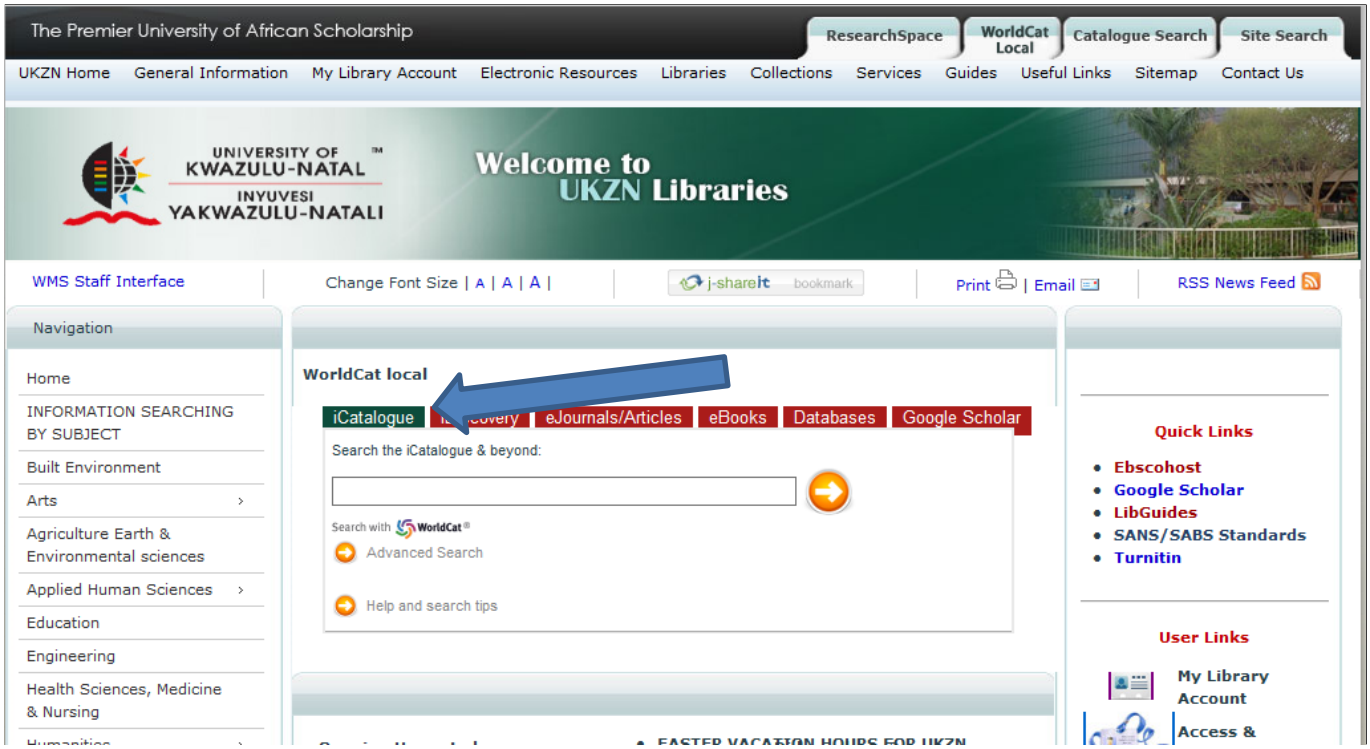
WORLD CAT LOCAL (WCL): GUIDE TO THE ICATALOGUE OPTION



ICATALOGUE is a one-stop-station to discover what is available at/via UKZN in terms of all print books, journals, theses, maps, audiovisual material and more, *as well as* to provide access to online theses and books and journals and articles that UKZN subscribes to. Journal articles that are reflected in most databases UKZN subscribes to are listed in iCatalogue.

