Using the catalogue

Introduction

The catalogue is the source of a great deal of information about the library collection. You can use it to find out:

- whether the library holds a particular item
- what items are held on a specific subject or by a particular author
- the bibliographic details of an item - e.g., when it was published, or whether it is illustrated.

In most automated library systems the catalogue is linked to the circulation system. So you can also use it to determine:

- what items have been borrowed by a client
- whether an item is available for loan.

When you have completed this section, you should be able to:

- answer a range of questions using the catalogue
- identify the information contained in catalogue records
- recognise the type of information available in a library catalogue.

The rest of this section is a set of exercises.