



www.shelcat.org

Getting started

The screenshot shows the Shelcat website interface. At the top left is the Shelcat logo. The main heading is "Scottish Health Libraries Catalogue". Below this is a navigation bar with links: "Shelcat home", "Advanced Search", "Browse", "Results", "My Records", and "Other Libraries". A "Log in" button is in the top right corner. The "Quick Search" section includes a text input for "Type word or phrase", a dropdown for "Field to search" (set to "All fields"), radio buttons for "Words adjacent?" (No/Yes), and a dropdown for "Library to search" (set to "all Shelcat libraries"). There are "Go" and "Clear" buttons. To the right of the search form is a list of library links, including NHS Ayrshire & Arran, NHS Dumfries & Galloway, NHS Fife, NHS Forth Valley, NHS Grampian, NHS Lanarkshire, NHS Shetland, NHS Tayside, Vale of Leven Hospital, Health Management Library, Blood Donor Centre, ISD Library Services, NHS QIS, NHS 24, Dementia Services Development Centre, and Scottish Motor Neurone Disease Association. Below the search form is a "Limit search to:" section with "Year from:" and "Year to:" input fields, and a "Format:" dropdown set to "all items (minus journal articles)". At the bottom, it says "A service provided by NHS Education for Scotland".

Search all Shelcat libraries from the home page, or go to your own Board or service view by using the links:

- ▶ NHS Ayrshire & Arran
- ▶ NHS Dumfries & Galloway
- ▶ NHS Fife
- ▶ Vale of Leven Hospital
- ▶ 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 in** – this will also display your local Board or service view.

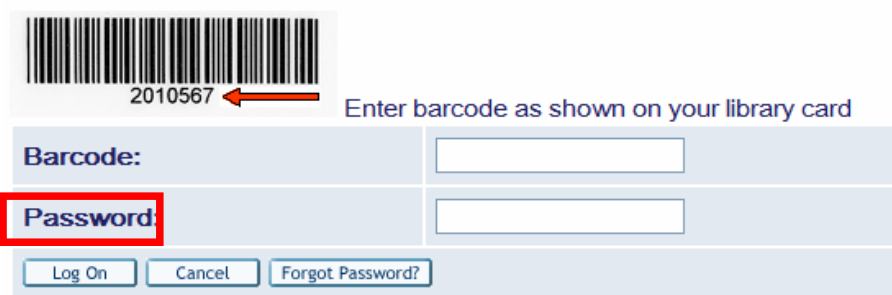
[Log in](#)

Also remember to [Log out](#) if you're using a public PC!

How to Login

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

Please identify yourself:



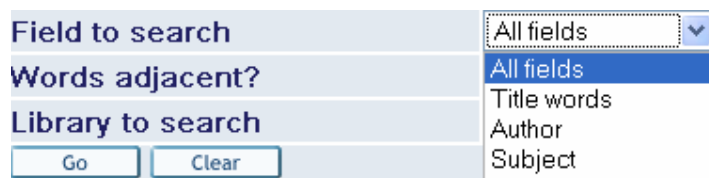
The login form consists of a header, a barcode image, a text input field for the barcode, a text input field for the password, and three buttons at the bottom. The password field is highlighted with a red box. An arrow points from the barcode number '2010567' to the barcode input field.

Please identify yourself:	
	
2010567	← Enter barcode as shown on your library card
Barcode:	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="Log On"/>	<input type="button" value="Cancel"/> <input <="" td="" type="button" value="Forgot Password?"/>

***Password is the last 4 digits of your barcode**

Searching

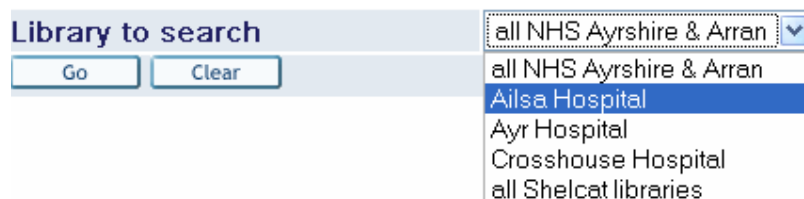
In Quick Search, choose the field you wish to search:



The Quick Search form has three rows of labels and a dropdown menu. The dropdown menu is open, showing a list of search fields.

