College of Europe
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Hannah Arendt

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'19-'20

LIBRARY SKILLS

SEARCH THE CATALOGUE

College of Europe
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postgraduate institute of european studies
institut postuniversitaire d'études européennes

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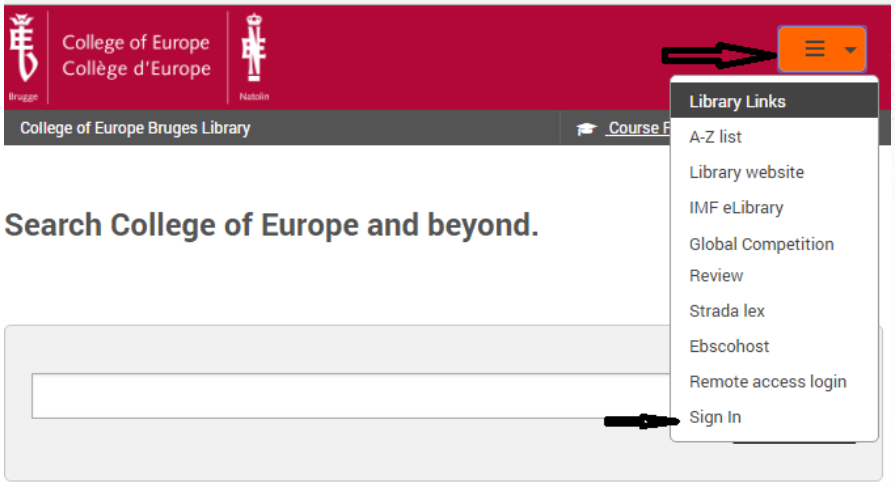
LIBRARY SKILLS

Click on the link https://coleurope.on.worldcat.org/discovery
This screen will appear



Click **on sign in**, and log in with your email address and your college password. If you have some difficulties have a look at the powerpoint presentation “Setting up your library account”. If you still cannot sign in, contact our services,

PS : If you are not at the college, nor in the residences, click on Library links – remote access login

LIBRARY SKILLS

Or go to our intranet page https://www.coleurope.eu/groups/bruges-library-group

- Click on one of the icons, to specify what type of document you want to find
- Then type in the name of the author, subject or title …
- Click on the magnifying glass

