

## WORLD CAT LOCAL (WCL): GUIDE TO THE ICATALOGUE OPTION



WCL is located in the middle of the library webpage as well as via a tab from the top toolbar of the page. Information about WCL and other library services are listed in the tab option. Search options will turn from red to green when clicked on and present you with an appropriate search screen. You may have to return to the library webpage to choose another search option.

### ICATALOGUE

This option allows you to search across **all** types of resources in print and online format, (books, theses, journals, articles, DVDs, e books and more) **available in UKZN libraries as well as libraries around the world**. There are two levels of searching: Basic and Advanced. Beware! The results screen for an individual item provides a lot of information beyond the UKZN location of the book.

### BASIC SEARCH

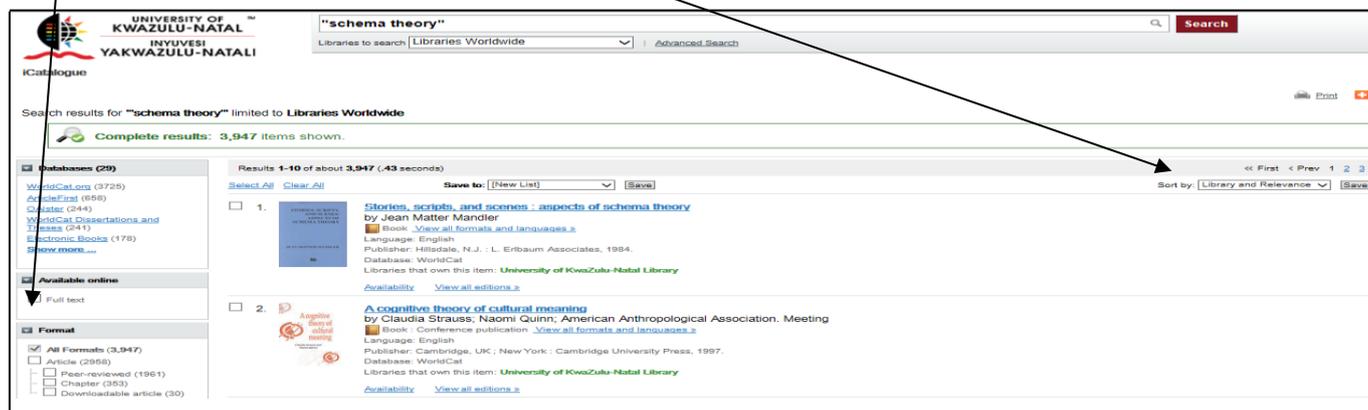
**STEP 1:** Type details into the search box. Multi-word phrases/concepts or exact titles should be placed in double inverted commas: eg "schema theory". Click on the round orange go button.

Search tips: (see WCL tab on the Library webpage toolbar for more search features)

- Put exact titles, multiword phrases in double inverted commas eg "schema theory"; "principles of criminal law"
- Trouble finding an author? Type AU: and name for a more exact match eg AU: Guy, Jeff. You can also use TI: to find an exact title match
- Use AND, OR, NOT to link concepts eg education AND literacy AND programmes

### STEP 2: Results list

- The results list presents UKZN library items first, then those items in world libraries.
- The left hand column of the page offers an analysis of the results which are also refining options – by database, resource type eg books; authors, year, language etc with the number of results in brackets after the option (see below). Books are often presented first.
- Results can also be reorganised by date, author and title instead of the default option 'relevance' (right hand side of page).



### STEP 3A: Working with a BOOK result

For each book result you are given the title, author/s, format, language, publisher and whether UKZN has the book (University of KwaZulu-Natal library in green)

- At the end of these details are two options: [Availability](#) and [View all editions](#).
- Click on 'Availability' to see which UKZN library has the book, whether it is available to be borrowed and its number on the shelf. (Clicking on the blue title of the book will give you the same information and more).

1. [Stories, scripts, and scenes : aspects of schema theory](#)  
by Jean Matter Mandler  
Book [View all formats and languages >](#)  
Language: English  
Publisher: Hillsdale, N.J. : L. Erlbaum Associates, 1984.  
Database: WorldCat  
Libraries that own this item: [University of KwaZulu-Natal Library](#)

[Availability](#) [View all editions >](#)

✔ 1 of 1 available

Westville (Main) Campus Library	✔ Not Available	153.4 UKW MAN
---------------------------------	-----------------	---------------

Due to the system changeover, books that are marked as 'Not available' might well be on the shelves. Please check the shelves.

