4.12   CATALOGUE

You can access the local material catalogue from the **Home library material** window by clicking the **Catalogue** button.

The catalogue enables you to:

- search the material
- display selected bibliographic records and the corresponding holdings data from the local database in the COMARC format
- view the material loan status with the data on who borrowed the material and who reserved it
- put the material on outside or reading room loan
- reserve the material for outside loan, reading room loan or interlibrary loan

Elements of the **Catalogue** window are:

- title bar where the icon of the COBISS3 software, name of the window, department in which you are signed in as a user (in libraries with departments) and the button for closing the window are displayed
- two tabs for selecting the class; the selection depends on the criteria by which you wish to search for the material in the local database, while the result is always a bibliographic record and its corresponding holdings data
- search fields
- fields for entering search requests
- the **Find** button for performing the search
- the **Clear** button for deleting the entered search requests and search results
- drop-down list which includes library departments from the local department code list (CODE 301) (it can be seen in the **Catalogue** window only in libraries with departments)
- the buttons **Find** and **Find next** for searching through the list of found bibliographic records and corresponding holdings data
- radio buttons for type of loan or reservation of material
  - **Outside loan** for putting on outside loan or reservation of material for outside loan
  - **Reading room loan** for putting on reading room loan or reservation of material for reading room loan
  - **Through ILL** for reservation of material for interlibrary loan[1]

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[1] The button is active only in libraries that use the COBISS3/Interlibrary loan software module.

- the **View** button for insight into status of library material on loan (information who borrowed the material and who reserved it)

- the **COMARC** button for displaying selected bibliographic records or corresponding holdings data from the local database in the COMARC format

- the **Lend** button for putting the material on loan

- the **Reserve** button for reservation of material

- the **Close** button for exiting the catalogue without putting on loan or reserving the material

4.12.1   Searching for material in catalogue

In the **Catalogue** window you can search for material by various criteria: by accession number or loan number, call number or call number elements etc. (search fields under the **Field 996/997** tab) and by author, title, ISBN or ISSN etc. (search fields under the **Bibliographic record** tab).

Procedure
1. Enter the search request to the selected search fields (see also the *Basic Guidelines COBISS3* user guide, chapter *4.3.1.2*).

2. In libraries with departments select the department from the drop-down list in which you wish to search for the material (the list includes library departments from the local code list (CODE 301)).

   Searching for the material in the department in which you are signed in as a user is set to default. You can search for material in other departments or in all departments at the same time.

3. Click the **Find** button.

4.12.2   Displaying data in the catalogue

Results of the search in the catalogue are always bibliographic data from the local database and the corresponding holdings data. The following fields are not displayed: fields 996/997 which have status *9 – de-accessioned* entered to the subfield q and fields 996/997 which have no accession number or call number or availability level or status (there is no value in subfields 996/997f, d, p and q).

Note:

Holdings data that are not displayed in the catalogue can be found in another way, if necessary, e.g. by using the **Class / Search** *method in the* **Field 996/997** *class.*

Bibliographic record for which there is no holdings data is not displayed in the catalogue.

If the search results contain several bibliographic records from the local database, the newest will be displayed first. It means that the record with the highest ID number (COBISS.SI-ID) and the corresponding holdings data are displayed first, then the remaining records and their corresponding holdings data sorted descending.

Holdings data of a bibliographic record is sorted depending on availability level of the material for the loan. Copies of material which have the most favourable status for the user are displayed first.

The data is displayed in appropriate colour depending on the loan status and availability of the material for loan:

- *green* – the item is available, unrestricted outside loan applies to the item, the loan period is displayed:

  - from subfield 996/997u (loan restriction) if a value other than 0 is entered to the subfield
  - from subfield 996/997p (availability level) if the value 1, 2 or 3 is entered to the subfield
  - from the time parameter table (depending on the type of material)

- *orange* – the item is available, unrestricted reading room loan applies to the item

- *blue* – the item is available, restricted outside or reading room loan applies to the item

- *red* – the item is not available (it is on loan or reserved and waits for the member or for interlibrary loan), the due date or reservation expiry date is displayed

- *black* or *grey* – outside or reading room loan is disabled, an appropriate comment, i.e. value from the status code list (subfield 996/997q) or from the code list for availability level (subfield 996/997p) explaining why the material cannot be put on loan is displayed

Note:

For serials in several issues volume details are always displayed in black, individual issues of the volume are displayed in appropriate colour depending on the loan status or depending on the loan availability.