LIBRARY SKILLS

1. Simple search
2. Advanced search
3. Library links
4. Course reserves
5. My list

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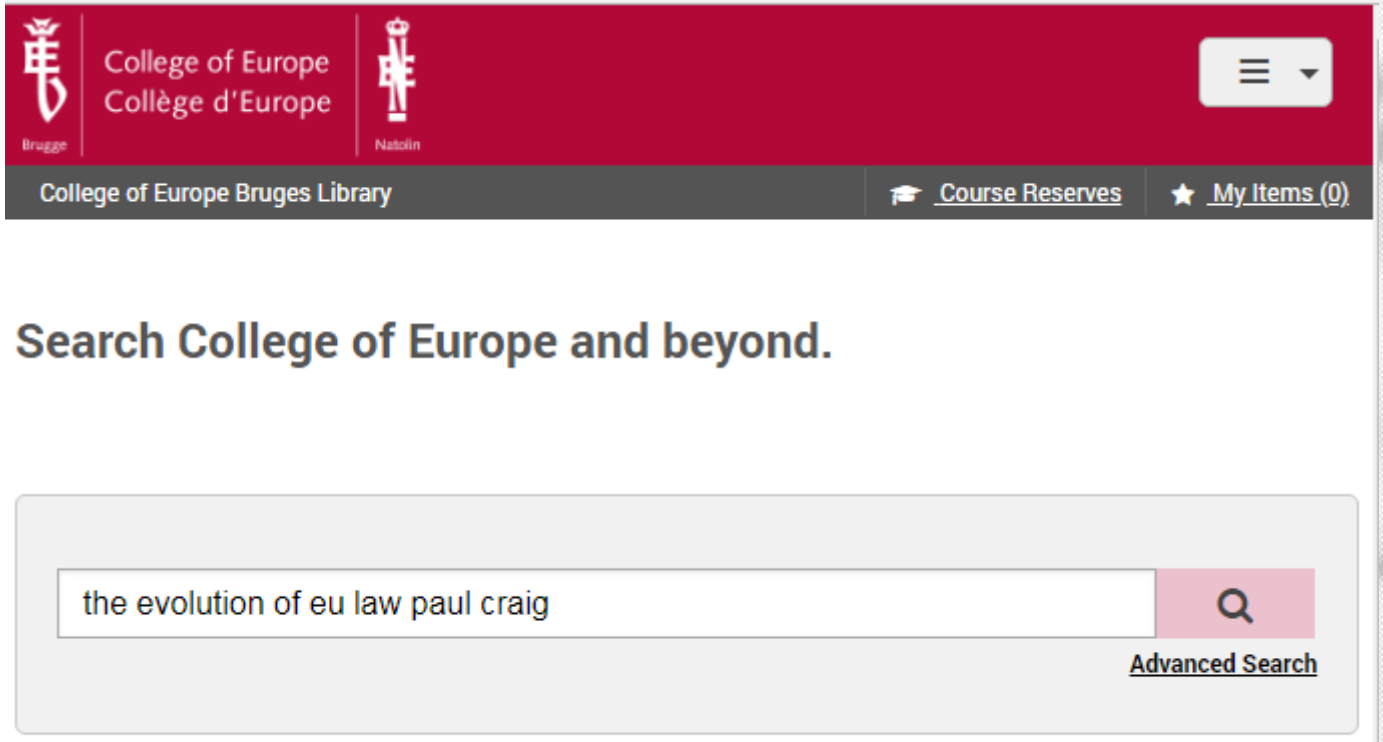
LIBRARY SKILLS - SIMPLE SEARCH

Type the title and/or author in the search screen



LIBRARY SKILLS - SIMPLE SEARCH

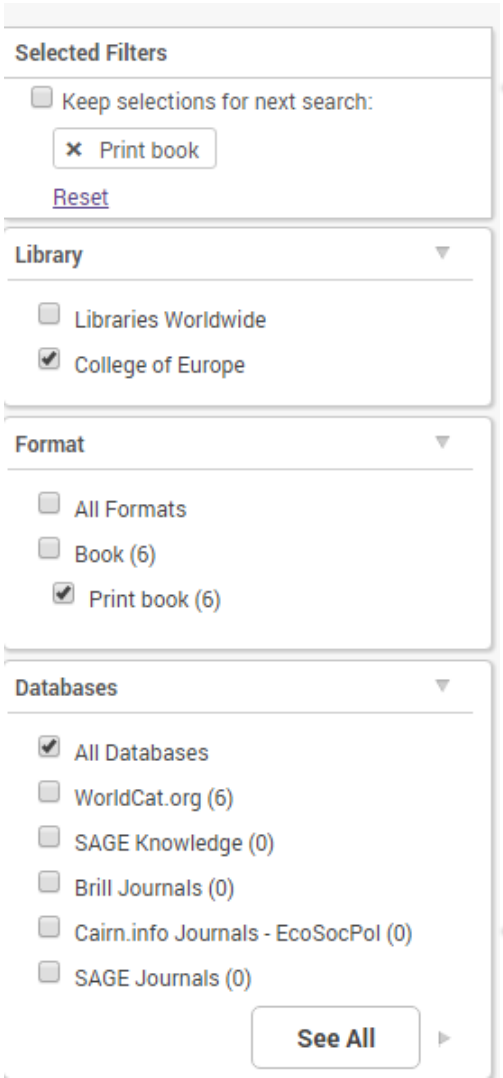
What can you find out about this book ?

1. If the book is available ?
2. Held by our library ?
3. Where you can find it in the library ?
4. Is the full text available ?

Access online does not always mean that we have the ebook, in this case it gives you access to the table of contents

To find other editions and formats click on "all editions & formats'.

