

Your Guide to the Online Catalogue 1

Searching for Resources



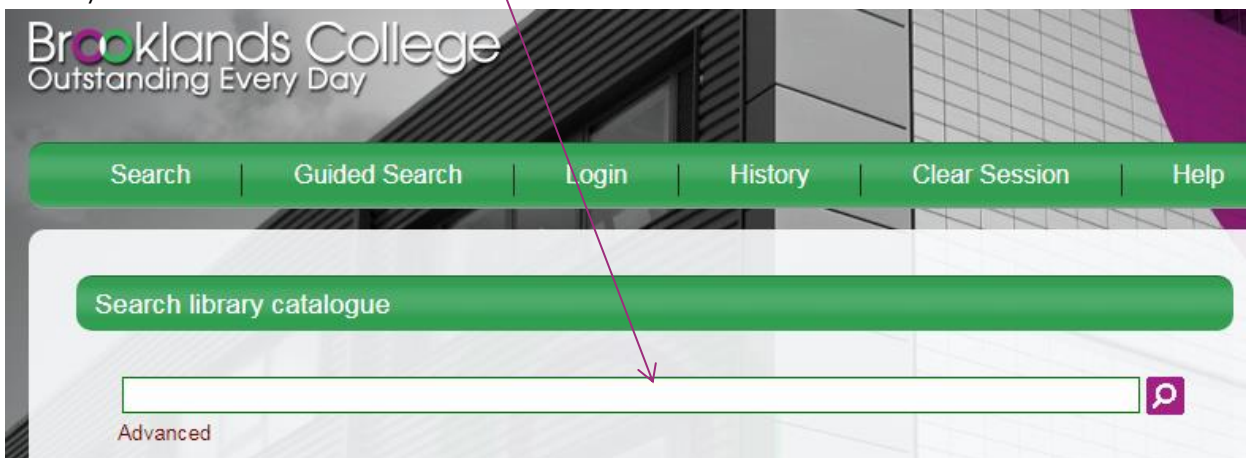
The online catalogue lists all the books, DVDs and e-books in the Brooklands College collection. You can use it to search for material for your course, check your own use and renew or request items, (personal use, renewing and reserving are covered in *Your Guide to the Online Catalogue 2*)

You can access the online catalogue via the LRC website, Moodle pages or direct from <http://brooco.cirqa hosting.com/Heritage>



The catalogue will open in simple search mode. This is great for doing a quick search.

Enter your search terms in the Search box:



Search tips:

- Searches are not case sensitive, this means it doesn't matter whether you use capital letters or not.
- When searching for authors, enter the surname of the main author.
- Search terms can be combined:
 - America **AND** history will give you records which contain **BOTH** terms
 - Infant **OR** child will give you records which contain either or both terms
- To search for a phrase enter the words in quotation marks: "diary of a wimpy kid"
- Use the wildcard * to replace one or more characters. You can use it anywhere in a word:
 - Col*r will find records containing colour or color
 - Child* will find records containing child, children or childhood

Other search options

Click on the **Guided Search** menu button to use the guided search option. You can search for terms in one or more field. For example, enter words from the title and the author's name. Only records containing all the search terms will be returned.

Guided search

Field to search	Search terms
All fields	<input type="text"/>
Title	<input type="text"/>
Author	<input type="text"/>
Subject	<input type="text"/>
Keyword	<input type="text"/>
Publication Year	<input type="text"/> - <input type="text"/> (e.g. 2000 - 2006)
Type of media	All media

Search Clear

Use the **Type of media** box to restrict a search to a specific media type, e.g. book, DVD, e-book.

Click on the **Advanced** link below the search box on the simple search screen to access advanced searching. This option allows you to build more complex searches by adding search boxes and combining them.

Search library catalogue

Search in	Search terms	Media type	
Authors	Tassoni	All media	AND
Title	play	All media	AND
Title	early years	All media	+ -

Simple Search Clear

Click on **Simple** to return to the simple search

Click on the **+** button to add another row

Results

Your search will produce a list of records matching your search terms known as **Summary results**.

Search tips:

If there are no results, the **Nothing Found** page will be displayed giving suggestions, for example try using broader terms, similes or alternative spellings.

Summary Detailed See Also

Search in: All fields Search terms: vehicle repair Media type: All media

Search Clear

Simple

Search for vehicle repair Results 1 - 10 of 15

No	Authors	Title	Medium	Class	Location - Status
1	WHIPP, J BROOKS, R	Transmission, chassis and related systems	Book	629.244	Engineering Library, Available (2)
2	Denton, Tom	Advanced automotive fault diagnosis : automotive technology : vehicle maintenance and repair	Book	629.25-DEN	Weybridge: Main library, Available (2)
3	Denton, Tom	Automobile electrical and electronic systems : automotive technology : vehicle maintenance and repair	Book	629.254	Weybridge: Main library, Available (2)
4		Geometry set	DVD	629.26	Engineering Library, Available (1)

Click on the forward and back arrows to move through the results

The search term(s) used in this search are highlighted

Click on an item's title to show detailed information for a single record.

Search for construction [Book] Result 3 of 93

3

Title: Functional Skills English in Context: Construction Workbook

Rating: Not yet rated. Rate this...

Authors: John Meed and Anna Rossetti

Standard no.: 1408518309

Medium: Book

Imprint:

Subjects: Study Skills

Keywords: English language-Problems, exercises, etc, English language-Grammar-Problems, exercises, etc, Construction workers

Series:

Notes:

Memo:

Review: Create review

Associated Related:

Usage: 7

Citation: Meed, John, and Anna Rossetti. *Functional Skills English in Context: Construction Workbook*. New ed. Cheltenham: Nelson Thornes, 2013.

Reservation Information: Reserve 0 Existing reservation(s)

Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	Lending	Weybridge: Main library	Available		
2	Lending	Ashford: LRC	Available		
3	Lending	Weybridge: Main library	Available		
4	Lending	Ashford: LRC	Available		
5	Reference	Ashford: LRC	Available		

The class field shows the location of the item on the shelves

This section shows how many copies are in stock and available. Note that some of these copies are at Ashford and some are at Weybridge

First 1 2 3 4 5 6 7 8 9 10 11 Last