# Basic Guide



LibrarySearch gives you search results from our physical libraries and a huge number of academic databases online. You can also use it to place requests, check if you have fines and renew borrowed items.

http://librarysearch.napier.ac.uk

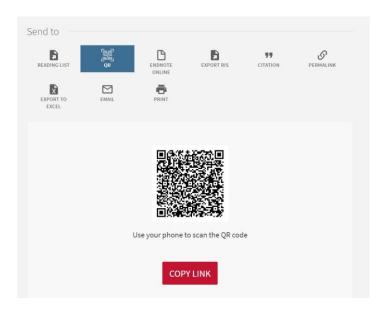
## Find a specific book



To find a book on your reading list:

- Sign in to LibrarySearch to see the full results of your searches (hover over Sign in > University member).
- Enter a word or two from the title and the author surname and click Search.
- Click **Available at** to see where the book is located, and make a note of the shelfmark (e.g. 808.042 CRE) to find where the book is on the shelf in the Library.
- For e-books, you'll see an **Online access** link instead.

You can select the QR Code option to open the book details on your mobile device



### Can't find what you are looking for?

Try using the **Tweak My results** options on the right hand side of the page.

LibrarySearch does not include all databases purchased by Edinburgh Napier Library, and coverage may be stronger for some subjects than others.

For information about the best way to search for your subject, see the <u>Subject Guides</u> prepared by our specialist librarians.

If you can't find the book you want, try options available to you on the <u>Can't find the book you want?</u> webpage.

#### Request a book

If a book or other item is out on loan, you can make a request to have it held for you. When your name reaches the top of the queue and the item is ready for you to collect at the Library, an email will be sent to your University email account.

To request a book or other loanable item:

- Sign in to LibrarySearch (hover over Sign in > University Member).
- Search for the book you want, and click Currently unavailable.

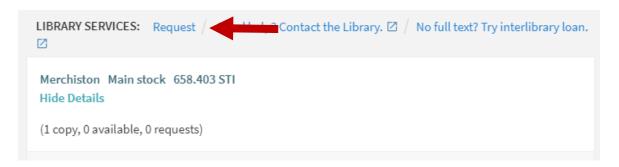


Sticky wisdom: how to start a creative revolution at work: simple, practical learning about creativity that will stick with you forever.

Matt Kingdon editor.; Dave Allan; Kris Murrin; Daz Rudki Revised and updated / ?What If!; editor, Matt Kingdon. 2002

Currently unavailable: Check here for details >

Click Request.



• Choose which campus library you want to collect the item from in the drop-down list in **Pickup** Location, then click **Request**.

#### Renew books

Most of our books and other loans will be automatically renewed up to a maximum of 4 months unless recalled. If an item on loan to you is requested by another user we will recall it by sending you an email asking you to return it within 7 days.

#### Check due dates

- Sign in to LibrarySearch (hover over Sign in > University Member > Your name > My Library Card).
- You will see the items you have on loan and their due dates. You can renew items yourself by clicking **Renew** or **Renew All**.

If you are coming to the end of the 4 month maximum period, you will see 'Item renew period exceeded', and you will need to renew books physically at a Library helpdesk.

This is a basic guide to help you find and manage books and physical items.

For more information about finding articles and specific databases, see Finding Resources.