



UNIVERSITY OF
STIRLING

Guide to the Shelcat library catalogue



www.shelcat.org



The Dementia Services
Development Centre

Getting started

The catalogue of the Dementia Services Development Centre is now available online as a member library of Shelcat, the Scottish Health Libraries Catalogue. You can search all Shelcat libraries from the home page, or go to your own board or service view by using links such as the following:

- ▶ [NHS Ayrshire & Arran](#)
- ▶ [NHS Dumfries & Galloway](#)
- ▶ [NHS Fife](#)
- ▶ [Dementia Services Development Centre](#)
- ▶ [Health Management Library](#)
- ▶ [Blood donor centre](#)

If you intend to make use of the members' functions (placing requests, inter-library loans, bookings, etc.) you need to **Log on**. This will also display your local board or service view.

Also remember to if you're using a public PC!

To log on, you will need your Shelcat library card: enter the barcode number on the back of the card, plus the password supplied by your library, and click the **Log on** button.

Barcode:	<input type="text"/>	
Password:	<input type="text"/>	
<input type="button" value="Log on"/>	<input type="button" value="Cancel"/>	<input type="button" value="Forgot password"/>



Enter barcode number as shown on your library card

Searching

In Quick Search, choose the field you wish to search:

Field to search	All fields <input type="button" value="v"/>
Words adjacent?	All fields
Library to search	Title word
	Author
	ISBN
	Subject
<input type="button" value="Go"/>	<input type="button" value="Clear"/>

Search either your whole board or choose a specific library:

Dementia Services Development Centre <input type="button" value="v"/>
Dementia Services Development Centre
all Shelcat libraries

Enter a search term and either click the **Go** button or press return. In the results list, click on a title to view full record details. If the record includes a book cover image, click on it to view extra information such as table of contents, summary, etc.

Item views and hold requests

You can place a request for any item which is held by a library within your board. To do this you need to be in the item record view. You can either access this by clicking on the library link in the results list:

[Library \(items/loans\)](#)

[Dementia Services \(1/0\)](#)

Or, in a full record view, click the item details link at the bottom of the page:

[Holdings](#)

[All items](#)

[Dementia Services; main lending; D18](#)

The item record will tell you if the book is available (on shelf) or currently on loan (in which case a due-back date will display). If the item is on loan, or is held by a library in your board other than your 'home' library, click on the **Request** link.

	Library	Collection	Shelfmark
Request	Dementia Services	Main lending	B24

In the request form, choose the library you would like to collect the item from, and define your period of interest, i.e. how long you're prepared to wait for a copy before the request is automatically cancelled. Finally, click on the **Go** button.

Journal articles

Use the **ILL request** tab at the top of any page to open up a blank ILL (Inter-Library Loan) request form.



Click on the **Journal** option in the form:

[Journal](#)

Enter the citation details and click the **Go** button at the end. The library will process the request and notify you. You can also use this blank form to request books which are not on Shelcat, and your library will attempt to source them.

Books etc. within Shelcat libraries

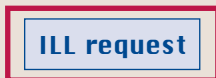
You can also place an ILL request for books held at boards or services other than your own.

If there is no copy of the book within your board, searching ‘all Shelcat libraries’ will identify a library which does hold the item.

In the Results list, click on the title as normal:



Now you're in the full record view, click on the **ILL Request** link *below* the navigation tabs:



This will pre-populate the form with the relevant details. Click the **Go** button at the end to submit to your library for processing.

For more information, contact:

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