



Transcript: Find a book with OneSearch

Hello, this SCU Library video will demonstrate how to find a book using the OneSearch catalogue. To begin searching, click on the OneSearch link. We recommend that you sign in before beginning your search and you'll notice I've already done so as it has my name up the top. To sign in, you simply click on the *Sign In* link either here or up here (currently it says Sign Out because I'm already signed in of course). You'll use your student number to sign in.

Now we're going to enter the title of the book into the search box, and the title of the book that we're searching today is *Basic Personal Counselling*. In this example we know the exact title of the book so I've entered the title with quotation marks at either end to ensure that this search does a phrase, and then click on the *Search* button. The book we're looking for appears at the top of the results list and you will see over to the right hand side of the screen, a link saying there are 1 of 6 versions of this title – see more here. This means that there is more than one edition of this book and that you should click on this link to see them all. The six different editions of this book are listed down the screen and you can see the details of all of them on each record. For example, the first one is the 6th edition and this is the one that we want to look at. So to see where the book is located and if it is available for loan, we click on the *Check Locations* link. We're going to check to see if the book is available in the Lismore library, so we click on the + sign next to SCU Lismore. This shows us the call number of the book, which is the number that is on the spine of the book which shows where it can be found on the shelves and this is the number here. It also tells us what the item is - in this case it's actually a book as it says Book here. The record below says On Order and this means it is still a book but it's a book that's on order – not actually in the collection yet. And the 3rd record says 2 hour loan. Again, this is a book but it is a book that's only available as a 2 hour loan item and can be borrowed from the Information Desk and used within the library. The next column is the status column and this tells us whether the item is available to be borrowed or not. The first copy of the book has a date in the status field and that shows us that the book is actually currently on loan and is due back on the 5th July. The 2nd one down is the book that's currently on order and is therefore not unavailable to borrowed and the 3rd one says *On Shelf* and that means that book is available to be borrowed. In this particular case as a two hour loan and it can be used within the library for two hours. If you would like to request to borrow a copy of the book and in this case there's only one that's available and is on loan, you can actually click on the *Request a loan* link and that will put a hold on the book for you. So if you click on that link and follow the instructions you can place a loan request that way. You will be required to have signed in if you do that as well. To check the holdings of other campus libraries, simply click on the + sign next to that library.

That concludes our video on how to find a book using OneSearch. If you require further assistance in using OneSearch, please contact library staff.