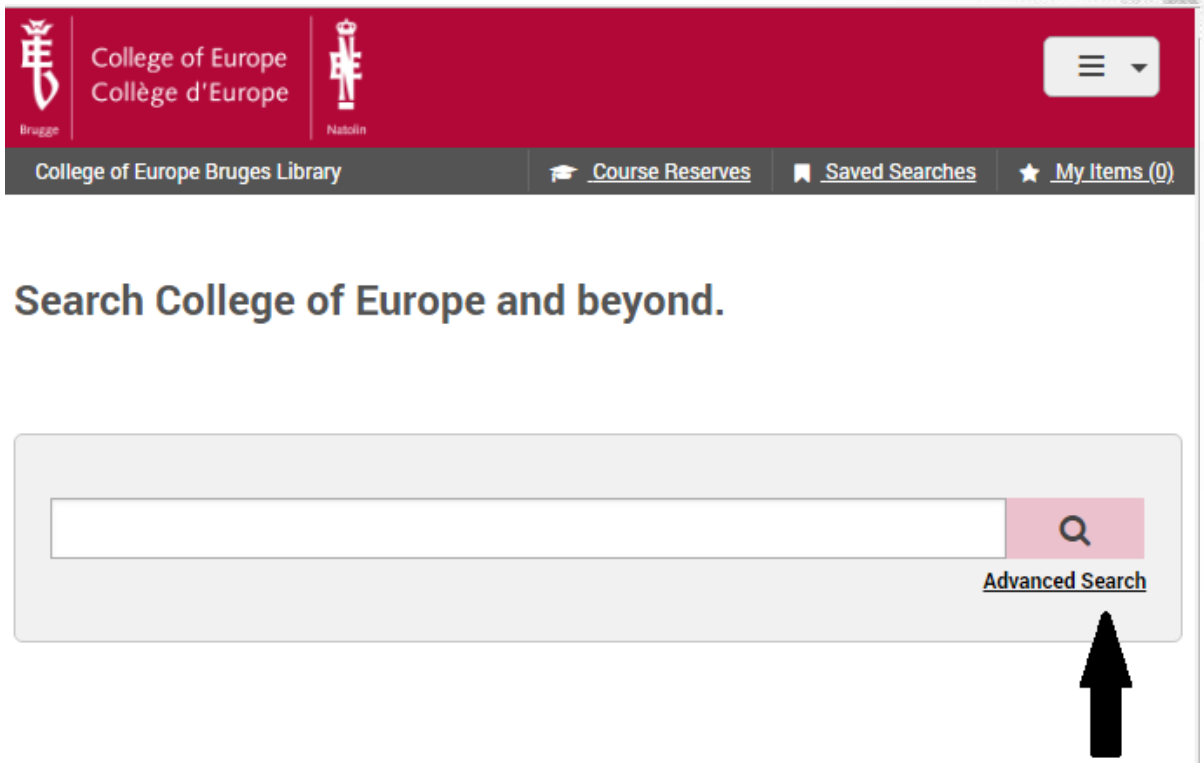
LIBRARY SKILLS - ADVANCED SEARCH



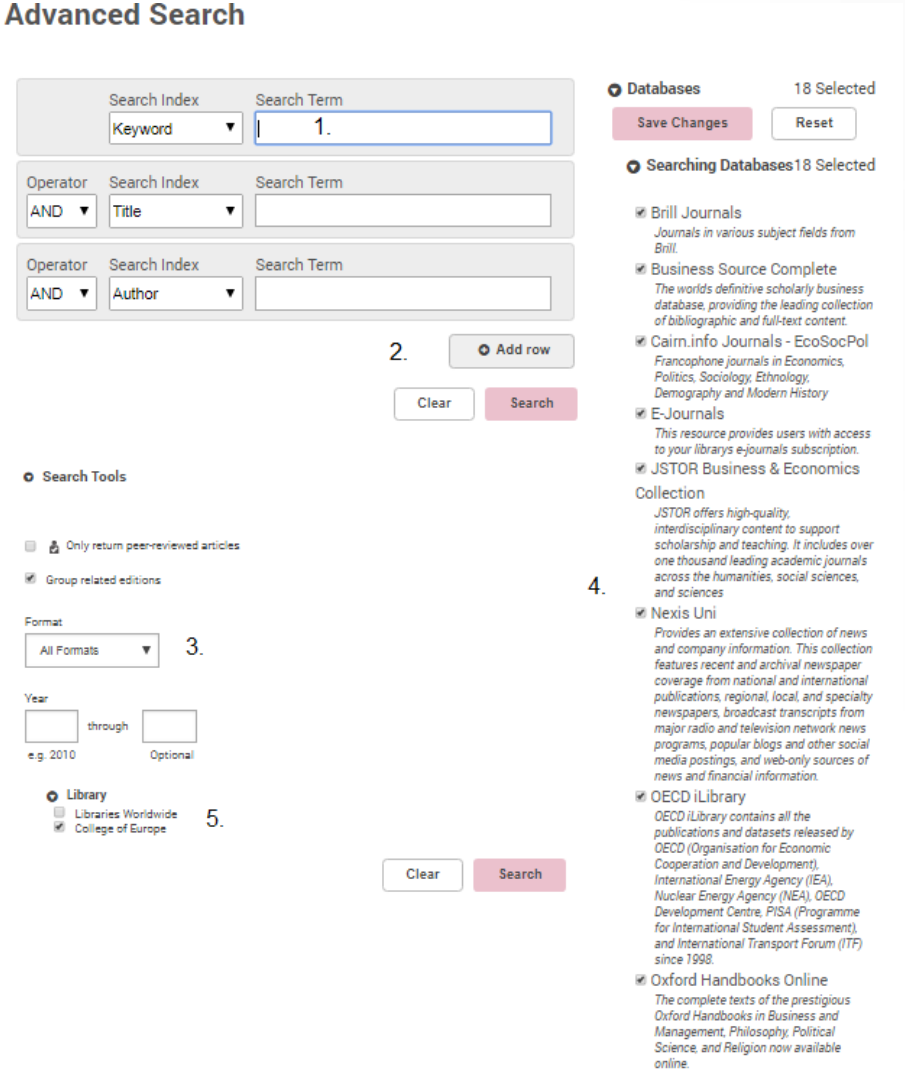
To refine your search and change the default sort

check the filters on the left of your screen

LIBRARY SKILLS - ADVANCED SEARCH



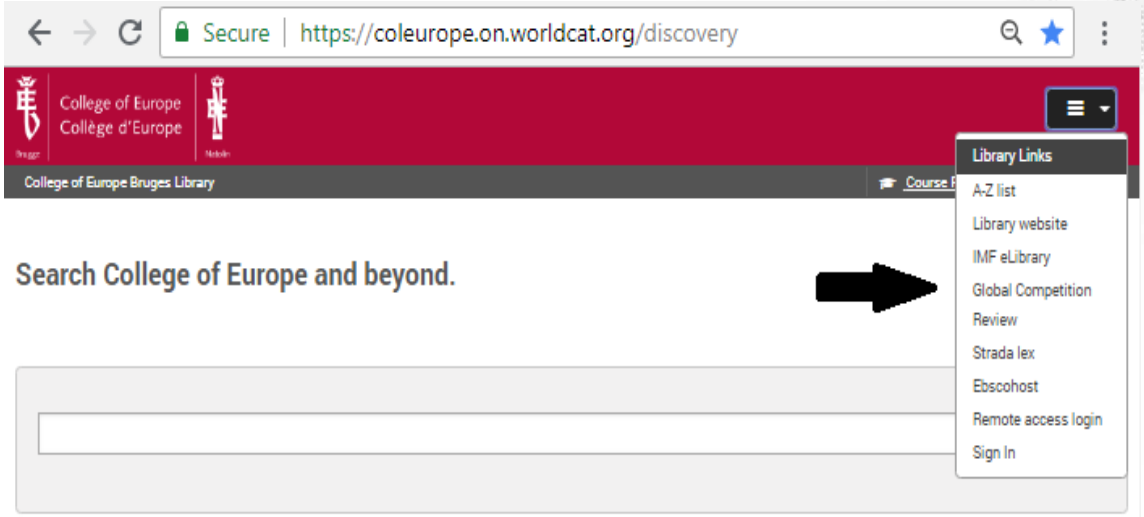
LIBRARY SKILLS - ADVANCED SEARCH



Or detailed research

1. Add several keywords, authors etc.
2. Add rows to speficy your research more.
3. Look for a specific format (book, article)
4. Specify your source (check the database)
5. Broader : look in libraries worldwide if we do not have any materials on your topic, and post a request for an Interlibrary loan. https://www.coleurope.eu/groups/bruges-library-group/intranetpage/request-book-or-journal-article

