Getting started using the Library catalogue

1. To search within the Jerwood Library:
   - Click on directly without entering a search term. The dropdown list appears.
   - Click on the arrow and select Trinity Hall from the drop down list.

Note: If you type the first letter ‘T’, the dropdown will go to entries beginning with that letter.
   - Enter your search term.
   - Press return or click on to retrieve your results.
   - This will search for results in Trinity Hall Jerwood Library (print and electronic).
   - Result information includes: title, author, resource type (e.g. book, ebook, article).

   - Click on a book to view the detailed results information for ‘other locations’ including Trinity Hall.
   - To find books, click on the ‘Get it’ section and select the arrow

   You will then see the item information for the individual book and classmark.
To filter your search results you can select options from the right hand side bar under: **Refine my results**

To find electronic items, see the ‘View Online’ section: A link to the full text is available here: **Note**: You will need to enter your Raven username and password to access electronic items. For electronic legal deposit records, access to the full text is only available through designated PCs at the University Library.

2. **Logging in to ‘My library account’**:
   - Click on the ‘MY LIBRARY ACCOUNT’ in the top navigation bar:

   ![My Library Account](image)

   - To log in you will need to enter either your Raven account details (CRSiD and password) or University barcode number and surname.

3. **Placing a recall or hold for a book on loan**:
   - The catalogue will display ‘out of the library’ and ‘charged’ for books currently out on loan.

   ![Check request options](image)

   - To place a recall or hold on the book select the blue ‘Check request options’.
   - You can then select: **Place a recall** or **Place a hold**
   - Recalled books and books placed on hold can be collected from the Library Office from 9am – 8pm.