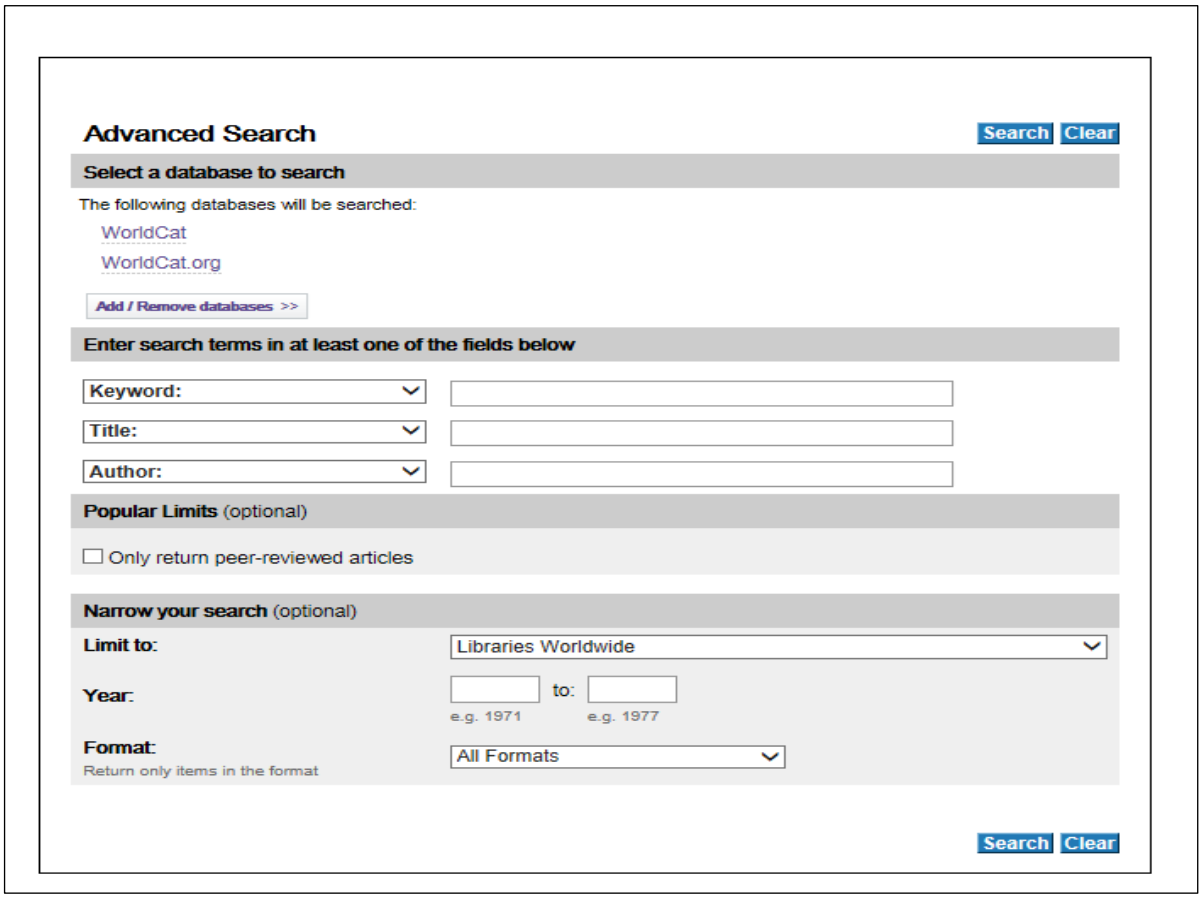
As UKZN library is part of WorldCat you can also discover 'what is out there' beyond UKZN library in other academic libraries in the world that are part of WorldCat. Such items are not available to UKZN users but are useful to alert one to available publications. As UKZN is the first library in South Africa to adopt WorldCat, holdings of other SA libraries are not yet available on icatalogue.

There are two search options available: the single search box after the row of tabs, and advanced search which we would recommend.

ADVANCED SEARCH

From the middle of the Library's webpage, click on icatalogue and then on 'Advanced search' below the single search box.

The following screen will appear



Depending on whether you are looking for items by their title, authors or keyword, use the relevant search boxes. You also have options to narrow by library, time range and formats eg articles, books, journals etc. You can also refine your search once you get a results list.

BE AWARE! iCatalogue sometimes differentiates between English and American spelling of words. To overcome this add a # symbol within a word where there might be differences of spelling eg: 'behavio#r; or one or more ? at the end of a word depending on possible spelling eg 'program??' will find program and programme.

Narrow by library: There is a drop down list with 3 types of options.

- The default option is 'Libraries Worldwide' which will display items in all participating libraries BUT UKZN items always appear first.
- The next option in the drop down list is' University of KwaZulu-Natal' which will display only items within and available to UKZN libraries.
- If you choose to search an individual library within UKZN you will only be able to see physical items not any online items. Prefer the first two options unless you are searching for books within a specific library.

