



Library Catalogue

How to find resources in the library



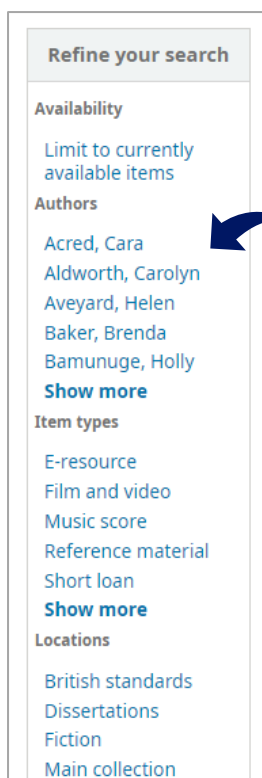
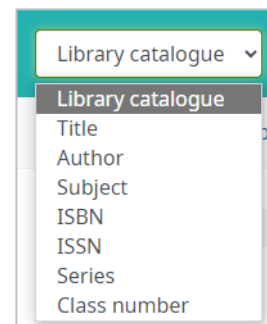
The library catalogue contains details of print and online items held by Colchester Institute Library like books, e-books, audio-visual materials and music scores. It tells you where to find them at the Colchester and Braintree sites or how to access them online. It doesn't search individual journal articles and research papers which can be found via our online resources.

Access the catalogue here <https://colch.koha-ptfs.co.uk> or with the QR code above.

How to search the catalogue

Enter a word or short phrase to find resources about a subject. This search finds results where your keywords appear anywhere in the details of an item, e.g. as part of the title, author, description or contents.

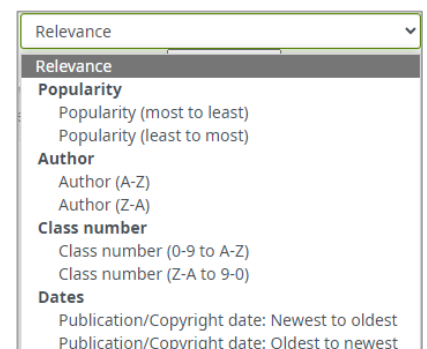
The dropdown menu gives other ways to search. Leave it on **Library catalogue** to do general searches of everything, or use the other options like **Title** or **Author** when you already know some details and want to find a particular item.



Refining your search

Once you have your results list you can refine your search to only view particular item types, certain authors or series, or item locations. This can help you pinpoint the resources that are useful to you. The option for **E-resource** includes anything which is accessible online such as e-books and academic journals with online access.

Results are sorted by how relevant they are to your search terms to start with, but you can choose other ways to sort like publication date to see newer items first.



The results list shows some information about each item including the publication details and links for online access where available. For further information and to view all available copies click on the **title** or **cover** of any item.

The study skills handbook
 By: Cottrell, Stella [aut] [Q](#)
 Series: SE Macmillan study skills
 Publication details: London : Red Globe Press, 2019.
 Edition: 5th edition
 Description: vii, 432 pages : index, references, illustrations pbk
 Content type: text
 ISBN: 9781137610874

Subject(s): [study skills Q](#) | [academic writing Q](#)
 Online resources: [View Ebook Central e-book](#)

Holdings (5) Title notes (2)

Item type	Current library	Shelfmark	Status	Date due
E-resource	Colchester Library			
Standard loan	Braintree Library Student Hub	378.170281 COT (Browse shelf)		
Standard loan	Colchester Library Main collection	378.170281 COT (Browse shelf)	Issued	09/10/2023
Standard loan	Colchester Library Main collection	378.170281 COT (Browse shelf)	Available	
Standard loan	Colchester Library Main collection	378.170281 COT (Browse shelf)	Issued	09/10/2023

Callout boxes:

- Use the author, series or subject links to view related items.
- Online access where available.
- Use the shelfmark to find on the shelves.
- Place a reservation if all copies are on loan.
- Add items to a folder to email or print later.

Actions: Place reservation, Print, Add to your folder, Highlight, Send to device

Reserving items

If all the copies of an item are on loan you can **place a reservation**. We will contact you via your college email when a copy is available and hold the item for a week for you to collect.

If an item is available but at a different site we can send it to your normal site for you to collect. You can't do this by placing a reservation on the catalogue, but please contact us.

Logging in to your account and renewing items

Enter your ID number (the seven-digit number on your ID card) and use **Forgot your password** to set your own password. You can then view your loans and see when they are due back. You can **renew** an item as many times as you wish without bringing it into the library, as long as no-one else has reserved it and any fines you may have are under £5. Library fines can be paid via the college online store, or in the library by card payment.

Please note that you should receive a reminder email when items you have on loan are nearing their return date, but you must renew them either on the catalogue, by phone or email, or by coming into the library.



If you need help with this resource please come and see us in the library or get in touch:



01206 712642



library.helpdesk@colchester.ac.uk