SEARCHING THE LIBRARY CATALOGUE

A step by step guide
Objective

• This guide aims to equip users with skills to search the library catalogue so that they can be able to locate materials with
Log on to UNIVEN Library website
www.univen.ac.za/library.htm
Click on Catalogue
Conduct a search using any of these options: title, author, subject, keyword
Catalogue Drop-down menu
Title search for “Es’kia Mphahlele”
Click on submit
Results for “es’kia mphahlele”

<table>
<thead>
<tr>
<th>Title</th>
<th>Es’kia Mphahlele : a bibliography / compiled by Catherine Woeber and John Read ; introduced by Peter N. Thuynsma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call No</td>
<td>016.9680481 MPH</td>
</tr>
<tr>
<td>Location</td>
<td>Special Collection Open</td>
</tr>
<tr>
<td>Status</td>
<td>ON SHELF</td>
</tr>
</tbody>
</table>

*Alt author: Read, John, 1940-  
Woeber, Catherine.*

*Description: 108 p. : ports ; 21 cm.*

*Note: Includes indexes.*

*Series:  
NELM bibliographical series ; no. 2  
NELM bibliographic series ; no. 2.*

*Subject:  
Mphahlele, Ezekiel -- Bibliography.*

*ISBN: 0620109238 (pbk)*
Verify the following:

- Author
- Title
- Place of publication
- Publisher
- Date of publication
Take note of the location, call number and status.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NO</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Collection Open</td>
<td>016.9680481 MPH</td>
<td>ON SHELF</td>
</tr>
</tbody>
</table>

- **Title**: Es’kia Mphahlele: a bibliography / compiled by Catherine Woeber and John Read; introduced by Peter N. Thuymsma.
- **Publisher**: Grahamstown, South Africa: National English Literary Museum, 1989.
- **Subject**: Mphahlele, Ezekiel -- Bibliography.
Retrieve the book from the shelf
Different Locations

• **Main Open Shelf** – books can be loaned out
• **Special Collections** – material cannot be loaned out
• **Media Centre** – material can be loaned out
• **Reserve Section** – material is loaned out on a two-hourly period (in the library), overnight and over weekend
• **Law** - material is loaned out on a two-hourly period (in the library), overnight and over weekend
Different statuses of the material

• On shelf: when material is in the library
• Issued: material is out on loan
• On hold: material reserved for another user
• In process/In transit: material has been partly processed/catalogued
• Binding: material was damaged and is sent for repair
• On order: an order has been placed but material not yet in received
• Missing: material cannot be located
• Lost: material reported lost by user
• Withdrawn: damaged, weeded and no longer circulating
Still need more information?

- Librarians are available to clarify any additional queries you may have
Take a Quiz

• Indicate your response by ticking either true (T) or false (F)
• To locate material in the library you first have to consult the library catalogue (T / F)
• There are different options to search the catalogue (T / F)
• Call number directs you to the material on the shelf (T / F)
• Reference material can only be consulted in the library (T / F)
End of tutorial

• Remember to return the book on or before the due date stamped at the back of the book!!

• Should you need to renew the book, you can either come in person to the Main Issue Desk or phone (015 962-8140)