FindIt@Bham - User Guide

http://findit.bham.ac.uk

Searching for items
To search for an item, either enter the title you wish to find in the white search box and click ‘Search’

or click on the arrow in the box labelled ‘Everything' and choose from the options listed to narrow down your search:
For now, use the ‘Everything’ option and as an example and try searching for ‘Heroism in the Harry Potter series’.

You will see the following results screen:

The book you require should appear as the first result, however if the item did not appear, you can use the options on the left hand side to narrow down your search.
Once you have found the book, click on ‘Locations’

This shows you:

- The location (this is the library in which it is located)*
- The classmark (you will need to write this down in order to find the book on the library shelves).
- The status (if a date is shown here this means it is on loan to someone)
- The barcode of the book (which is individual to that copy)
- The loan type

*if an item is held in the ‘Research Reserve’, it may be requested using the ‘Request’ link in its item record. The fetching service from the Research Reserve operates daily 08:00-17:00 and items should be available to collect within two hours. However requests may also be placed a few days in advance.
Then click on the *map* link which will show you which zone the book is shelved in.

Library staff are available throughout the building and will always be happy to help you to find things on the shelves.
Subject searching
You can also use FindIt@Bham to search for subjects. If you click on ‘Advanced Search’ and change one of the ‘Any’ boxes to ‘Subject’, then type your subject in the box next to it, FindIt will search for that subject only.

The above screenshot shows the results when you search for Marxism as a subject. You can see on the left hand side that you can choose between articles, books, reviews (and more) if you wish to narrow down your search. Please bear in mind that you may not be able to access some of the articles as they will be restricted to University members.
You can also search for journals within a subject. Journals tend to contain articles that will focus on a narrower subject than a book and sometimes contain original research. You will need to change the ‘Material type’ to ‘Journals’

Search results may be refined by using the options listed on the left hand side:

From here you can check where the journal is located in the same way as you find this information for books, by clicking on the ‘Locations’ tab. This will also tell you the year and volumes the library holds.