Log In:
- If you log in to the system, it knows who you are
- It allows you to do more than search
- You can place reservations, check your loans, do renewals, send emails
- Your username is the barcode number on the back of your University card
  - 5 digits starting with V - - - -
- Your password is fitzbilly: please change it to something more personal
- When you have logged in use the Menu on the LHS to manage your account

Search: some tips for efficient effective searching

KEYWORDS – best for a subject search
- The search engine will look for all the words you type
- Choose significant words
- Do not use the, in, an, a etc...

TITLE – when you’re sure what you’re looking for
- As you type the title, you’ll see a help prompt list appear
- Just click on the one you want

TOP TIP – when you know vaguely what you want and you’d like a list to browse
- Use 2 or 3 significant words
- One from the title or subject and the author surname

?? Too many results or not enough results??
- Narrow your search by adding another term to restrict the options
- Broaden your search by using * to truncate a word e.g. ECONOMI* ANTHROPOL*

Reserve: do it on-line and we’ll do the rest for you

Click the tick box on the LHS of a book’s details to select it and highlight these boxes
- Request
- Email
- Reserve

- Request – this sends the details to library@fitz.cam.ac.uk so you can ask us to look for something you cannot find – please explain in your email and don’t forget to include your name/CRSid on it somewhere so we can reply
- Email - this sends the book details by email to any address that you choose - your own for later or to a friend who may be looking for the same sort of thing
- Reserve – this electronically sends us your request and starts the recall process from the current borrower. We’ll let you know when the item is available for you to borrow

If you need further help, please call at the Library Office – we’ll be happy to help