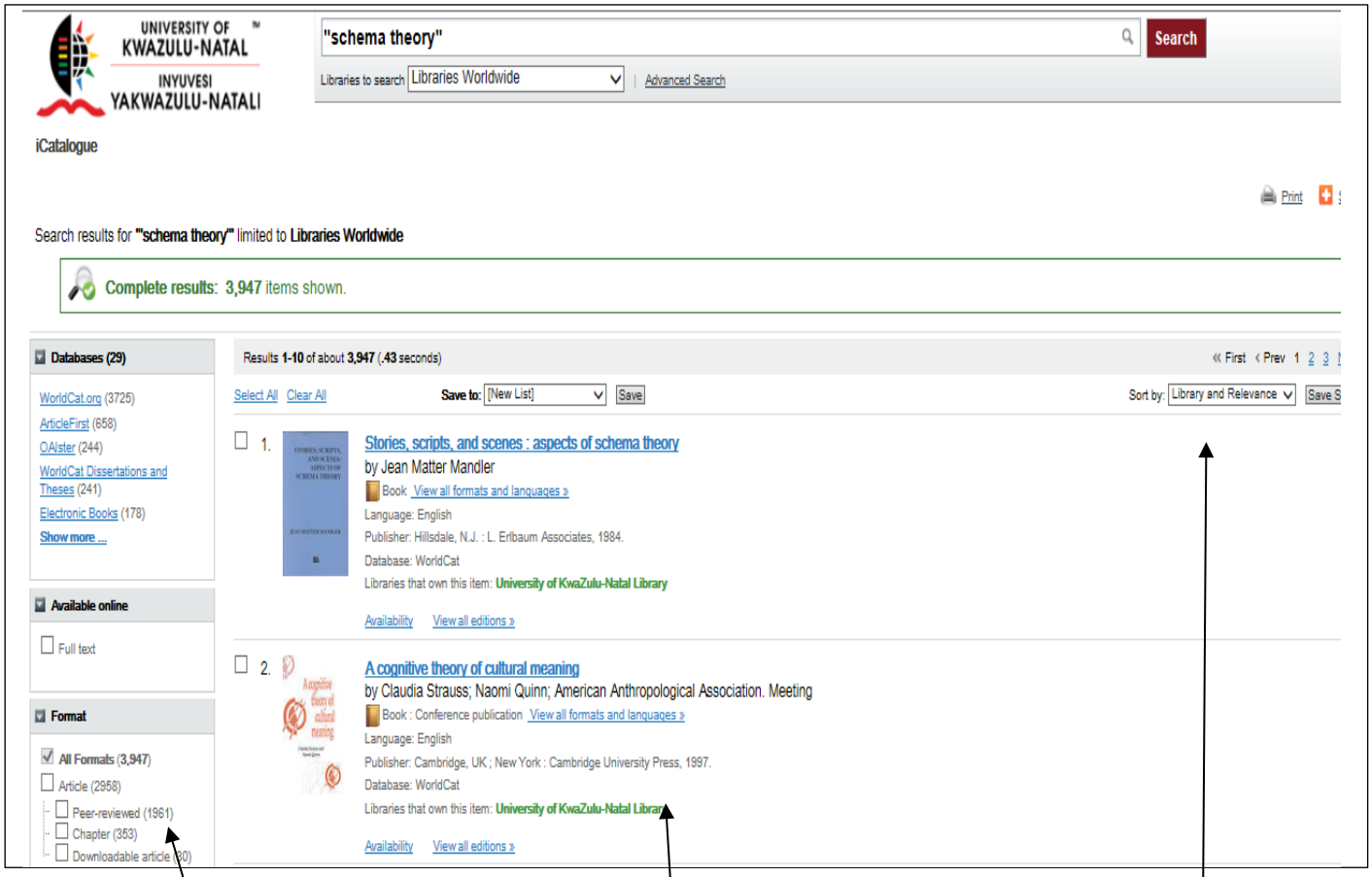
Year: this is the publication date or range.

Format: There is a drop down list of options.

- 'All formats' means a search will be done across all the different types of resources, print and online.

- An individual format can be chosen such as articles, books (includes theses), journals etc. Remember that not all formats are available at UKZN but might be available in participating libraries.

