



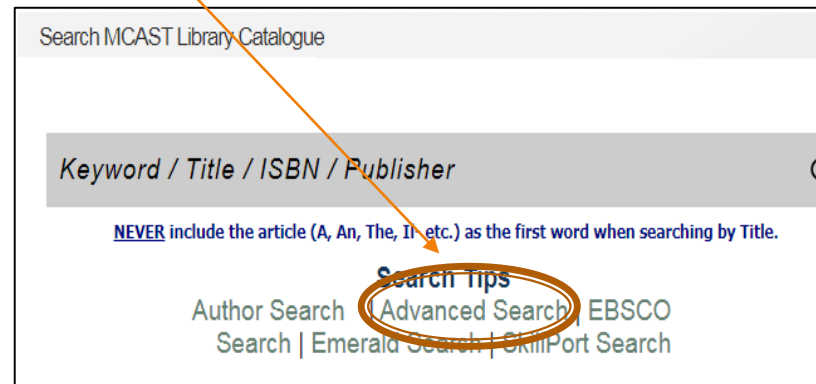
MCAST

Malta College of Arts, Science & Technology

**Library and Learning
Resource Centre**

Searching the Library Catalogue Advanced Search

To search the Library Catalogue go to <https://www.mcast.edu.mt/mcast-library/> and click on the **Advanced Search** button.



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.

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 | SkillPort Search

Search Terms

Search In: Title, Subject Heading, **Author**, Class, Document Content, ISBN/ISSN, Library, Notes, Publisher, Shelf Mark

Search Terms: marketing mix

Media Type: All Media

All Libraries

All Languages

You can restrict your search further by:

- 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, Collection, Publication Year, Subject Heading, Class, or Author under the **Restrict Search** area.

Simple Search | Author Search | EBSCO Search | Emerald Search | SkillPort Search

Search Terms

Search In	Search Terms	Media Type		
Title		All Media		
Title		All Media	AND	X

Add new line

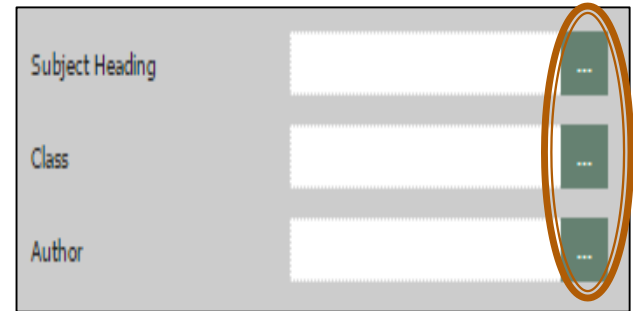
Restrict Search

Library	All Libraries		
Language	All Languages		
Collection	<input type="checkbox"/> A-V (Films)	<input type="checkbox"/> Junior Level	<input type="checkbox"/> Projects/Thesis
	<input type="checkbox"/> Basic-Skills	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Reference
	<input type="checkbox"/> Fiction	<input type="checkbox"/> Leaflets	<input type="checkbox"/> Samples
	<input type="checkbox"/> Games & Toys	<input type="checkbox"/> Melitensia	<input type="checkbox"/> Lectures
	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Periodicals	<input type="checkbox"/> Web-site

** Publication year searching is available only for books, films etc... but not for Magazine issues*

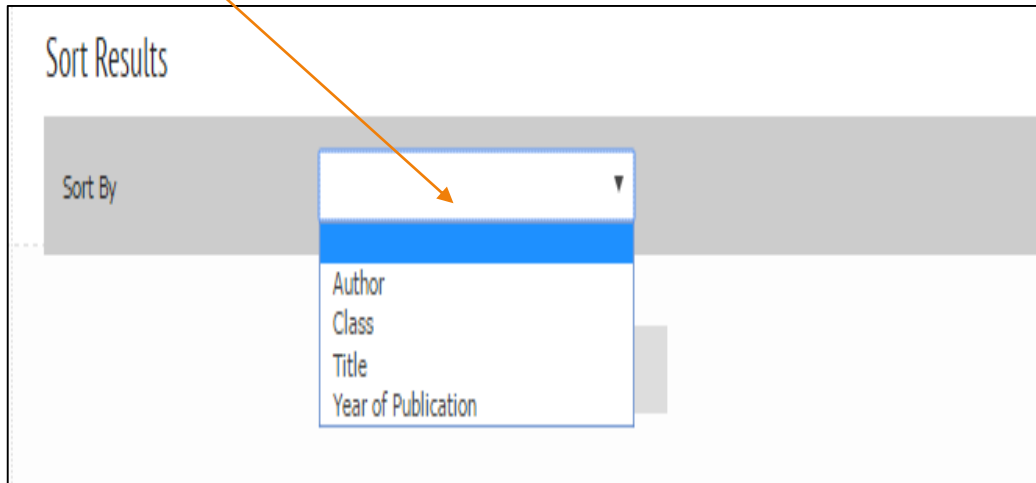
Publication Year	<input type="radio"/> Specify Year Range
	<input type="radio"/> Specify Year

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.

A screenshot of the 'Subject Heading' template. At the top, there is a search input field containing the text 'marketing*', which is circled in orange. Below this is a list of radio button options: 'Marketing-Law and legislation-Study and teaching', 'Marketing-Law and legislation-United States', 'Marketing-Management' (which is selected), 'Marketing-Management-Case studies', 'Marketing-Management-Cross cultural studies', 'Marketing-Periodicals', 'Marketing-Planning', 'Marketing-Political aspects', and 'Marketing-Political aspects-Case studies'. At the bottom of the template, there are two buttons: 'Clear' and 'Select', with the 'Select' button circled in orange.

← 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 and 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 creating/logging into one's online **My Library Account**);
- **Shelf** mark, if any and
- **Library's** location.

Should you have any difficulty locating and retrieving any item, please do not hesitate to either ask any member of staff or email us at llrc@mcast.edu.mt.