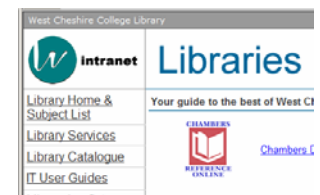


Using the library catalogue

- From inside College, access the Intranet Home page and then click the link to **Library/Learning Centres** on the left hand side of the screen.



- Click on **Library Catalogue** (left hand side).
- From outside College enter the following address into the address bar:
<http://heritage.west-cheshire.ac.uk/heri4/>



- This will bring you to the library's WebOPAC (Online Public Access Catalogue).

- Click 



- This will launch the **General Search Screen**



- Enter your search terms in the boxes and press enter. For example "Zandra Rhodes" will bring up six records as below:

- For more details on a given item click into the title of the item This is underlined and in blue.

No	Authors	Title	Location, Loan type - Status	Class
1		<u>The colour eye</u>	Ellesmere Port, Normal loan, Available (1)	701.85
2	Blausen, Whitney Medeiros, Kimbally Benbow-Pfalzgraf, Taryn	<u>Zandra Rhodes article from Contemporary fashion: Gale Virtual Reference Library</u>	Online, Online, Available (1)	391.009 RHO
3	MCKENZIE, Joy	The best in bridalwear design	Ellesmere Port, Normal loan, Available (1)	392.54 MCK
4	MONSEF, Gity NOTHDRUFT, Dennis	Zandra Rhodes: a lifelong affair with textiles	Ellesmere Port, Normal loan, Available (1)	391.009 RHO
5	RHODES, Zandra KNIGHT, Anne	The art of Zandra Rhodes	Ellesmere Port, Normal loan, Available (1)	391.009 RHO
6	TUCKER, Andrew	The London fashion book	Ellesmere Port, Normal loan, Available (1)	391.009 TUC

- This will bring up the Catalogue Record Details and gives you more information on a particular item.



HERITAGE IV

Results for search "[@ZANDRA @RHODES:20]"
Hits 5 - 5 of 6

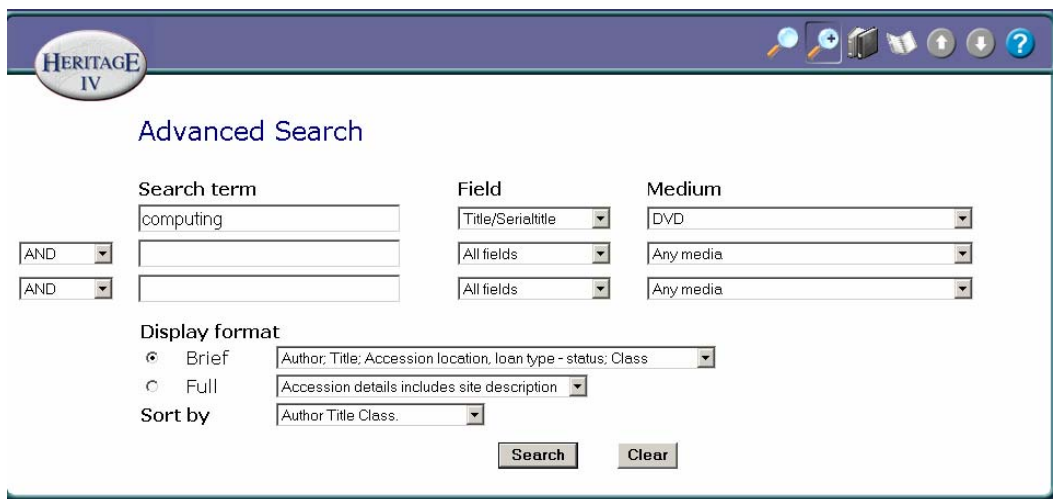
Standard no. 022402986X Medium Text Class 391.009 RHO
 Title **The art of Zandra Rhodes**
 Authors RHODES, Zandra and KNIGHT, Anne
 Imprint Jonathan Cape, 1984 Edition
 Keywords Fashion design; Haute couture; Textile design
 Subjects Art and Design Language
 Links/files
 Notes (GEN) A record of the work of the fashion designer Zandra Rhodes which include early illustrations as well as the more well known designs Sally Studd FON 95/96:107
 Series Price £30.00
 Collation Reservers

Accession	Loan type	Site	Location	Status	Due date	Shelfmark
1 0062032	Normal loan	Ellesmere Port	Ellesmere Port	Available		

- In addition, this screen tells you which site the item is kept at (Chester, Ellesmere Port or Capenhurst – remember, we will always have any item held at another site brought over for you). It also gives the “status” of the item – whether it is on loan to a reader or “available”, that is, on the Library shelves.
- Use the icons at the top right of the screen to move around the catalogue.



- Advanced Search is useful if you wish to search for a particular media such as a video or DVD.
- Put your search terms in the box and using the drop down arrow select the appropriate medium.



HERITAGE IV

Advanced Search

Search term: computing

Field: Title/Serialtitle Medium: DVD

AND [] Field: All fields Medium: Any media

AND [] Field: All fields Medium: Any media

Display format: Brief Author, Title, Accession location, loan type - status, Class

Full Accession details includes site description

Sort by: Author Title Class

Search Clear

More advanced searching

You can refine your searches using the Boolean Operators **AND**, **OR**, and **NOT**

- **AND** Using AND in a phrase limits the search to only include references that contain both the words/phrases either side of it.
Eg. Using the phrase British art and modern art will bring up titles on British modern art (but not German modern art).
- **OR** Using OR expands the search to include references that contain either or both the words/phrases used.
Eg. British art or modern art would bring up all references with either British art or any other modern art.
- **AND NOT** Using AND NOT in a phrase excludes any references that contain the words/phrase that follow it.
EG. British art and not modern art would bring up titles on British art but not modern art.
- However, in order to search for a phrase such as 'War and Peace' where you actually want the novel by Tolstoy rather than all references to 'War' which also include the word 'Peace', you should place the phrase in quotes; ie. "War and peace".
- * can be used as a wild card – for example you want to search for titles on Economics and the economy, you can put econo* and this will bring up results for any word that begins with econo... whatever letters are at the end. This is known as a truncated search.

This can be useful if you cannot remember all of an authors name for example Brown* would bring up titles with the author Brown, Browning, Brownlow, Brownhill etc.