

## Library Helpsheet No. 10

# Using the Library Catalogue

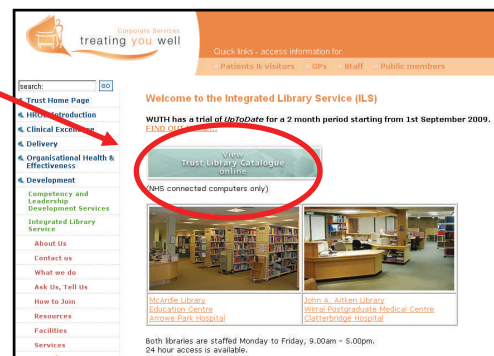
This helpsheet will help you to use the Wirral University Teaching Hospital (WUTH) library catalogue.

### Where can I find the WUTH library catalogue?

The library catalogue is accessible from the Integrated Library Service (ILS) web pages at [www.whnt.nhs.uk/library](http://www.whnt.nhs.uk/library).

### Accessing the WUTH library catalogue

The WUTH library catalogue is also accessible from NHS connected computers only. To access the catalogue, follow the link on the ILS homepage, then select 'Enter Library'.



### Searching for items

- The catalogue will search all ILS items including books, e-books, journal titles, DVDs etc. Basic and Advanced search options are available.
- If you know the item you are looking for, type the Author or Title in the search box.
- If you are looking for items on a certain subject, type the name of the subject you are looking for in the search box.

### Viewing your results

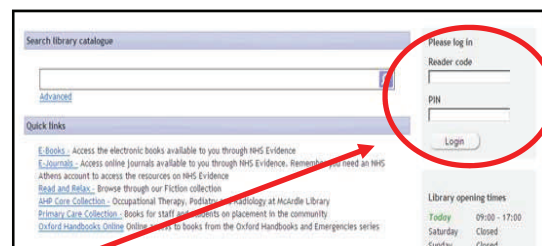
Your results will be listed; select a result to view more information about that item.

### Renewing items

To renew items, you need to access your own personal borrower information. You can do this from the Search page.

This area of the catalogue requires you to log in. Library staff can supply you with your Reader Code and PIN (contact details available via the ILS web pages).

To renew any items you have on loan, follow the on-screen instructions. You can renew items up to a maximum of three times, provided no other user has requested the items you have on loan. When your items have been renewed three times, they must be physically returned to the library. Items can be re-issued to you when they have been seen by library staff.



### E-books

In order to view the content of e-books, you will need an NHS Athens username and password. To find out more about e-books, please see *Library Helpsheet 6: How to access NHS e-books*.

For more details of book allowances, loan periods and fines for overdue items, please visit our web pages.

## Some useful tips!

★ To browse our Read and Relax recreational book collection, select the link to **read and relax** below the search box.

★ Select the 'Help' menu at any time for more detailed help with using the library catalogue.

★ If you cannot find a book on our catalogue, we may be able to obtain it via our Inter Library Loan Service or even purchase a copy for library stock. Visit our web pages for more information.

Visit the Integrated Library Service web pages at [www.whnt.nhs.uk/library](http://www.whnt.nhs.uk/library)