Library catalogue guide

Find books, e-books, journals, e-journals, reports, audio-visual materials etc.

Access from the Library website
http://www.dentalhospital.ie/education/library/. Logging in is not necessary for searching. To check your loans, renew them or reserve books you need to login. You will be prompted for your Athens login to access e-books and e-journals where necessary.

Search

Search TCD Library or elsewhere

Select to transfer your search to TCD Library (or others). A new window with the completed search in your chosen location opens.
Quick links

**Quick Links**

**E-books**
Access e-books via the catalogue. Alternatively search for a title and check if it is available as e-book.

**Reading Lists**
Reading list books available in DDUH Library. Does not include reading list journal articles, web-sites and books available at TCD libraries only.

Last updated: 26th February 2020
Theses
List of DDUH theses available in DDUH Library

Resources by subject
Resources by subject (MeSH headings)

Basic Search

When a term is highlighted you can also press Enter to search for results (as in “dental”, shown above).

Predictive searching anticipates what you are searching for. If you see what you require, click on the relevant entry and the matching resources will display.

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Results

Choose another type of search here. Available searches:

- Advanced search
- Authors
- Corporate authors
- Lists
- Series
- Subjects
- Titles

Hover with the mouse over any resource you are interested in. Links, collection, classification and availability are displayed.

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1 Collection – general location of item
2 Classification – specific location of item
3 Status – if available, or until when on loan

Login to your library account (to check your loans, renew loans or reserve books)

If you do not know your login details, use the forgotten password option.
Your login is your DDUH e-mail address. An e-mail will be sent to you with a link allowing you to create your own password.

Once logged your portal summary displays your loans (including your loan history), overdue loans and reservations. To see details, select an option.

Renew your library loans

You will be unable to renew, if you have reached your renewal limit, the item is reserved for someone else or you have overdue items.
Reserve books on loan to someone else

When all loanable copies are out to other borrowers, you can reserve a copy for yourself. Books on extended loans will be requested back early, if you reserve it.

1. Search for the title on the catalogue and click on the title.

2. Click the Reserve button.

3. Choose Reserve Once a reserved item is returned to the Library, you will automatically receive an e-mail. The item will be held for 3 days for you. If not collected, it will go to the next person who reserved it or back on the shelves.

4. The screen will return to My Portal Summary/Reservations. If there are any reservations you no longer need, you can remove them here.
Search results

1 Sort Change the sort order – defaults to relevance.

2 Print Print all or selected results. Choose summary or detailed format. Print or save in HTML or text format.

3 Export Export references to Endnote, RefWork or Procite.

Other Search result features

View Shows only those records ticked.

Back Return to previous list of resources

Reserve Log in to reserve an item currently on loan. See also end of guide.

Email Send an email list of results to yourself or anyone else.
Modify your Search

Use to refine or expand your current search, e.g. search book collection only.

Click **Modify Results**. A menu will display on the right side of the screen.

Example: Limit to book collection.

**Step 1** - Click Modify Results

**Step 2** - To refine results to the book collection click Collection and tick Books.
**Advanced search**

Search options
Enter your search terms into any of the fields you want to search and click **search**. You can use any combination of search fields. Subject field searches for MeSH headings. If you want to do a keyword search instead, use the Main search field.

**Search tools**
Choose from the following – defaults to best match:

**Search tool definitions**

- **Best match**
  - presents matches in the order of Exact Match, the phrase, all the words, any of the words.

- **All words**
  - performs a Boolean “AND” search, looking for resources that contain all of the words specified, but not necessarily together.

- **Any of the words**
  - performs a Boolean “OR” search where at least one word out of several words in a search query will be in a resource.

- **Phrase**
  - searches for resources that contain the specified terms in the specified order. It is the same as putting search terms into quotes (" ).
Exact match only displays records that are a 100% match for the entered search term. It will not display a result when the terms used are part of a larger title or subject etc.

Limits

Available copies only restricts results to those that are actually available in the library, excluding copies on loan, missing, on hold etc.

Search within current results only refines a search via the criteria in Advanced search for the current list result

Include non-physical items defaults to ticked, if unticked excludes online resources, websites etc.

Year From Year To restricts to a particular publication date range

Collections limits by collection in which resource is located
Check the indexes for a subject or author. Type in the search term, then click. A second window opens and the index displays. Indexes include cross-references such as USE [instead]. See Also, narrower terms and broader terms. Click on the term required, or when using multiples, join with “OR”.

Click Finish, to take you back to the main search window.

Click to search