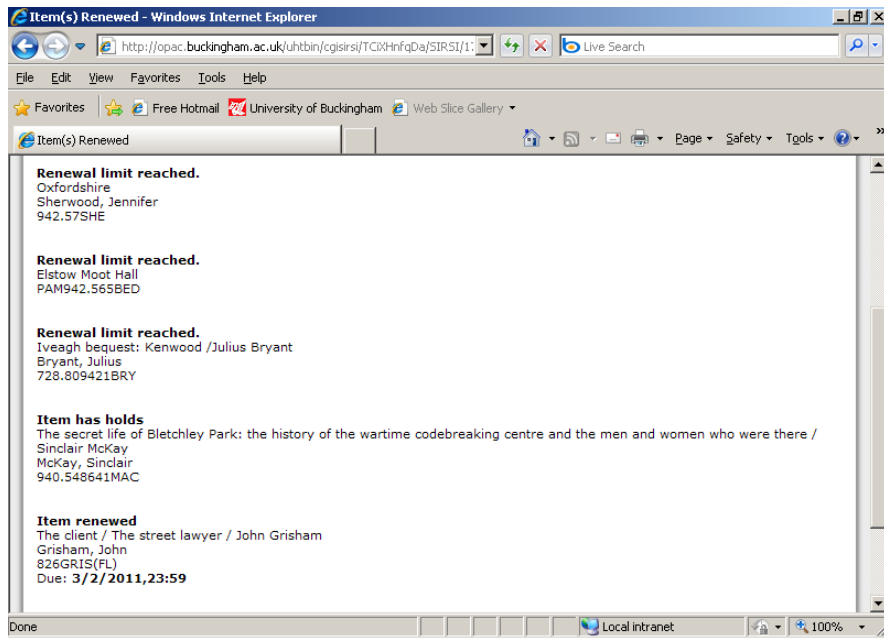


My Account

Enter your Library User ID and PIN to view your account, renew your loans or change your PIN.

Renewing your loans. Click on **Renew My Materials**. Select items to renew by ticking individual boxes or choose **Renew All**. Carefully check which loans have been successfully renewed and note their new due dates. Renewals will fail if the item is reserved ("has holds"), has reached its renewal limit (Short Loans max. 15 times, General & Week Loans max. 3 times) or if ANY loan is overdue or ANY fines or bills are owed.



Changing your PIN. Click on **User PIN change** and enter your current User ID and PIN then, below, enter your new PIN twice and click on **Change PIN**.

If you forget your PIN please contact the library.



Library

Using the Library Catalogue (eLibrary)

eLibrary can be accessed from dedicated OPAC (Online Public Access Catalogue) terminals within the library and via the Internet through the Library website:

www.buckingham.ac.uk/life/library/catalogues

Franciscan Library

Law & Science

Tel: 01280 828267

Hunter Street Library

Business & Humanities

Tel: 01280 820218

library@buckingham.ac.uk

<http://www.buckingham.ac.uk/life/library>

January 2017 – Electronic copy available on Moodle

Searching on eLibrary

Select **Catalogue** under **Quick Search**, enter a word or phrase and click the relevant search button (e.g. Author or Title etc). The full record shows the current location of an item, e.g. Shelves, or the due date if it is on loan. Use the **Previous** and **Next** buttons to move through the list of results and the **Go Back** button to return to a previous stage in your search. Alternatively **Google** can be selected.

When searching you will have displays showing on the right e.g. **You Found Titles in Categories** so that you can search on similar subjects, or select **Nearby items on shelf** for Call No. (subject browsing) using the Dewey classification.

Advanced search allows you to combine terms, narrow your search and sort your results by author, date or title etc. Combine author with title using the Boolean operator "And", then use fields below **Search** if you wish to be more specific, for example by limiting by publication date, language or the type of material.

Under **Catalogue Searches** on the right you can browse, or search by ISBN or only within our electronic journals and link via the URL to the relevant database.

Searching tips

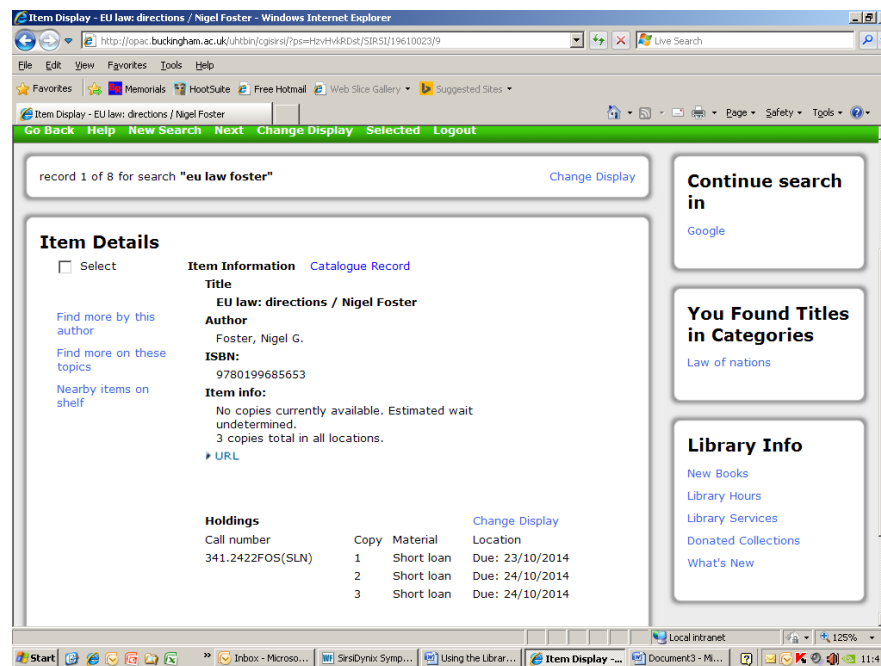
Truncation and wildcards. To expand your search for multiple word endings use '\$'. For example, 'develop\$' will find records including developing, develops, development, developmental etc.

For variant spellings enter '\$' in place of the unknown letter e.g. 'organisation' will find organization and organisation.

Most used items. This displays the most popular items in the library. Click on **more items** to display the top 20 most used authors, titles and subjects. You can tailor this to your favourite authors and subjects by entering your Staff / Student Library User ID and your Library PIN (ask at the Library desk if you have forgotten your PIN). Go to **My Profile** to be notified every month about your selected topics.

Viewing or emailing your search results

Click on **Select** for those entries you are interested in. Click on **Selected** to sort, view, print or email these selected results.



Other features

Library Info contains library announcements, the opening hours and services, details of books acquired in the last month and donated collections, which includes the local history collection under Edward Legg.

Reading lists are divided by topic. Click on your relevant subject area to open the selection of reading lists and then choose the individual course to display the associated items. **Select** or double click titles if you wish to see the full details of the copies currently available. If all copies are on loan you may reserve the item at the issue desk.

External Resources - for links to Web Resources and other local academic libraries.