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

Search either your whole Board or choose a specific library:



The 'Library to search' dropdown menu is open, showing a list of libraries. The 'Ailsa Hospital' option is highlighted.

Library to search	all NHS Ayrshire & Arran
<input type="button" value="Go"/> <input type="button" value="Clear"/>	all NHS Ayrshire & Arran
	Ailsa Hospital
	Ayr Hospital
	Crosshouse Hospital
	all Shelcat libraries

You can use the filters at the bottom of the page to return certain formats:

Limit search to:

Year from:	<input type="text"/>
Format:	<input type="text" value="all items (minus journal articles)"/> <ul style="list-style-type: none">all items (minus journal articles)all items (inc. journal articles)Audio-visualJournalsJournal articles

Enter a search term and click the Go button (or keyboard return).
In the results list, click on a title to view full record details:


2	<input type="checkbox"/>	Scully Crispian	Special care in dentistry
3	<input type="checkbox"/>	Collier, L. H.	Human virology :

If the record includes a book cover image, click on it to view extra information such as Table of Contents, Summary, etc.



Advanced Search

Use this tab to run more advanced searches with a combination of terms:

Shelcat logo:  **Shelcat**

Scottish Health Libraries Catalogue

Help

Shelcat home **Advanced Search** Browse Results My Records Other Libraries

Advanced Search

Select field	All fields	Enter search term(s)	Combine using	AND
Select field	All fields	Enter search term(s)	Combine using	AND
Select field	All fields	Enter search term(s)		
Library to search	all Shelcat libraries			

Limit search to:

Year from:	<input type="text"/>	Year to:	<input type="text"/>	<small>yyyy (Use ? for truncation when not using from/to)</small>
Format:	all items (minus journal articles)			

A service provided by NHS Education for Scotland

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, and there are two ways to do this:

- in the Results list, click on the library link

Library(items/loans)
Crosshouse Hospital(1/ 0)

- or, in a full record view, click the item details link at the bottom of the page

Holdings	All items
	Crosshouse Hospital ; Main Lending ; WU480 WEL

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):

Shelfmark	Barcode	Item Status	Volume	Due Date
WU480 WEL	R067460699	Standard loan		On Shelf

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	Crosshouse Hospital	7 Day Loan	QW160 COL

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 an available 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 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.

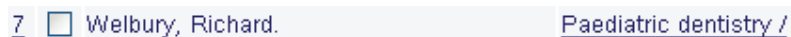
You can also use this blank form to request books which are not on Shelcat, and your library will attempt to source them.

[Books etc. within Shelcat libraries](#)

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

Search “all Shelcat libraries”, and – **only if there is no copy of the book within your Board** – 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.

[Accessing your library account](#)

If you are logged-in, you can manage your library account by clicking on the **My Account** tab:



Activities (click on underlined number to view details, renew loans, delete requests, etc.)

Current Loans	<u>1</u>
Previous Loans	<u>14</u>
Hold Requests	<u>11</u>

To renew items on loan, click on the **Current Loan** number:

Renew All

Renew Selected

	Author	Title	Year
<input type="checkbox"/>		Handbook of physical medicine and rehabilitation /	1965

Use the check-box option to specify which items you want to renew, and click the **Renew Selected** link.

Renew All

Renew Selected

	Author	Title
<input checked="" type="checkbox"/>		Handbook of physical medicine and rehabilitation /

The new due-date is now displayed for your information, so take a note of this to remind you when it is due back in the library:

Description	Item status	Due date
Handbook of physical medicine and rehabilitation /	Standard loan	30/05/08

From your Account you can also check your previous loans, the status of your current Hold Requests, and your current Inter-Library Loan requests.

If you are experiencing any problems using the Shelcat catalogue, logging in, searching or related queries please contact your local NHS library for assistance.