Results list



Analysis of results / refining options

Basic details of each result

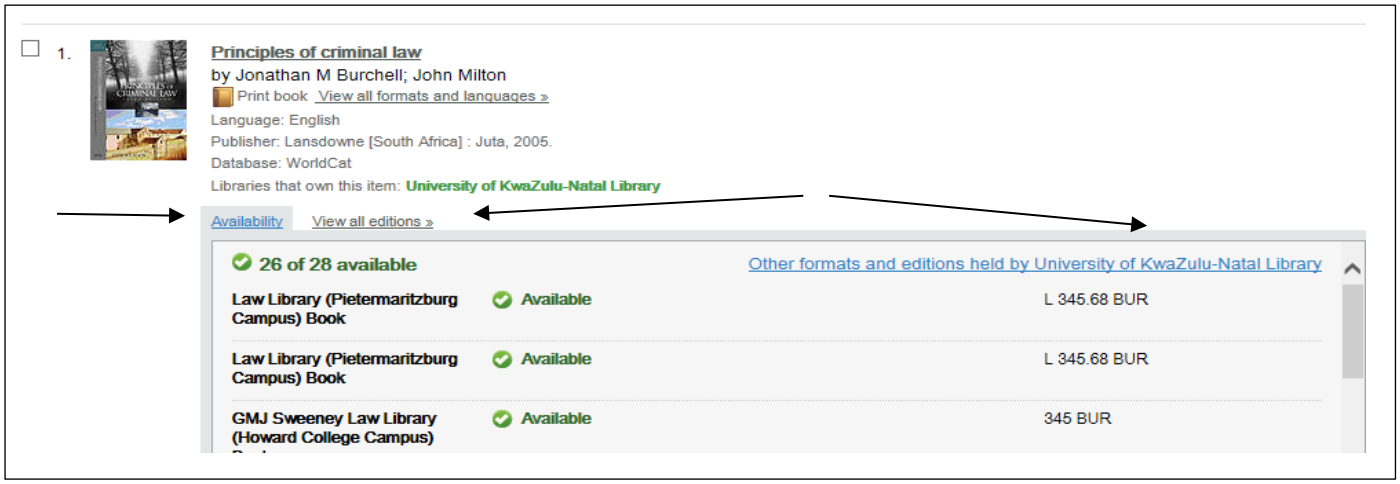
Options to re-sort presentation of results

- The results list presents all UKZN library items first (university of KwaZulu-Natal is indicated in green), then those items in world libraries (World cat libraries designation in green).
- Details of a record include: title of item, authors, format, language of publication, publisher details or journal details in the case of an article and then either 'Availability' which means where the physical item is located at UKZN or 'View now' which is a link to some sort of online access
- The left hand column of the page offers an analysis of the results which are also refining options – how many results by database, resource type eg books; authors, year, language, subject etc with the number of results in brackets after the option. 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). BE AWARE that changing from the default option of 'Library and relevance' will not show UKZN items first.

Working with a BOOK result

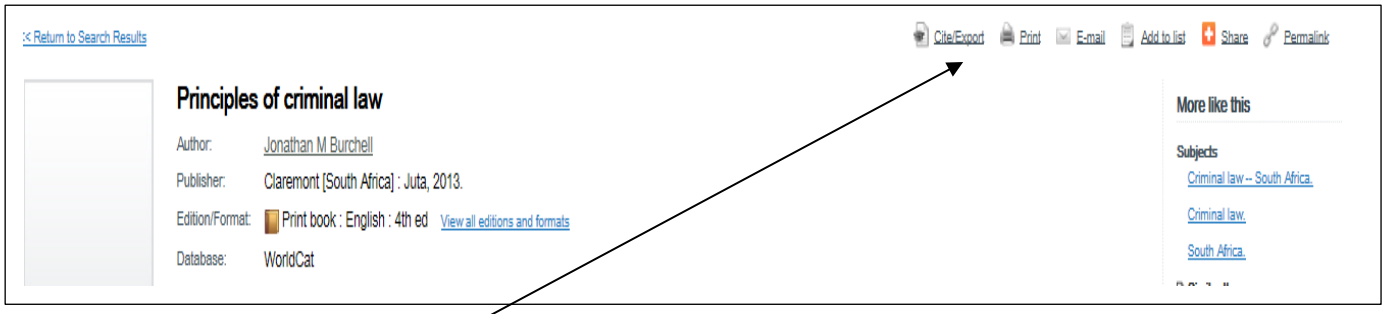
For each book result you are given the title, author/s, format, language, publisher and whether UKZN has the book (University of KwaZulu-Natal library in green).

- At the end of these details are two options: Availability and View all editions.
- Availability means the location of the physical book. Click on 'Availability' to see which UKZN library has the book, whether it is available to be borrowed and its number on the shelf.
- In the item is an electronic book, the option 'View now' will appear. Click on this link to get to the full text.



NB! As the most recent edition of a book does not show up first, the 'View all editions' option will indicate different editions held by participating libraries. Click on 'View all editions' to see what other editions have been published and which editions are available at UKZN. If it says World Cat Libraries on the right hand side, UKZN does not have it.

If you click on the title of the item, you will get a page of information about that item – in the case of a book you might get an summary and / or the contents; physical description, subject headings, links to information about the authors, location within UKZN etc.



Top right are options to:

Cite/export: see how an items can be referenced in several styles (Harvard, APA, MLA, Chicago) or exported to Endnote

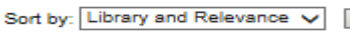
Print / email the page of information

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 'World Cat sign in', 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.

UKZN theses are included in the catalogue. Where both a print copy and a pdf copy are available, you will see both 'availability' and 'view online' at the end of the details.

Digital copies of UKZN theses are kept in ResearchSpace, the tab for which appears on the top toolbar of the Library webpage. Try here if the catalogue link does not work.

