Finding items on your reading list

How to find books and ebooks

To find books and ebooks:

1. First make sure you are signed in. Click the **Sign in** link at the top right of the screen to do this.
2. Enter the author’s surname and a word or two from the title into the search box, then click the search button.
3. When your results are displayed, use the **Tweak my results** options at the right of the screen to limit your results to show only books. To do this, find the **Resource Type** section, then click **Books**.
4. Some of the books listed may have multiple editions. To view all editions of a book, click the **See all versions** link underneath the search result. The various editions will be displayed on a new page.
5. To borrow a book you first need to find out in which library it is held. To do this, click the **Available at…** link.
6. Details of the libraries where you can find the book will be displayed, along with the loan length and the **classmark** (usually a series of letters and numbers).
7. Make a note of the classmark, the visit the library to get the book.
8. For ebooks, you should look out for the **Online access** links that appear under some search results. Click the **Online access** link, then click the **Full text available at** link to view the ebook.

How to find journal articles

1. First make sure you are signed in. Click the **Sign in** link at the top right of the screen to do this.
2. Enter some keywords from the article title into the search box, then click the search button.
3. When your results are displayed, use the **Tweak my results** options at the right of the screen to limit your results to show only books. To do this, find the **Resource Type** section, then click **Articles**.
4. Find the article you require, then click the **Full text available** link and any subsequent links to view the article.

How to find journals

If you can’t find the journal article you’re looking for, you can search instead by journal title. To do this:

1. First make sure you are signed in. Click the **Sign in** link at the top right of the screen to do this.
2. Then, simply enter the journal title into the search field and click the search button.
3. Find your journal from the search results listed, then click the **Online access** button.
4. Click the **Full text available at** link.
5. The website for each journal will look slightly different, but you should be able to use the site to locate your article by volume and issue number.

Requesting items

Sometimes the item you need is not available, and you will need to place a request. To do this:

1. First make sure you are signed in. Click the **Sign in** link at the top right of the screen to do this.
2. Click the title of the item you would like to request.
3. Click the **Get it** link.
4. Click the **Request** link.
5. A form will be displayed where you can specify the Material type, Loan period, Pickup location and any other details. Complete this form, then click the **Request** button.
6. A notification will be displayed to inform you that the request has be placed, and where you are in the queue.

More information

If you require further help or information, just ask in your library or contact your [Subject Librarian](https://intranet.cardiff.ac.uk/students/study/libraries/subject-support/subject-librarians).