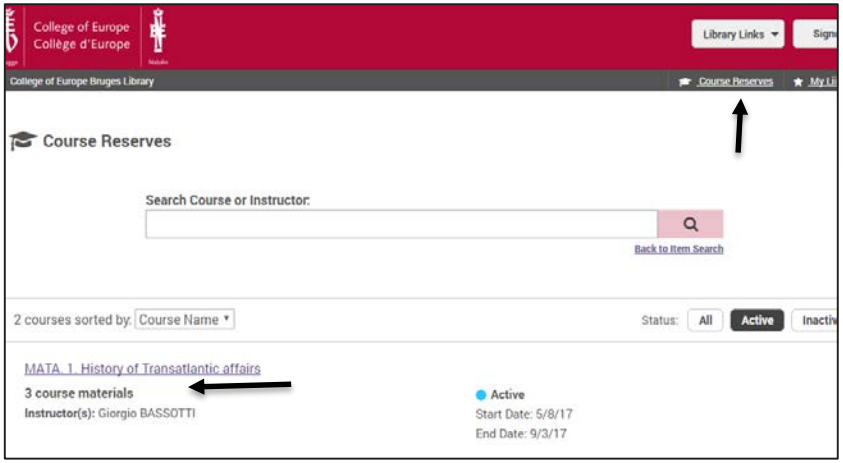
LIBRARY SKILLS – LIBRARY LINKS

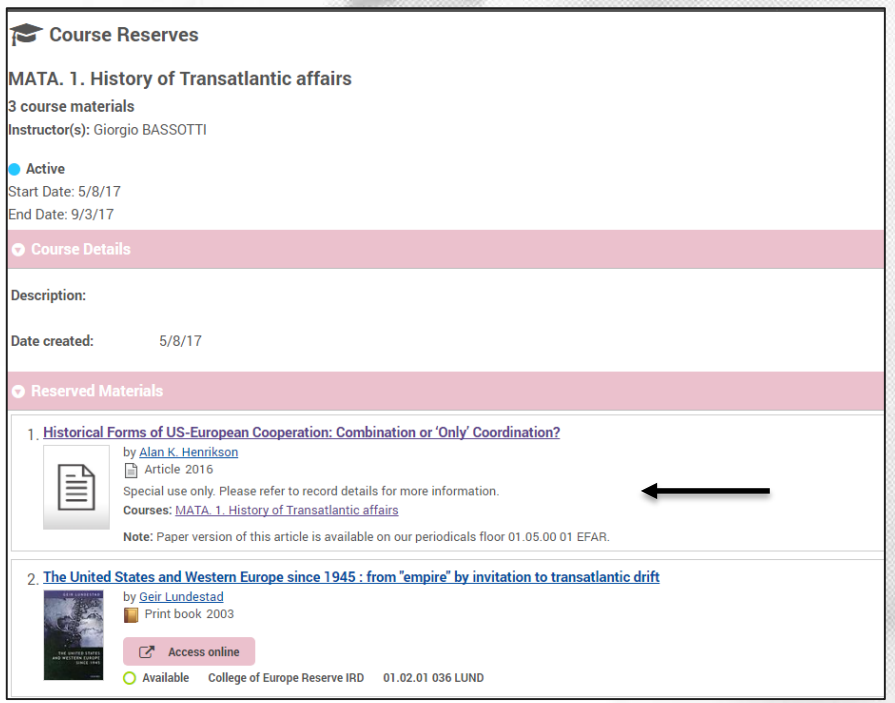


- → Link to our website
- → A-Z list = e-resources
- → Extra sources, databases
- → Remote access login (= *off-campus access*)