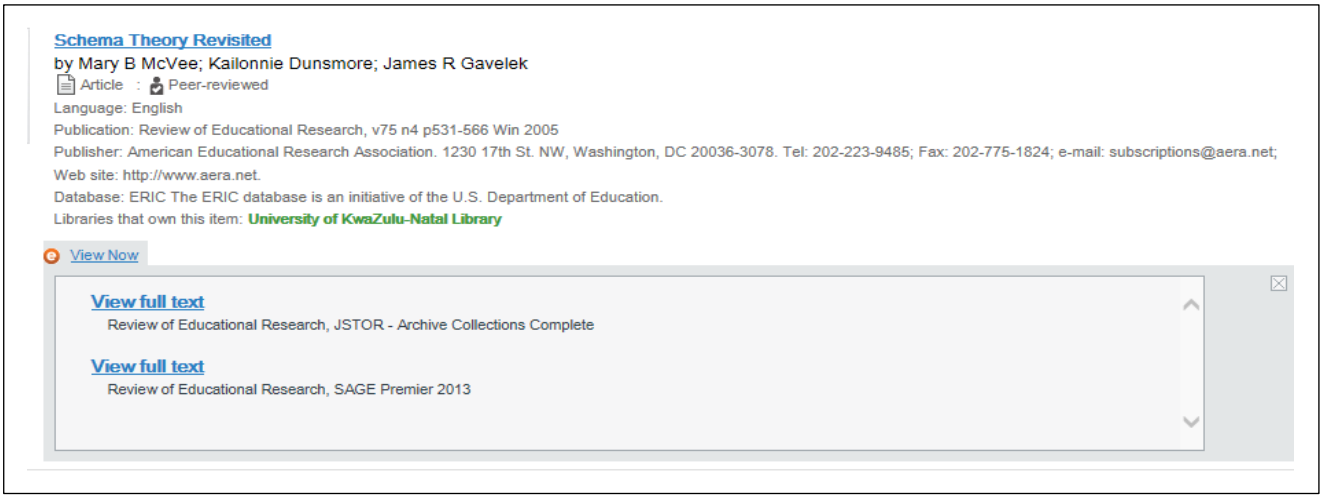
Working with a JOURNAL ARTICLE result

- Once in the results list, if you did not refine before, click on 'Format' then 'Articles' or 'Peer reviewed articles' from the left hand column of the screen if you wish to see only journal articles, and scroll down the results list to locate a relevant article. Again you can change the presentation order of results from the right hand side of the screen 

- 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.

- for electronic availability and access click on 'View now' at the end of the details

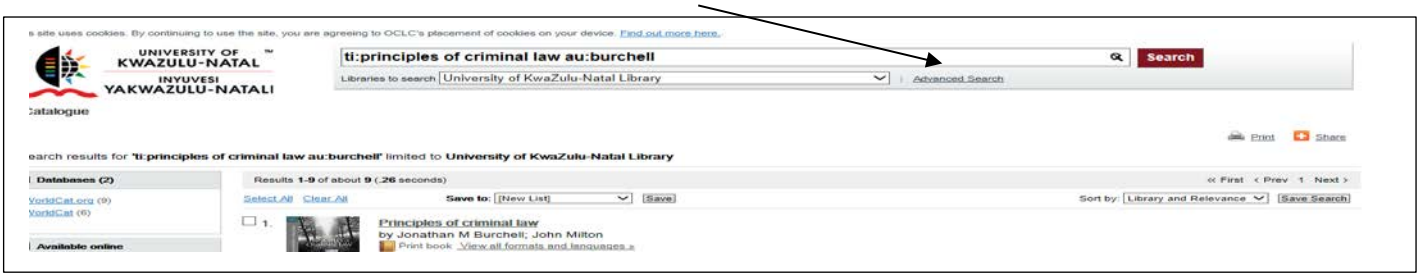
- If an article is available in more than one database, all options will be presented. Choose an option by clicking on 'View full text'.



- You should now be taken to the article or the journal (in this case use the details from the catalogue to select the correct year, volume, pages etc). Look for the pdf symbol to open the full text of the article. You should be able to download and print the article.

