

Info skills

Searching, finding and renewing books



Key points and quick tips

Searching for books

- There are two types of search: simple and advanced.
- Use key words for a title and author. Your results will be displayed much quicker if you add the authors name and pick out one or two key words from the title.
- If you do not find the book that you are looking for, double check your spelling.
- Simple searching can bring up a lot of results. If you cannot see the book you are looking for, try using the 'refine my results' options on the left side of the search page.
- Even if you are off-campus you can search for books and e-books available to all students.

Finding books

- If the book is out on loan, do not forget that you can place a reserve on the book.
- Have a pen and paper or reading list with you, so you can make a note of the shelf numbers of your books
- Have a walk around the library to familiarise yourself with the layout.

Renewing books

- Books are automatically renewed for you if they have not been reserved by someone else. If you do not return your book by the required date you will pay a fine.
- If your book has been reserved, but someone else had returned a copy before you, you will be able to renew the book online. Renewals and reservations are checked 48 hrs before the due date.

Searching for a book using the Library Search

- You can search for a book from any computer, on-campus or off-campus.
- To find a book using the Library Search, go to the Library Learning Services homepage: www.uel.ac.uk/lis
- Click on '**Library Search**' under Quick Links on the left hand side of the page

Books and more
Articles

Advanced Search
Browse Search

We are always happy to help. You can contact us:

- By Phone
- Online via Email
- By contacting your Subject Librarian.
- Or Text-a-Librarian with your query.




ECDL is now free to all UEL Students and Staff. Click the ECDL logo to register.

End this session

Ask-A-Librarian is not available at this time. Please use our email service and we will get back to you as soon as possible.



- Enter your keywords, title and/or author in the 'Books and more' tab.
- Click 'Search' to bring up a list of relevant results.
- Find the book that you are looking for and click on the locations tab to check which campuses the book is held.
- Click on the relevant campus to see if the book is available, number of copies and the shelf mark. Note the location code to enable you to find the book in the library.

Books and more
Articles

Advanced Search
Browse Search

Did you mean: cottrell / skills?

Refine My Results

Collection
Docklands (4)
Stratford (7)
More options ▾

Topic
Study skills (4)
Report writing (1)
Examinations (1)
Educational technology (1)
Critical thinking (1)
More options ▾

Creation Date
From To Refine

1999

Before 2003 (2)
2003 To 2005 (3)
2006 To 2009 (2)

7 Results for Entire Library sorted by: relevance ▾ There are 4 versions

 **The study skills handbook**
 Stella Cottrell author.
 Fourth edition.
 Basingstoke : Palgrave Macmillan 2013
Book

● **Check locations for available items and other locations**

[Get It](#) | [Details](#) | [Reviews & Tags](#) | [Virtual Browse](#)

University of East London (Alma) Sign-in for more options Actions ▾ | X

Request Options: [Ask a librarian:?](#) Back

Location 378.170281 COT Show Details

1 - 4 of 4 Records				
Barcode	Type	Policy	Description	Status
95489274	Book	Sign in to view policy		Item on shelf
95489258	Book	Sign in to view policy		Item on shelf
9548924X	Book	Sign in to view policy		On loan until 30/07/2014 23:59:00 BST
95489266	Book	Sign in to view policy		Item on shelf

 **Study skills connected** : using technology to support your studies
Stella Cottrell

- If the book you require does not appear in the list, you can refine your search further using the 'Refine My Results' options on the left of screen.

Refining a search

Once you have done a basic search in the Library Search, those results can be further refined (using the list to the left of screen) to exclude options, enabling you to narrow down the number of hits showing.

The diagram provided highlights the refining options available when searching for 'Study skills'.

Searches can be refined in the following ways:

- **Topic** – Further refine results by topic area
- **Creator** – Search for results from a specific author or organisation
- **Library** – Show only results available at one of the three university libraries.
- **Collection** – Refine results by a specific collection. This can be very useful when searching specifically for e-books
- **Resource Type** – Refine searches for only books, journals or audio visual resources
- **Creation Date** – Refine the search to only include resources published within a specific date range
- **Language** – Search for resources published in a specific language.

