

# Guide to Middlesex University Catalogue

## The Library Catalogue

- Contains details of the learning materials in all Middlesex University Libraries
- Can be searched using PCs in the Libraries or on the web at <http://library.mdx.ac.uk>
- Allows users to request items and see their borrower record

## How to use the Catalogue

The following search options are available:

- **A-Z search**  
Use this search if you know the author and/or title or if you wish to browse through a list of authors, titles etc
- **Keyword search**  
This is a search which allows you to search for keywords from a selected index, eg Author, title, series, subject etc  
This is useful if you don't know the exact title  
Use this search for searching for ISBN, ISSN and reading list keyword
- **Combined search**  
This enables you to perform detailed keyword searches. Use this if you wish to search for keywords as a phrase, or to specify proximity or adjacency of terms
- **Advanced search**  
This enables you to search for keywords in separate indexes, linking these with boolean operators (AND, OR, NOT), eg author and title keywords  
It also allows you to pinpoint specific information eg title, ISBN etc

## How your search results are displayed

The catalogue will display either a single match or a list of items that match your search terms, or from an A-Z search, a list of titles, authors, subjects etc, to browse through  
Click on the items you wish to see.

A description of the item will be displayed with:

- The number of copies there are and at which campus they are held
- The loan period (eg 7 Day, Short Loan, Reference etc)
- Whether a copy is in the library or out on loan
- The class mark and collection code (eg Quick Reference) of the item which tells you where it is kept on the shelves in the library

## Limiting options

If your search retrieves many items you may:

- Limit by campus
- Sort by ascending or descending publication date
- Sort alphabetically by author

To do this select accordingly and click **Go**

## Borrower information

Log into the **My Account** by entering your Borrower ID and PIN. The Borrower ID is the last 8 digits of the number on the back of your student card with a P in front (ignore the 52) eg P20220220. For students who enrolled with the University after 1 September 2002 the PIN is the 6 digits of your birth date, ddmmyy, eg 200561. Prior to 1 September 2002 the PIN was given the default of 111111 and this may be altered on request at the Library Enquiry Desk. Staff PINs are the default value unless amended. Remember to log out when you have finished

Logging in takes you to the **Account Overview** screen where you can:

- See your personal borrower information and check whether the library has your correct address details
- See items that you have out on loan and the date they are due back
- See any fines that you have
- Make requests
- Renew items online, provided that they are not requested by another borrower, up to 3 times

## My list

You may put up to 200 selected titles into a booklist.

Click on the **Add to my List** button at the side of search results on selected titles

The button will change to **Remove**

Click on **My List** to view chosen titles

Records in the **My List** may be sent to your Middlesex University email address. External email addresses are not available

If you wish to place a request, from **My List** click on **Request item**

You may request a book if all copies are on loan or only available at other campuses

Enter **Borrower ID** and **PIN** (see above)

At **Request Confirmation** screen, select location to pick up material, then **Request**

You will be notified by email once the request is available

## Renewing your books

From the Library Catalogue, go to **My Account** at the top of the screen

Enter **Borrower ID** and **PIN** (see above)

From the **Account Overview** screen click on **Checked out**

This will list the items you currently have on loan and the date they are due back

Click on the box to the left of the title of each book you wish to renew and click on **Renew**