Info skills
Searching, finding and renewing books

Key points and quick tips

Searching for books

- There are two types of search: simple and advanced.
- Use key words for a title and author. Your results will be displayed much quicker if you add the authors name and pick out one or two key words from the title.
- If you do not find the book that you are looking for, double check your spelling.
- Simple searching can bring up a lot of results. If you cannot see the book you are looking for, try using the ‘refine my results’ options on the left side of the search page.
- Even if you are off-campus you can search for books and e-books available to all students.

Finding books

- If the book is out on loan, do not forget that you can place a reserve on the book.
- Have a pen and paper or reading list with you, so you can make a note of the shelf numbers of your books
- Have a walk around the library to familiarise yourself with the layout.

Renewing books

- Books are automatically renewed for you if they have not been reserved by someone else. If you do not return your book by the required date you will pay a fine.
- If your book has been reserved, but someone else had returned a copy before you, you will be able to renew the book online. Renewals and reservations are checked 48 hrs before the due date.

Searching for a book using the Library Search

- You can search for a book from any computer, on-campus or off-campus.
- To find a book using the Library Search, go to the Library Learning Services homepage: www.uel.ac.uk/lls
- Click on ‘Library Search’ under Quick Links on the left hand side of the page
Enter your keywords, title and/or author in the ‘Books and more’ tab.

Click ‘Search’ to bring up a list of relevant results.

Find the book that you are looking for and click on the locations tab to check which campuses the book is held.

Click on the relevant campus to see if the book is available, number of copies and the shelf mark. Note the location code to enable you to find the book in the library.

If the book you require does not appear in the list, you can refine your search further using the ‘Refine My Results’ options on the left of screen.
Refining a search

Once you have done a basic search in the Library Search, those results can be further refined (using the list to the left of screen) to exclude options, enabling you to narrow down the number of hits showing.

The diagram provided highlights the refining options available when searching for ‘Study skills’.

Searches can be refined in the following ways:

- **Topic** – Further refine results by topic area
- **Creator** – Search for results from a specific author or organisation
- **Library** – Show only results available at one of the three university libraries.
- **Collection** – Refine results by a specific collection. This can be very useful when searching specifically for e-books
- **Resource Type** – Refine searches for only books, journals or audio visual resources
- **Creation Date** – Refine the search to only include resources published within a specific date range
- **Language** – Search for resources published in a specific language.

Finding a book in the library

- Once you have located the book using the Library Search (see above) note down the location code, eg 378.170281 COT.
- The location code is divided into two sections and is used to locate the book within the Library.
- Follow the details on the edge of the shelf racks to locate the appropriate shelf.
- Use the shelf number to locate the correct book on the shelf.
- If you need any further help on locating a book ask at the help desks.
**Borrowing a book from the library**

- Once you have located a book on the library shelf, it can be borrowed from the library for a specific period of time.
- Take the book to one of the self-issue machines and issue it to your library account using your UEL Student Card.
- If you need further help on borrowing a book ask at the library help desk.

**Logging onto your library account**

- In order to view your library account online you will have to log in to the Library Search. When in the Library Search (accessible via [www.uel.ac.uk/lls](http://www.uel.ac.uk/lls)) select ‘Sign in’ from the top right of screen.
- Log in using your UEL username and password.
- Click on ‘My Account’ at the top right of screen to view a list of your active loans.