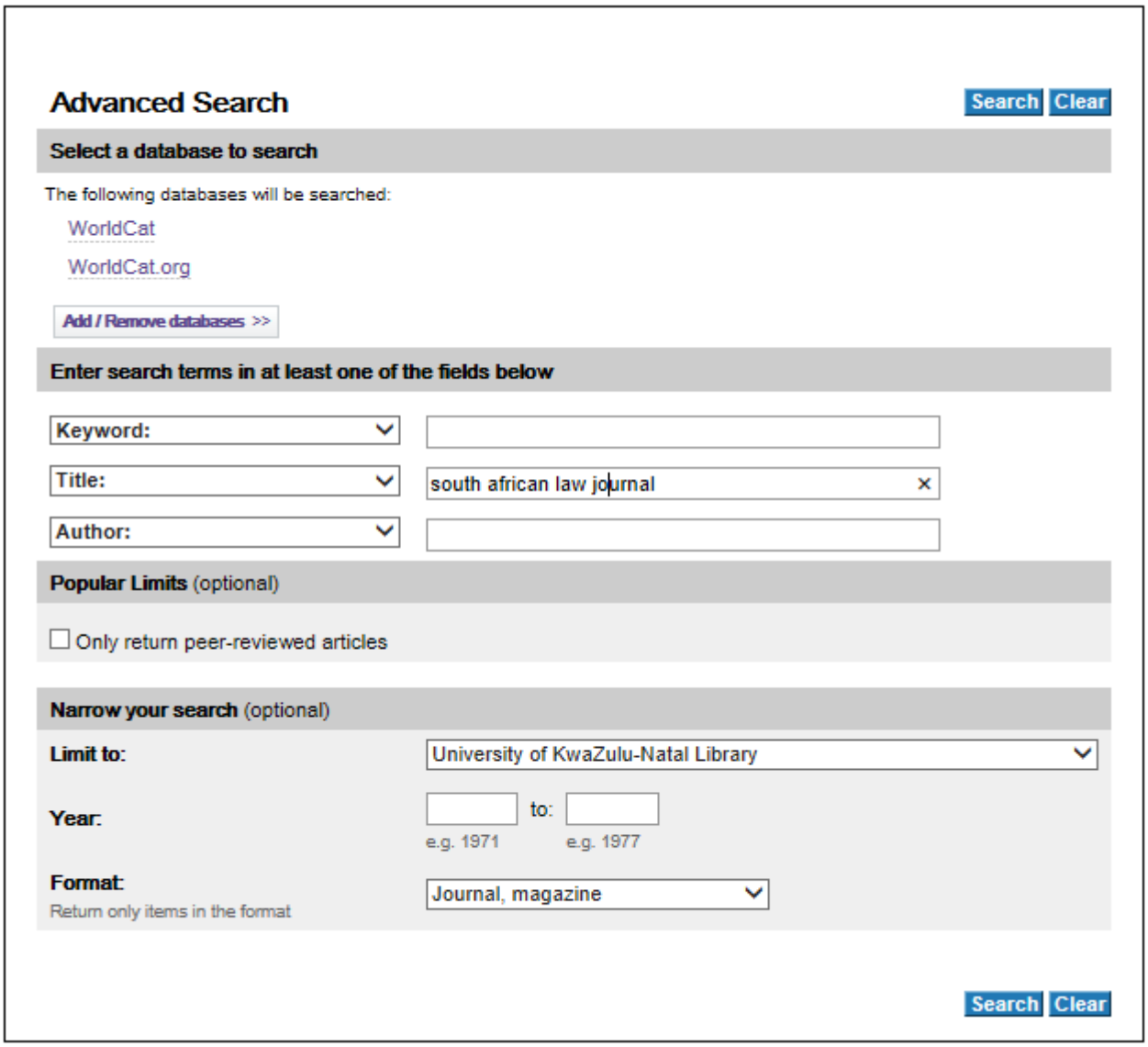
If you click on the title of the article (in blue) you will be presented with a page of information about the article. There is an option to do further searching within that online journal that the article appears in.

To start a new search, click on advanced search at the top of the screen.

