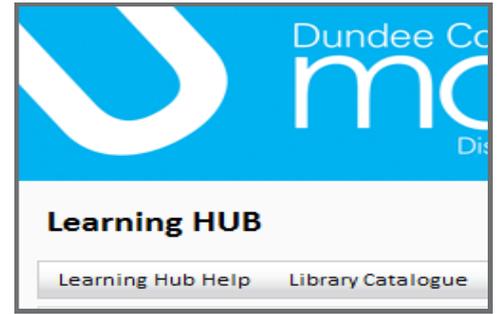# Searching the Library Catalogue

You can use the library catalogue on any computer or device with internet access by using the following link.

http://liberty0.dundeecollege.ac.uk/liberty/libraryHome.do

Click **Login** in the top right corner of the screen. Your **username** is your **College username,** example 0101938. Your **password** is your **College password** you created.
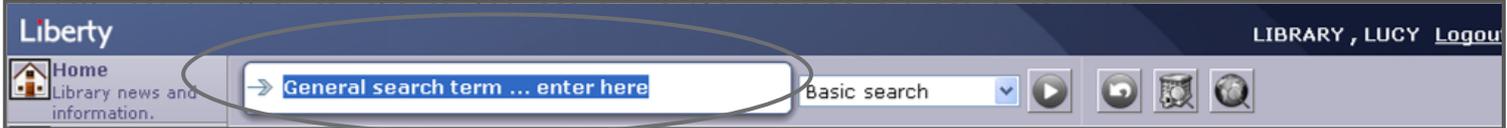

The page that opens will look very similar, but you will see your name in the format **SURNAME, FIRST NAME** in the top right.

You will see the **My Portal summary** bar and the **My Portal** link on the left will be open:
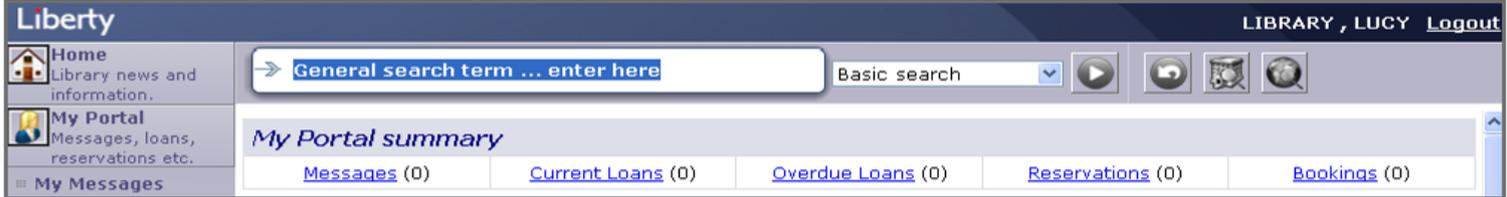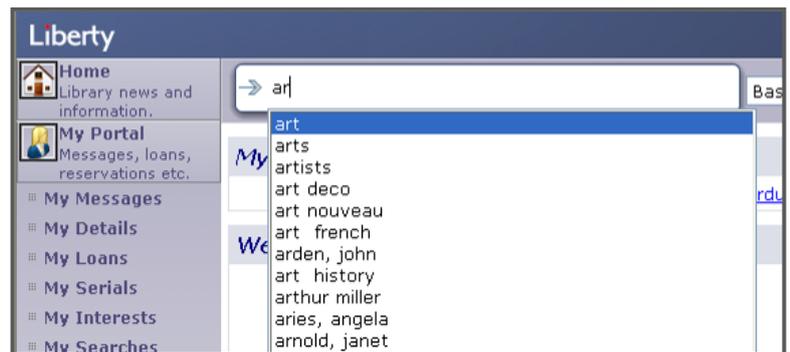

Searching

To begin searching for items, enter your **search word/s** in the **General search term** box.
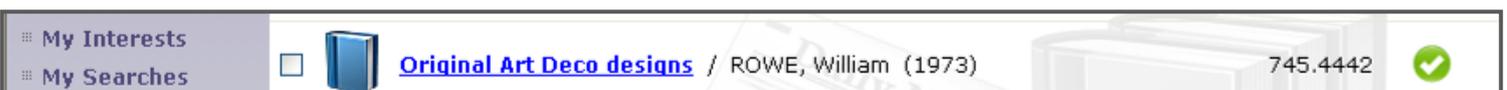

As you type, a list of suggestions will appear:
You can continue to type or select any of the words/phrases that appear on the list.

When you press **Enter** or **select a word from the list**, all matching results are given:

If this isn't the case, please speak to library staff.

The **yellow tick** shows that the item is available, the **red cross** shows it is unavailable; usually these items are **on loan** and you could **reserve** them.

Hovering the mouse over a title shows you more details including author, publication date and at which library the item is held:

**Clicking** the title shows opens the full item record:

Reserving an Item

If an item is out on loan or it's at a different campus, you can **reserve** it. This means if it's available we can send it to the campus you'd like to collect it from and if it's on loan, when it comes back we'll keep it aside for you.

When you've found an item you would like to reserve, click on the title to open the full record.

To reserve the item, click on the **book with a padlock**:
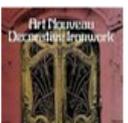
You will be taken to the **reservation** screen but your reservation isn't complete until you tick the **Reserve** box and **Save:**

The screen will refresh and you can see the status of your reservations in the **Reservation tab:**

In the **Due dates** column, if **no information** shows, the reservation has not yet been processed. If there is a **date**, the item is **on loan** and the date is when it's due back. If it says **Pick-up** the book is ready to be collected from the library stated under **Pickup Branch**.

Reservations

If you have asked for a book to be kept aside for you, it will show in the **Reservations** tab. You can reserve items through the online catalogue yourself or you can speak to Learning Hub staff.

This shows that you have **reserved** the items on list and also where you are in the queue for it.

If you want to **delete** the **reservation** click the **red cross.**

You will receive a **Reservation Available Notice** by email when your item is ready to collect.

You should collect the item/s within a week of the email being sent.