

Where do I start?

Due to the size, number and complexity of the libraries in Cambridge, the catalogue is currently divided into several smaller catalogues, each holding information on a specific set of libraries or library collections.

Choose a specific catalogue to search:

University Library and Dependent Libraries	?
University Library Manuscripts and Theses	?
Departments and Faculties A-E	?
Departments and Faculties F-M	?
Departments and Faculties O-Z	?
Colleges A-N	?
Colleges P-W	?
University of Cambridge Affiliated Institutions	?
Universal catalogue	?

Libraries are listed **alphabetically** by department or faculty, and by college name. The University Library, together with its dependents, appears separately.

Tip: Hover over a question mark to see which libraries are included in any of the catalogues.

The **Universal Catalogue** lets you search all the catalogues together. It is still under development and may not always give you totally accurate results.

Using the Basic Search screen

Type your keywords in the 'Search' box, and select an option from the drop-down menu.

- If you're searching for a specific phrase in the *Keyword* search, put it in quotes: **"world wide web"**
- If you're looking for items by a particular *Author*, put the surname first: **Shakespeare William**
- Type the first words of a *Title* or *Journal Title*, but don't include initial articles – e.g. **Tale of Two Cities**

Using the Advanced Search screen


Using Advanced Search you can choose where Newton will look for your keywords within a record. You can select specific fields to search (such as 'Author', 'Title', or 'Subject'). You can also combine your search terms in a variety of ways. This makes Advanced Search a very powerful and precise way of searching the catalogue.

Tip: Advanced Search is an excellent way to find material on a particular topic or theme, when you don't have specific titles to look for.

Logging in to your account

Logging in allows you to:

- View the books you currently have on loan, together with any overdue items
- Request a book recall
- Make a 'stack request' in the University Library (order an item from the closed stacks)
- Renew items you have on loan (*this only applies to certain libraries in Cambridge*)
- View information on fines and other fees due to a library

A screenshot of the University Library login interface. It features a light blue background with a white form area. At the top left, there is a 'Barcode' label with a dropdown arrow and an adjacent text input box. Below this is a 'Last Name:' label with another text input box. Further down is a 'Choose your library:' label followed by a dropdown menu showing '1. Please select library name from drop-down list'. At the bottom center of the form is a dark blue 'Log in' button.

Click on **Your Account** at the top right of the screen

Enter your barcode in the first box. *This is the 5-character code printed on the reverse of the blue University Card, or the front of the white UL card.*

Enter your surname or family name in the next box

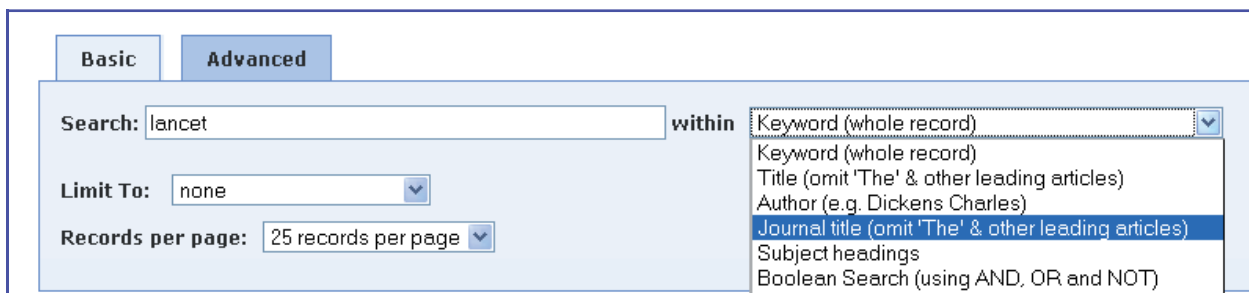
Choose 'University Library/UL card' to view your transactions at all the libraries with which you've registered.

Click the **Log in** button

- Always remember to *Logout* when you have finished!

Finding journals

*Tip: it's important to remember that only the **journal title** appears in Newton, not the details of individual articles in each issue of the journal.*

A screenshot of the Newton search interface. The 'Basic' tab is selected, and the 'Advanced' tab is also visible. The search input field contains the text 'lancet'. To the right of the input field is a 'within' dropdown menu with a list of search criteria: 'Keyword (whole record)', 'Keyword (whole record)', 'Title (omit 'The' & other leading articles)', 'Author (e.g. Dickens Charles)', 'Journal title (omit 'The' & other leading articles)', 'Subject headings', and 'Boolean Search (using AND, OR and NOT)'. The 'Journal title' option is currently selected and highlighted in blue. Below the search input field, there is a 'Limit To:' dropdown menu set to 'none' and a 'Records per page:' dropdown menu set to '25 records per page'.

Enter the first words of the journal title **exactly** (but leave out initial articles such as 'The') and select 'Journal Title' from the drop-down menu on the Basic Search page. Click on the journal title to see the full record, and scroll down to find the holding details for your library. The University Library catalogue holds records for electronic journals too.

Too many results?

When your search finds more than one hit, Newton offers you ways to filter your results. You can also choose to add limits before you search. Either will narrow your search down and give you fewer, better targeted, results.

Filtering your search results

You can choose to filter your results by selecting one of the options in the right-hand menu on the results display.

For instance, you may wish to see only recent results (select 'Add filter: 2000 and after'), or only journal material (select 'Add filter: Journals').

Adding limits before you search

Before you perform a Basic Search, click the dropdown 'Limit To' menu and choose an option, for example: recently published items, journals or electronic material.

There are more options available under Advanced Search, including date range, place of publication and language.