reset my PIN for borrowing section below).

Guest Users: Select the Guest User PIN Reset option from the log in screen (see Fig 6.) and then follow the on screen instructions.

Reset My PIN for borrowing

Once you have logged into the Library Catalogue you can click on this link if you have forgotten your PIN

NB if you want to change your PIN for borrowing to something you will remember more easily please use the change my PIN for borrowing option

1) Click on the Self Service link at the top of the screen.
2) Click on the Reset my PIN for Borrowing option.
3) Click on
4) A message will be sent to your your University email account containing a link to confirm your PIN reset.
5) Click on the link in the email and the following page will be displayed

![LIBRARY CATALOGUE](image)

Fig 7. Change PIN screen

6) Enter a new four digit PIN of your choice.
7) A PIN reset confirmation screen will be displayed.
Renew my materials

Once you have logged into the Library Catalogue click on this link if you want to renew any or all of the items you have borrowed.

1) Choose which items you want to renew, or select Renew All.
2) Click the Renew Selected Items button.

The Library Catalogue will display a list of the items with their new due date, or a reason they cannot be renewed, for example if they are on hold for someone else.

Library information

You can find out about recent additions to The Library’s stock by clicking on the Library Information link at the top of the page.

You can also set up a My Favourites email service by clicking on the option when you have logged into the Library Catalogue.

Further help

Library staff are always happy to help with any queries you may have.

- **Phone Us (0113) 812 1000** - you can also get 24/7 IT support on this number
- **Email Us or Chat wit Us** - via the Need Help? page on Library Online http://libraryonline.leedsmet.ac.uk
- **Visit Us** - come to the Help and Information Points for Library account and borrower enquiries, IT support and help with research or finding information.

Does this document tell you what you want to know? Please tell us what you think by filling in a What’s Your View? card available from each Library or Library Online. Please include details of the document title.