WebCat is the library catalogue for all the University of Southampton site libraries and is available over the internet.

WebCat contains references to printed and electronic books, reports and monographs, journal titles (not individual articles), theses, conference proceedings, CD ROMs, CDs and DVDs. To get the best out of using the catalogue see the WebCat Help section. There is a link to it in the Library Information area of the screen.

Log in
You can search WebCat without logging in but to access the full range of services, including viewing digitised Course Collections items, renewing books you have borrowed, placing holds on books that are currently out of the library, placing requests for Inter Library Loans or Reserve Stack items and creating personalised lists you are advised to log in first.

You can use either your University username and password or the ID number shown on your University ID Card and a PIN. You can request a PIN from the library staff at any of the sites if you have your University ID Card with you. Alternatively, you can request a PIN by email.
Searching
For most searches, the Quick Search is a good starting point as it is the broadest search. For more detailed or specific searches you can use the Advanced Searches options.

Quick Search for subject or keywords:

- Choose Keyword above the text box and leave the drop-down menu showing keywords.
- You can limit your search to a particular site library.
- You can limit your search to electronic books only.
- Type in words from your title or the subject you are interested in and then click on Search Catalogue, e.g. seashore ecology.
- You will see a list of all the titles containing your chosen keywords.
- Click on the title to find out more details about the item, including if there are copies available to borrow, which library they are in and which shelf they are on.

- Click on the tabs to find contents/summary information (if available) and the full catalogue details.

Using the truncation symbol $ This will search for words with a common root e.g. climat$ will find climate, climates, climatic, climatology
Using the wildcard symbol (?)
Allows for variation in spelling e.g. organi?ation will find both organisation and organization, wom?n will find both woman and women.

Where do I find it?
- The call number indicates where the book is and may look something like this:
  PN 171.F56 PEA or 025.48 PEA or B OCEAN (Physical) Kna
- The code gives a location based on the subject content of the book.
- Books are arranged in call number order and then alphabetically by author last name.
- Look for the floor plans showing where particular sequences of books and materials are kept in the library.

Quick Search: Author
Use this search if you only know the author’s name.
- Choose Browse above the text box and choose Author from the drop-down menu.
- Type in your author’s last name, e.g. Chisholm and then click on Search Catalogue.
- From the list of authors choose the one that you are looking for and you will then see a list of titles associated with their name.
- Use the Next or Previous buttons above the list to move to the next page of authors.

Quick Search: Journal Title
Use this search to check which journals the library takes either as printed journals or on-line e-journals
- Choose Keyword above the text box and choose Journal Title from the drop-down menu.
- Type in the journal title (not the article title) and then click on Search Catalogue, e.g. New Scientist. If the library has print and on-line versions you can choose the on-line one by searching the title which is followed by
If a book or item is on loan to another library user this will show in the **Copy details** section under **Location**.

- **Note:** You will only be able to look at an **electronic resource** if you are on campus or using either the SVE or the VPN Service.

  - SVE [link](http://www.southampton.ac.uk/isolutions/services/southampton_virtual_environment/)
  - VPN [link](http://www.southampton.ac.uk/isolutions/services/vpn_service/)

**Placing a hold on a book**

If a book or item is on loan to another library user this will show in the **Copy details** section under **Location**.

- If you are a member of the University, NOC or UHS you may recall long loan and 1 week loan items using the **Place Hold** option.
- The person currently borrowing the book will be emailed with a recall notice and informed that it must be returned to the library.
- You will be emailed when the book has been returned and is ready for you to collect.
As part of this service you can choose which library you want to collect the item from.

Requesting a book that is not on loan from a site library
You can also use the **Place Hold** option to request long loan or 1 week loan books that are available from one of the other sites or at the same site where you are based.

![Place Hold](image)

- The book can be transported to one of the site libraries of your choice for collection. Choose the library where you want to go to pick-up the book when you place the hold: Hartley, Health Services, NOL, WSA
- You will be emailed when the item is ready for you to collect.

**Course Collections**

Titles for specific courses are held in our Course Collections. Use the dedicated **Course Collections** search to look for them.
- Many of the key texts have been digitised and can be accessed via WebCat (although you must log in first).

![Course Collections](image)

- To access the resources from **off campus** you will need to log in to the University network through the Virtual Private Network (VPN).

Renewing your books online, checking holds and more...

Log in to WebCat and then click on the link to **My Account**.

![My Account](image)

- Use **Review My Account** to check which books you currently have out on loan and when they
are due back and to check if you have any holds.

- **Use Renew My Loans** to renew 1 week loan books that have not been recalled by someone else. Follow the onscreen directions to renew your books. You will see a list of renewed titles and new due dates.
- **Note**: You will not be able to renew any item that has a hold placed on it.
- We will automatically renew long loan items not returned before the due date.
- Course Collections items may not be renewed.

Once you have your PIN you may want to change it to something more memorable. Click on **Change my PIN**. However, it is advisable to keep it numeric.

### Creating lists

Creating lists

When you are logged in you can create personalised lists (bibliographies) using the **My Lists** feature which will show on the menu bar when you are in the Search/Home section of WebCat.

- Start by creating a list and you can then add titles to it from your searches by clicking in the **+My List** box next to titles you want to save.

- If you have more than one list, titles will be added to your active list. To change which list is active click on **My Lists**. Choose the list that you want to use from the drop down list and click on **Make List Active**.

### Requests and Document Supply

**Requests and Document Supply**

When you are logged in the **Requests & Document Supply** feature is available on the menu bar.
You will be given two options:

<table>
<thead>
<tr>
<th>Request something from our collections</th>
<th>Request something not available in our collections</th>
</tr>
</thead>
</table>

**Request something from our collections.** This might be a journal article in a volume held at one of the other site libraries; a thesis held in the Hartley Library stack etc. See the LibGuide for more information related to this service.

- [http://library.soton.ac.uk/document-supply](http://library.soton.ac.uk/document-supply)

**Request something not available from our collections.** No library is able to supply every item from its own stock. If we do not have an item you require you can make an Inter-Library Loan request. See the LibGuide for more information related to this service (quotas apply).

- [http://library.soton.ac.uk/ill](http://library.soton.ac.uk/ill)

Choose the option appropriate to your request

Enter the details of your request in full. Click on **Place Request** at the bottom of the screen.

If you need help with finding information please contact us :-
[http://library.soton.ac.uk/home/contact](http://library.soton.ac.uk/home/contact)