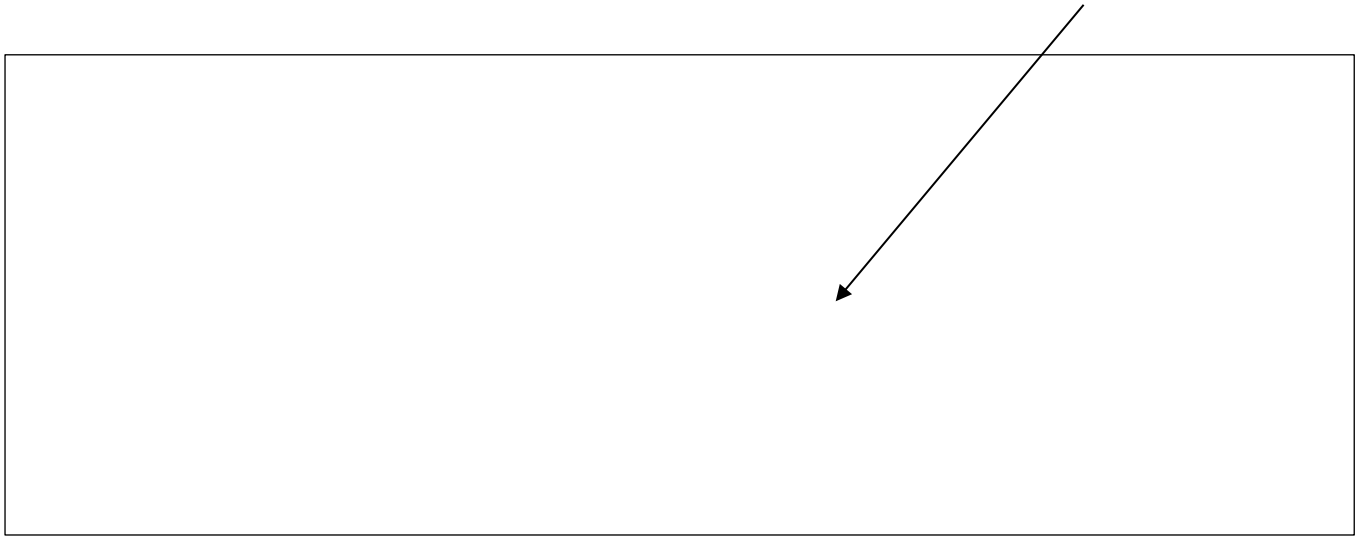


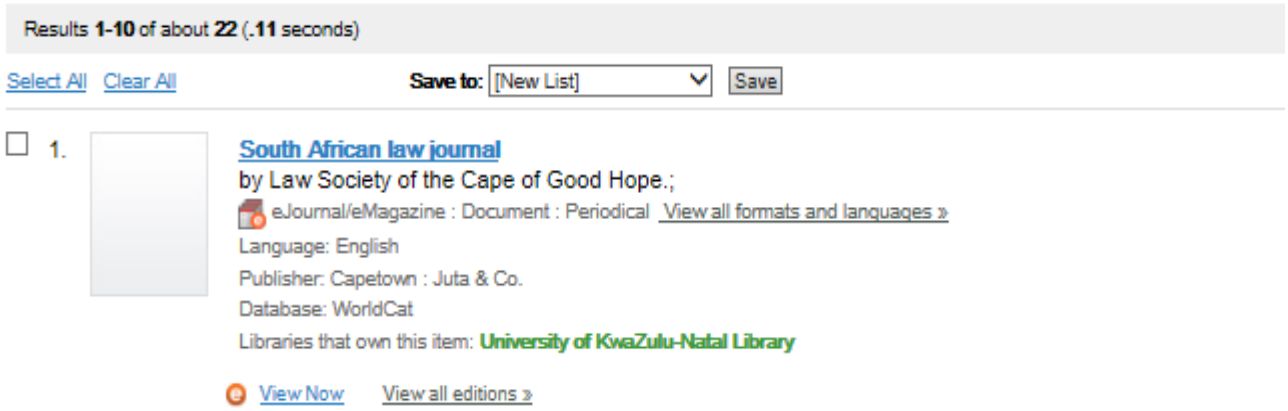
Does UKZN have a JOURNAL and in what format?

Fill in the title of the journal in the Advanced form using the title option and under 'All formats' refine to Journal, magazine. Click on Search. (see below)



At the results page, identify the appropriate result and then click on 'View all formats and languages'.

