

The Library Catalogue

Search the catalogue (libcat.rch.org.au) for books in print, ebooks, statistics, reports, and multimedia.

Search

Use the default *Everything* or limit to *eBooks*. Search the default *All Fields* or search within a specific field.

Search types

Basic: search All Fields, or limit to Title, Author, Keyword in Author headings, Subject, Keyword in Subject headings, ISBN, or Series.

Advanced: allows you to include multiple keywords or an exact phrase; exclude unwanted terms; or use *Additional limits* to *Find* or *Don't show* keywords entered in the *Title, Author* or *Subject* fields.

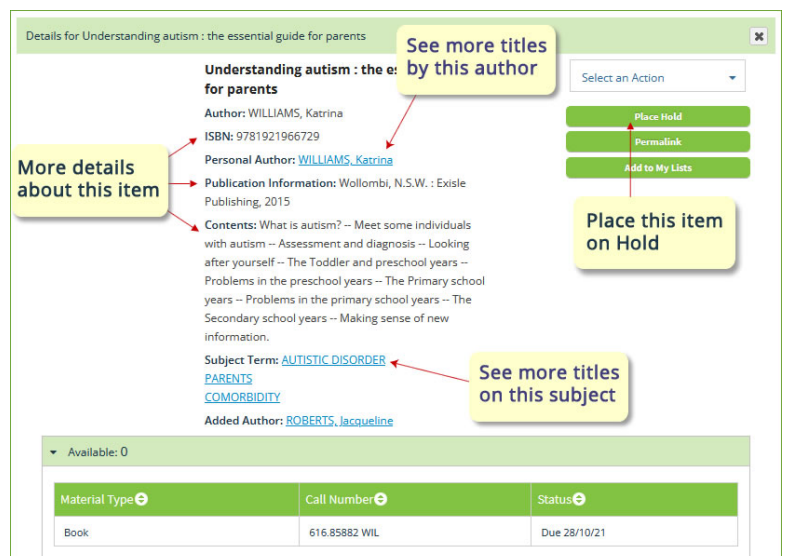
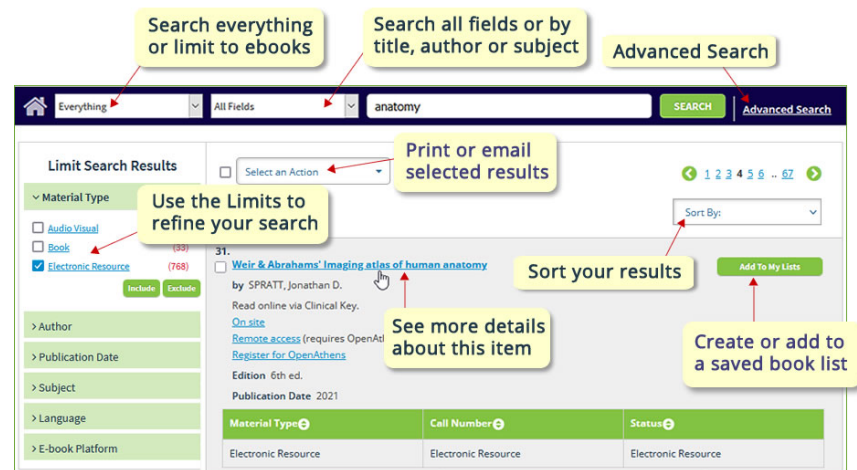
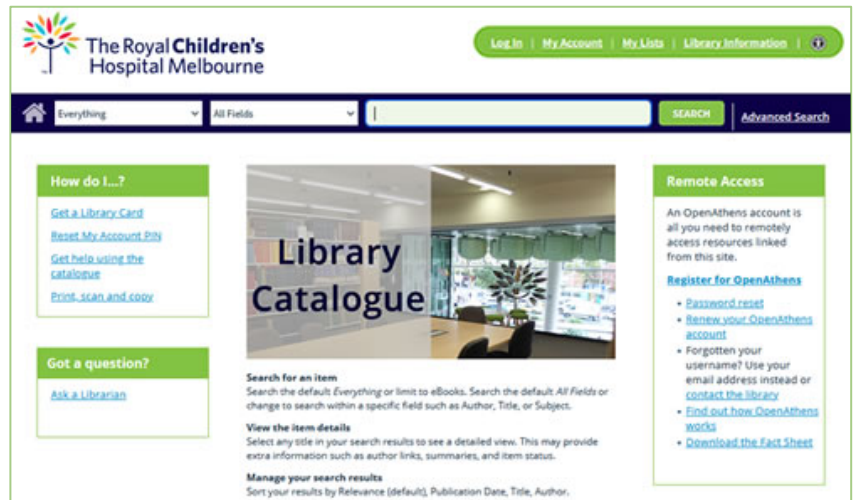
After searching you can ...

- Limit to *Material Type*, *Author*, *Publication Date*, *Subject*, *Language*, and *Ebook Platform*
- Sort by *Relevance* (default), *Publication Date*, *Title*, or *Author*
- Use the *Select an Action* to email or print results
- Add titles to your own saved book list(s)
- Show the details of an item
- Place a *Hold** on an item that is out on loan.

* See *Placing a Hold on an item*, below.

Select a title from the results list to see ...

- Full details of the item, including edition information and contents
- Assigned subject terms; select the subject term to view more items on that subject
- Full author details, including links to all items by that author
- Specific copy information, including location within the Library, and availability.



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Online books

A search for *Everything* will include ebooks, or you can change the search option to *Ebooks* so that results include online books only.

Options for reading, downloading, and printing differ between publishers. Some allow the book to be downloaded in full, others may be accessible to only one user at a time and have restrictions on downloads and printing.

Most ebooks can be accessed remotely using your OpenAthens login (see [Fact Sheet no.13](#)).

Placing a Hold on an item

Use the *Place Hold* link for items that can be borrowed but are already out on loan. Log in with your Library card barcode when prompted to place the hold. You will be notified by email when the item is ready for pick-up.

A *Hold* on an item means the current borrower may not renew; the item must be returned so you may borrow it next. You may not place a hold on items that are *Available*, or on items that you currently have on loan.

Use My Account

Use *Log In* or *My Account* to:

- see and renew items you currently have on loan
- check whether *Hold* items are ready to be picked up or waiting to become available
- see your patron profile.

My Lists

Create one or more saved lists of items from your search results to save for future reference.

You can: arrange your lists and their items by name or date added; add or remove lists and items; move items between lists; create new lists or delete unwanted lists and items.

You can also email selected items to yourself or a colleague or print out your selected list.