



MCAST

**LIBRARY AND LEARNING RESOURCE CENTRE**

# How to Search the Library Catalogue using the Advanced Search



**SEARCH**

**LIBRARY CATALOGUE**

**Your Online Access to Our Collections**



MCAST

## The Advanced Search:

- Provides you with a guided search template that enables you to combine search terms found anywhere in the records of library items (title, author, subject heading, class, publisher, etc.).
- Enables you to restrict your search to say, Library, Language, Publication Year, etc.
- Allows you to sort results by Author, Class, Title, or Year of Publication.



# MCAST

Go to <https://www.mcast.edu.mt/mcast-library> and click on the **Advanced Search** button.

My Library Account

- › Create Account
- › Login
- › Reservation & Renewal Rules
- › Create account
- › Search

Search MCAST Library Catalogue

Keyword / Title / ISBN / Publisher

**NEVER** include the article (A, An, The, Il- etc.) as the first word when searching by Title.

Author Search **Advanced Search** | EBSCO Search | Emerald Search



Enter a search term/s in the **Search Terms** box. You can limit your search by using the drop-down menus under the **Search In** or **Media Type** boxes. Note that search within:

- A **Title** does not require the input of the whole title, but a single word or part will suffice;
- The **Subject Heading** field should ideally be done within the **Subject Heading** box under the **Restrict Search** area;
- **Author** can be done also with either the name or surname only;
- **Document Content** will be done on the Table of Contents and Index of books found on the library shelves.

Search MCAST Library Catalogue

Simple Search | Author Search | EBSCO Search | Emerald Search

**Search Terms**

Search In: Title (dropdown menu open)

Search Terms: global warming (circled)

Media Type: All Media (dropdown menu)

Restrict Search: All Libraries (dropdown menu)

Language: All Languages (dropdown menu)



You can restrict your search further by:

Search MCAST Library Catalogue

Simple Search | Author Search | EBSCO Search | Emerald Search

**Search Terms**

Search In	Search Terms	Media Type
Title	global warming	All Media
Title		All Media

**Restrict Search**

Library: All Libraries

Language: All Languages

Collection:

- A-V (Films)
- Junior Level
- Projects/Thesis
- Basic-Skills
- Kindergarten
- Reference

- Adding a new line; entering a search term/s and selecting how the terms are to be used in the search through the drop-down menus under the **Search In** or **Media Type** boxes;
- Selecting Library, Language, Publication Year, Subject Heading, Class, or Author under the **Restrict Search** area.



When restricting your search by **Subject Heading**, **Class** or **Author**, press on the green boxes. These will open a template through which you can enter your search term/s.

Subject Heading:

global\*

- Global Positioning System
- Global Positioning System-Computer software
- Global Positioning System-Computer software-Analysis
- Global Positioning System-Data processing
- Globalization
- Globalization-Economic aspects
- Globalization-Environmental aspects
- Globalization-Ethical aspects

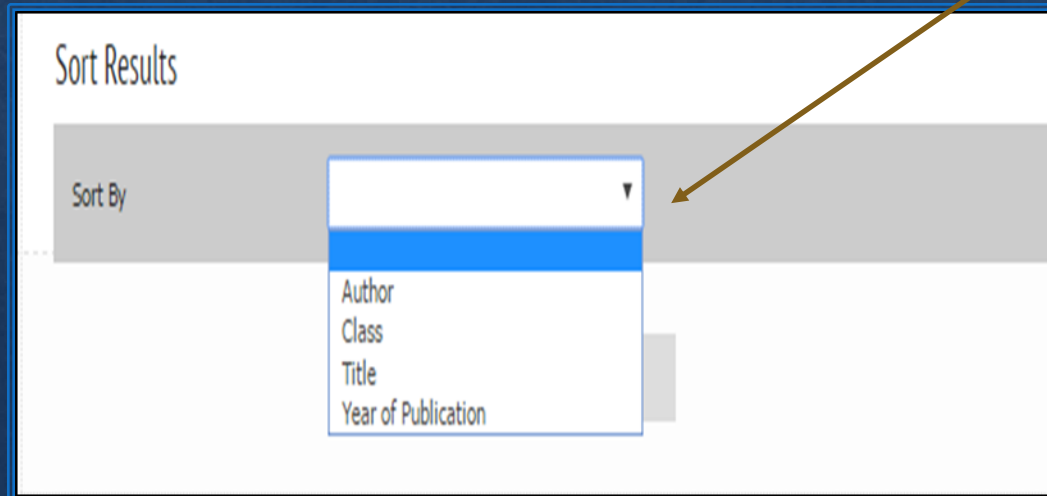
Clear

Select

The **Subject Heading** template. Enter the search term in the box and then tick the preferred term/s from the list. Click **Select**.

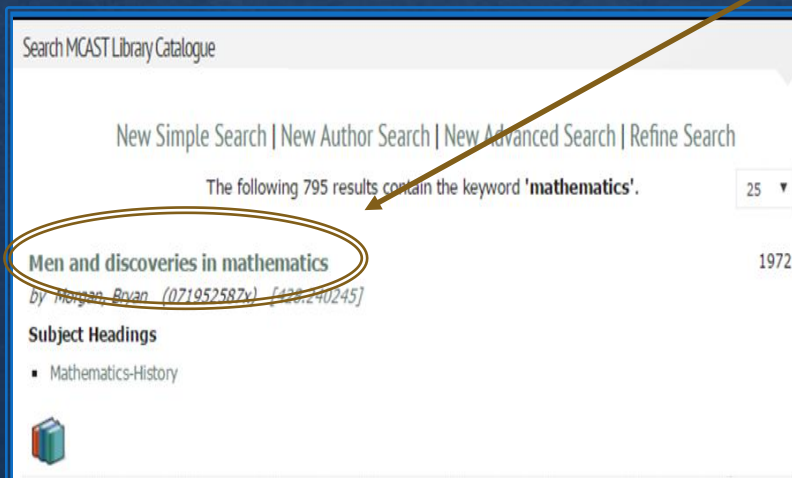


Before clicking on the **Search** button, you can decide how the search results are to be sorted and shown, that is whether by Author, Class, Title, or Year of Publication. This can be done through the drop down menu in the **Sort By** box.





For locating items on the shelf, click on the **title** of the item. Take note of the following:



- **Dewey code** number;
- **First three letters** of the author's surname;
- Item's **Status**, that is whether available in the library or not (should it be on loan, one can reserve it after logging into one's online **My Library Account**);
- **Shelf** mark, and
- **Library** location.





For information or any queries you can:

- Ask any member of staff;
- Email us at [llrc@mcast.edu.mt](mailto:llrc@mcast.edu.mt);
- Phone us on 23987500/1/2/3;
- Attend one of our induction sessions on how to search the Library catalogue and electronic resources;
- Chat with us on [Facebook](#); or
- Check our [YouTube](#) channel