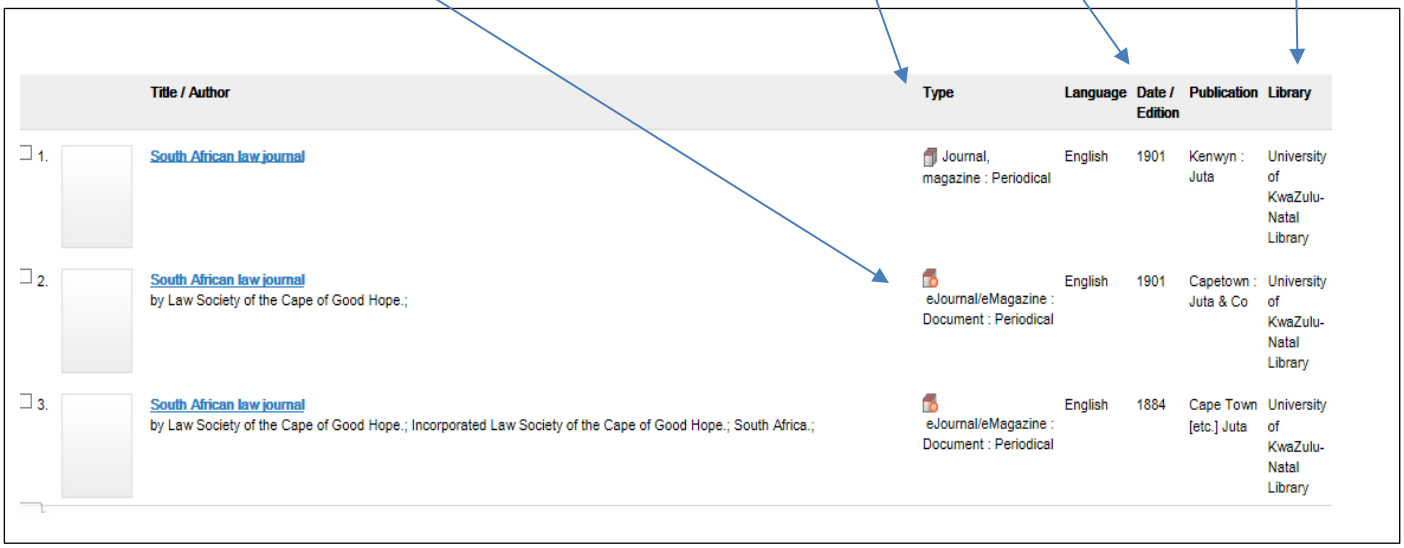




You will now be able to see the records for the print and electronic versions if they are available.

Print version of journal, start date and UKZN availability

Electronic version of journal

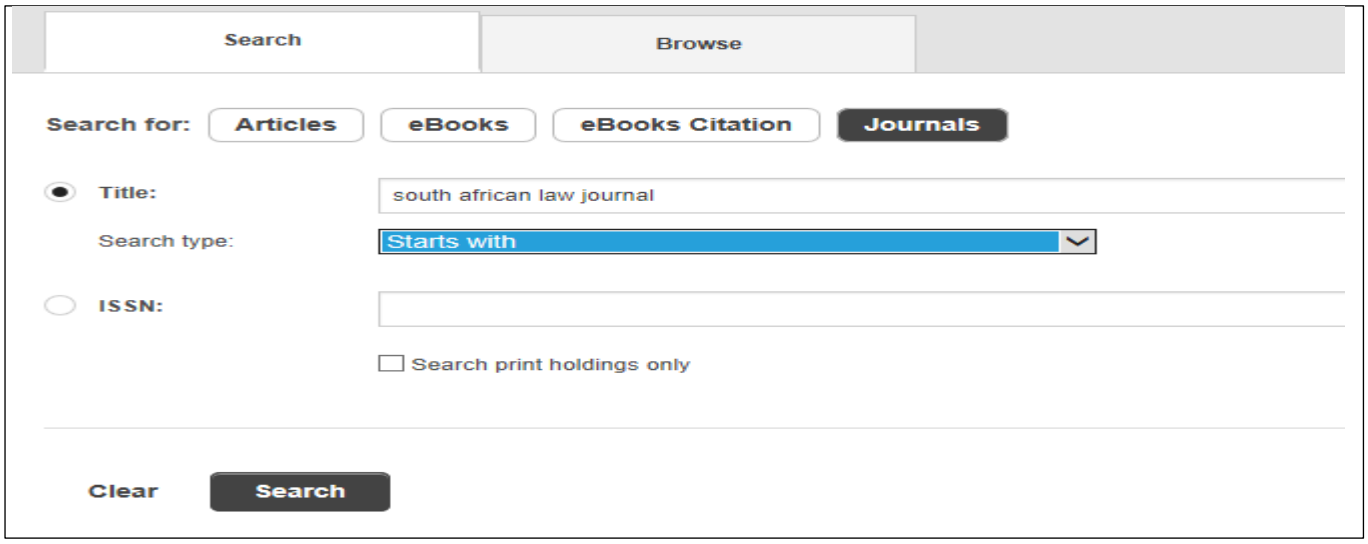


	Title / Author	Type	Language	Date / Edition	Publication	Library
1.	South African law journal	Journal, magazine : Periodical	English	1901	Kenwyn : Juta	University of KwaZulu-Natal Library
2.	South African law journal by Law Society of the Cape of Good Hope.;	eJournal/eMagazine : Document : Periodical	English	1901	Capetown : Juta & Co	University of KwaZulu-Natal Library
3.	South African law journal by Law Society of the Cape of Good Hope.; Incorporated Law Society of the Cape of Good Hope.; South Africa.;	eJournal/eMagazine : Document : Periodical	English	1884	Cape Town [etc.] Juta	University of KwaZulu-Natal Library

There is an alternate route to establishing format and availability of a journal

On the WorldCat local row, click on eJournals/article and then on the yellow circle.

At the next screen, click on journals and then type in the title of the journal and next to the option called ‘search type’, choose ‘starts with’. Click ‘search’.


Search
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eBooks
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Journals
Title:
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