Unrestricted or restricted loan type and loan disabled for the material with restricted availability are specified in the table Loan type (pq table) (see chapter *2.3*).

In *libraries with departments* search results are bibliographic records and the corresponding holdings data for the material which is the property of the selected department. This restriction can be changed in the search window by selecting the search option in all departments or in a particular department from the drop-down list. Copies on interdepartmental loan can be searched in the parent department or in all departments simultaneously. For material on interdepartmental loan information about parent and host department is displayed before the loan status. Holdings data for every bibliographic record is sorted depending on availability of the material for loan and by ascending numbers of departments (e.g. items of material from the department 01 that are available for outside loan and for which unrestricted loan applies are displayed first, then items of material from the department 02 that are available for outside loan and for which unrestricted loan applies etc.).

For monographs the following data is displayed:

* accession number, loan status and call number in the first row

* status or availability level (if loan is not possible or if only restricted loan is possible) in the second row

* physical form in the third row

For serials the following data is displayed at the volume level:

* accession number, data on numbering on the first level and call number in the first row

* number of copies or copy identifier and status or availability level (if loan is not possible or if only restricted loan is possible) in the second row

* data on numbering on the third level and physical form in the third row

Note:

If there is no data on individual issues or on several issues bound together entered to subfield 997m for a serial, the loan status will be displayed in the first row instead of data on numbering on the first level.

If there is a list of reservations for a monograph, the total number of all reservations for that material is displayed for all items in the third row of the first column (e.g. *Number of all reservations: 4*). If there is a reservation for interlibrary loan (or several of these reservations) in the list of reservations, the data about the place of the first reservation for interlibrary loan in the list of reservations (e.g. Place of the first ILL reservation: 3) will also be displayed. For serials reservation details can be seen if you use the **View** method for individual field 997.

Note:

In libraries with departments data in "Number of all reservations" defines the number of all reservations of unavailable material in a certain

department and **not the total number of all reservations** *of that material in all departments. The data under "Place of the first ILL reservation" also defines the place of the first reservation for interlibrary loan in the list of reservations only in the department in which you reserved the material.*

Note:

Upon the library's request, by setting up the parameter in the configuration file, you can change the default report format of the call number and define which elements and punctuations should be displayed in the call number. As default report format of the call number depends on the value of the shelving indicator, the defined format will apply for all material, with no regard to the shelving indicator.

Tip:

In the search results you can find bibliographic record or holdings data by using the 🔍 L88 ⬇ (Find next) button.

Tip:

The following procedures can also be performed by using a combination of keys:

<Alt> + <I> = Lend

<Alt> + <R> = Reserve

<Alt> + <G> = View

<Alt> + <C> = COMARC

<Alt> + <N> = New search

<Alt> + <Z> or <Esc> = Close

To move within the list of material, use the keys <up>, <down>, <PgUp>, and <PgDn>.

Options   You can also access the local catalogue window by using the **Material / Catalogue** method. In this case, you can only use the methods **View** or **COMARC** for the material or the item.

To view the material's status for each item, you can also find the item in the **Field 996/997** class and then see from the related objects (**On loan/reserved** folder) if an item is available or on loan. If an item is unavailable, data on loan or reservation (**On loan/Reserved** folder), possible list of reservations for this material (**Reservations** folder), data on the member or partner who has borrowed or reserved the material, and the ILL request number (when the material is reserved for interlibrary loan or borrowed through interlibrary loan) can be obtained from the related objects.