- Click on 'View all editions' to see what other editions have been published and which editions are available at UKZN

Title / Author	Type	Language	Date / Edition	Publication	Library
1. <a href="#">Stories, scripts, and scenes : aspects of schema theory</a> by Jean Matter Mandler	Book	English	1984	Hillsdale, N.J. : L. Erlbaum Associates	University of KwaZulu-Natal Library

- **Results can be printed, emailed, exported**
- Click on the title of a book result to get to these options and then click on the desired option for the next step.

University of KwaZulu-Natal Library Search WorldCat My library account

his site uses cookies. By continuing to use the site, you are agreeing to OCLC's placement of cookies on your device. [Find out more here.](#)

**UNIVERSITY OF KWAZULU-NATAL**  
INYUVESI YAKWAZULU-NATALI

Libraries to search: Libraries Worldwide Advanced Search

[Cite/Export](#) [Print](#) [E-mail](#) [Add to](#)

[Stories, scripts, and scenes : aspects of schema theory](#)  
Author: [Jean Matter Mandler](#)  
Publisher: Hillsdale, N.J. : L. Erlbaum Associates, 1984.  
Series: [John M. MacEachran memorial lecture series, 1983.](#)  
Edition/Format: Book : English [View all editions and formats](#)  
Database: WorldCat

- Results can also be saved to a list for future use and you can personalise your search results such as creating a bibliography and saving searches and exporting lists to facilities such as Endnote. You will need to register for this and get a password. Click on 'My library account', top right of the WCL screen or the toolbar on the Library home page and register. Click on 'Add to list' and fill in your account details to be able to create lists.

\*\*\*\*\*

### STEP 3B: Working with a JOURNAL article result

- Click on 'Format' then 'Articles' (or 'Downloadable articles' for those that are available full text) from the left hand column of the screen if you wish to see only journal articles, or scroll down to locate a relevant article. Again you can change the presentation order of results from the right hand side of the screen Sort by: Library and Relevance [ ]
- You are given the title of the article, author, indication that it is an article, language and journal in which the article appears (publication) as well as availability at UKZN.

5.  [Schema theory \(1975\): retrospectives and prospectives.](#)  
 by KM Newell  
 Article :  Peer-reviewed  
 Language: English  
 Publication: Research quarterly for exercise and sport, 2003 Dec; 74(4): 383-8  
 Database: From MEDLINE®/PubMed®, a database of the U.S. National Library of Medicine.  
 Libraries that own this item: [University of KwaZulu-Natal Library](#)

 [View Now](#)

- **EITHER: for electronic availability and access**, click on 'View now' at the end of the details to see if electronic access is available and in which databases.
- Choose an option if there are more than one from the menu that opens up (DO NOT CHOOSE Electronic collections online or Wiley). If no options are available, then the article is not available online.
- Once you click on one of the options you will be taken to the authentication page (same as off campus authentication). Type in your lan login and password to be able to access the full text.



UNIVERSITY OF  
KWAZULU-NATAL  
INYUVESI  
YAKWAZULU-NATALI

## Library Off-Campus Databases

Please use [Secure Site](#)

- To access Library resources from off-campus, you will need a valid LAN username and password. Your LAN username and password refers to the unsure of LAN username and password, please do the following:
- UKZN staff should contact the ICS helpdesk on tel: 031-2608000 during office hours only or email: [expertdeskund@ukzn.ac.za](mailto:expertdeskund@ukzn.ac.za)
- Students should contact the Student helpdesk on their campus:  
 Edgewood: tel: 031-2603498 during office hours only or email: [studenthelpdeskedge@ukzn.ac.za](mailto:studenthelpdeskedge@ukzn.ac.za)  
 Howard College: tel: 031-2601171 during office hours only or email: [studenthelpdeskhc@ukzn.ac.za](mailto:studenthelpdeskhc@ukzn.ac.za)  
 Medical School: tel: 031-2604568 during office hours only or email: [studenthelpdeskmed@ukzn.ac.za](mailto:studenthelpdeskmed@ukzn.ac.za)  
 Pietermaritzburg: tel: 033-2605989 during office hours only or email: [studenthelpdeskpmb@ukzn.ac.za](mailto:studenthelpdeskpmb@ukzn.ac.za)  
 Westville: tel: 031-2607818 during office hours only or email: [studenthelpdeskwst@ukzn.ac.za](mailto:studenthelpdeskwst@ukzn.ac.za)
- Once you have successfully logged in using your LAN username and password, you should not require a username or password to access the datab [libwebteam](#) with as much detail as possible of your particular issue
- For more information on accessing UKZN library e-resources from off-campus, consult our [FAQ's](#)

Please enter your LAN username:

Please enter your LAN password:

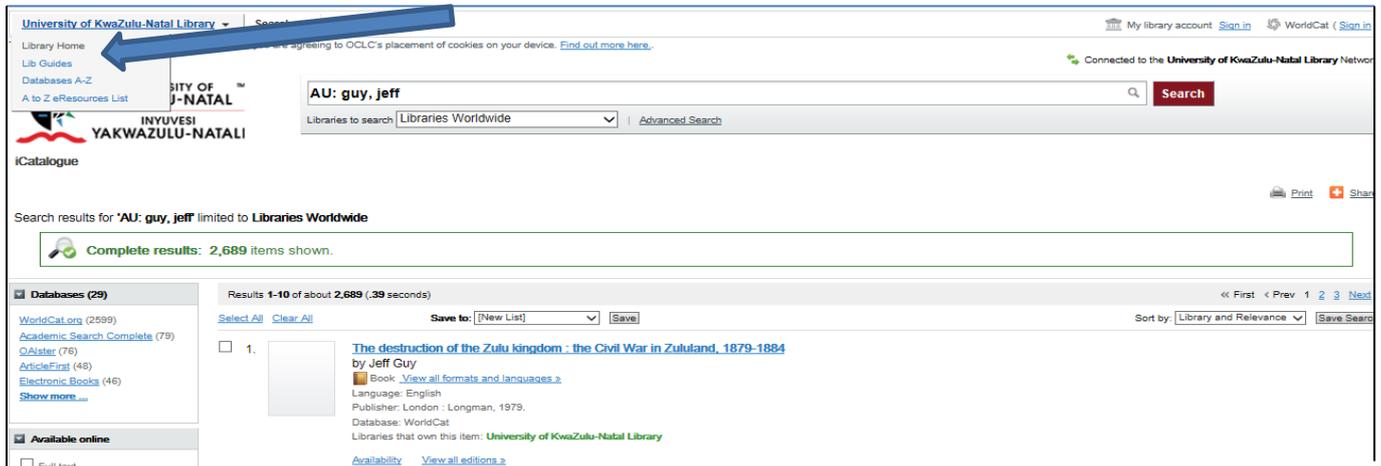
- You should now be taken to the article or the journal. Look for the pdf symbol to open the article.

**OR: For electronic AND print availability and access** click on the blue title of the journal article or the 'Availability' tab at the end of a result's details.

- This will take you to a full screen presentation of the journal article details. Scroll down for details about electronic access which is then followed by details of where print copies are kept if UKZN gets the print copy.

\*\*\*\*\*

**To start a new search**, click the back arrow, top left of the WCL screen and when you can go no further, click on the drop down arrow next to University of KwaZulu-Natal and choose 'Library Home'.



## **ADVANCED SEARCH**

This option allows you to be more specific in your search right at the beginning of your search rather than refining after you get a results list. You are also able to limit your search to a specific campus library.

At the main library page, click on icatalogue and then on 'Advanced search' below the single search box.



- After clicking on 'Advanced search' you are presented with a screen of options to fill in to be more specific in your search.

For a **BOOK** specific search, fill in details ie add in your keywords, authors, time range etc. Limit your search to the format Book. From the 'Limit to' option choose the campus library at UKZN you would like to search in if necessary or search across the whole of UKZN. Click on search for a results list.

**Enter search terms in at least one of the fields below**

Keyword:

Title:

Author:

**Popular Limits** (optional)

Only return peer-reviewed articles

**Narrow your search** (optional)

Limit to:

Year:  to:   
e.g. 1971      e.g. 1977

Format:

Return only items in the format

Some of the databases being searched do not support limiting to holding libraries. Items relevant to your search could be skipped, even if your library owns them. For the most comprehensive results, choose "Libraries Worldwide".

**Search** **Clear**

- When a results list is presented, again you can further refine from the left hand column, re-order results by date and so on.

For a journal **ARTICLE** specific search, there are two options.

- A. Fill details in the relevant search boxes in the form at the bottom of the page as for a book search, but choose Article as the format. All databases will be searched. Click on Search to get a results list.
- B. Before filling in the search boxes at the bottom of the Advanced search screen, select those journal databases you would like to search. In order to make your own selection click on 'Add / Remove databases' (see screen below) and tick in boxes next to those databases or groups of databases you would like to search. Click on 'Save selection'. You can cancel this selection later.

This option presumes you are familiar with databases and the subject area/s of the journals included.

**Advanced Search** **Search** **Clear**

**Select a database to search**

The following databases will be searched:

[SACat Group Catalog](#)

[WorldCat.org](#)

**Add / Remove databases >>** 

This is not the only way to find journal articles, see the other WCL search tabs on the main library page and consult the *Finding journals and journal articles @ UKZN via World Cat Local* guide which is located under the Guides tab at the top of the Library page as well as in the word cloud.