Refine My Results

Topic

[Study Skills](#) (77)
[English language](#) (36)
[Academic writing](#) (13)
[Dissertations, Academic](#) (9)
[Study, Method of](#) (8)
[Show 14 more](#) ▼

Creator

[Cottrell, S](#) (5)
[Cameron, S](#) (5)
[Wallace, M](#) (4)
[Northedge, A](#) (4)
[National Extension College](#) (4)
[Show 15 more](#) ▼

Library

[Stratford](#) (214)
[Docklands](#) (118)
[Duncan House](#) (35)

Collection

[Main Collection](#) (213)
[Skillzone Collection](#) (31)
[Birkbeck Collection](#) (17)
[E-Books Collection](#) (17)
[PGCE Collection](#) (5)
[Show 2 more](#) ▼

Finding a book in the library

- Once you have located the book using the Library Search (see above) note down the location code, eg 378.170281 COT.
- The location code is divided into two sections and is used to locate the book within the Library.
- Follow the details on the edge of the shelf racks to locate the appropriate shelf.
- Use the shelf number to locate the correct book on the shelf.
- If you need any further help on locating a book ask at the help desks.

378.30281 COT

Subject classification
Use this to find the shelf you need.

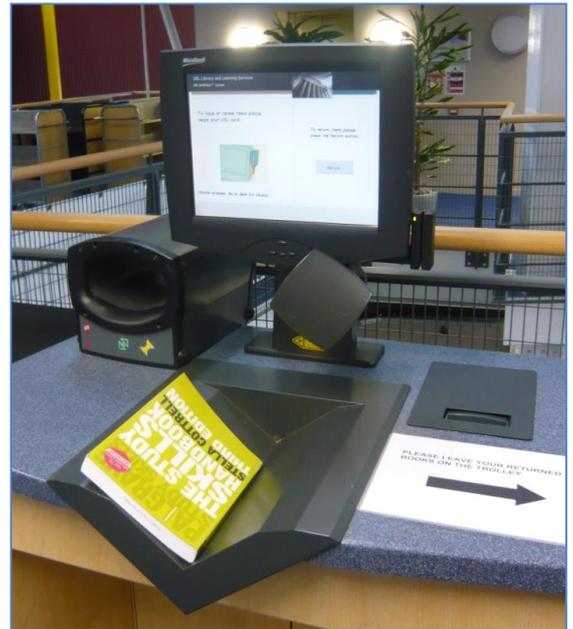


Sub classification
Use this to find the specific location in the shelf.



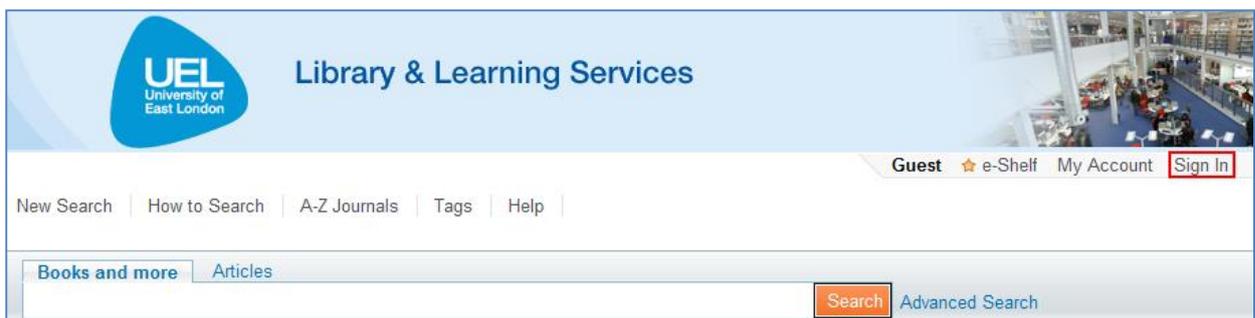
Borrowing a book from the library

- Once you have located a book on the library shelf, it can be borrowed from the library for a specific period of time.
- Take the book to one of the self-issue machines and issue it to your library account using your UEL Student Card.
- If you need further help on borrowing a book ask at the library help desk.



Logging onto your library account

- In order to view your library account online you will have to log in to the Library Search. When in the Library Search (accessible via www.uel.ac.uk/lis) select 'Sign in' from the top right of screen.



- Log in using your UEL username and password.
- Click on 'My Account' at the top right of screen to view a list of your active loans.



#	Title	Author	Due Date	Due Hour	Fine	Renew All
01	Coaching children in sport :		06/10/10	2359		Renew
02	Protecting children :	Lester, Gil.	06/10/10	2359		Renew