LIBRARY SKILLS – COURSE RESERVES

Course readings : recommended books or articles for your courses
- click on “course reserves”
- click on your course
- Articles : click on the title
- Books : you’ll find the shelfmark

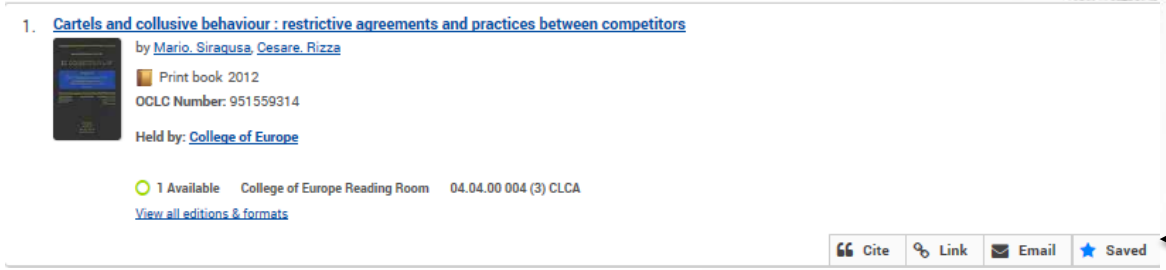


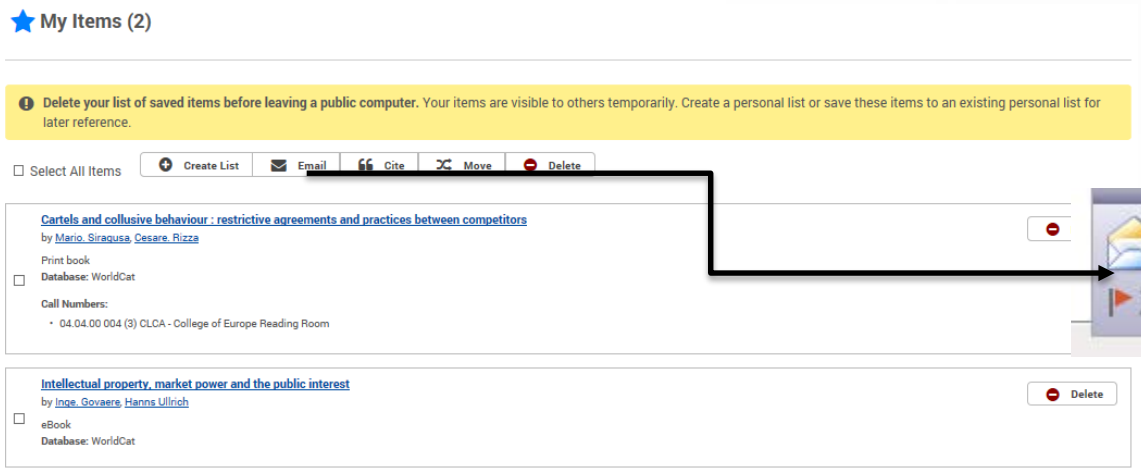


LIBRARY SKILLS – MY LIST

If you want to create a booklist, click on the star ☆ Save, it will turn blue ★ and it will say saved
On top of your screen you will see My items (,,) , click on it and you see your list of saved items.

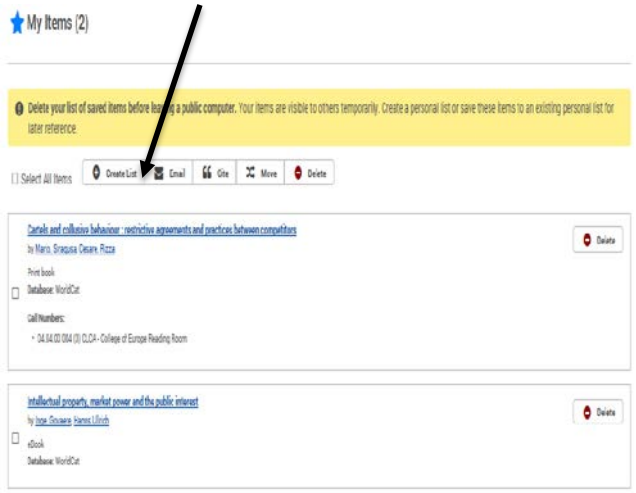
You can email your list of saved items, to yourself (you will receive a library message from do-not-reply@oclc.org with the item you saved, please check also your unwanted or junk mails).

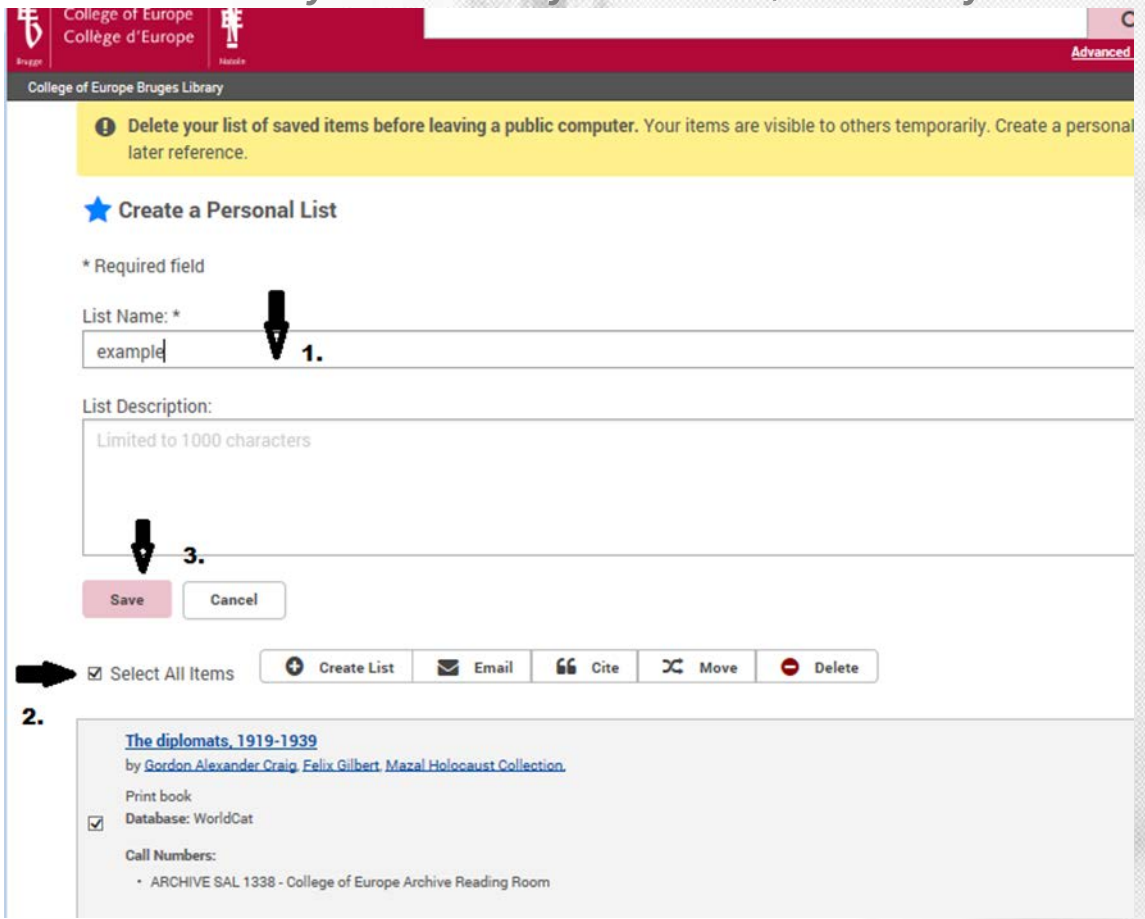




LIBRARY SKILLS – MY LIST

If you want to keep your book list after your library session, create your personal list.





1. Give your list a name
2. Select one or all of the items you want in the list
3. Click on save

LIBRARY SKILLS – LIBRARY LINKS

Thank you for following this presentation.

If you have any questions or suggestions for other presentations to facilitate your library experience :
Feel free to contact me :
renee.maeyaert@coleurope.eu