



Newton Library Catalogue

Guide to searching the holdings of the Marshall Library using the Newton Catalogue and renewal of books using Your Account

1. Introduction

Newton is the online catalogue for the libraries of the University of Cambridge. This brief guide is an attempt to illustrate how it can be used to locate items held in the Marshall Library of Economics.

2. Structure of the Newton Catalogue

In order to search Newton effectively you need to be aware of its structure. Currently it is composed of nine separate catalogues:

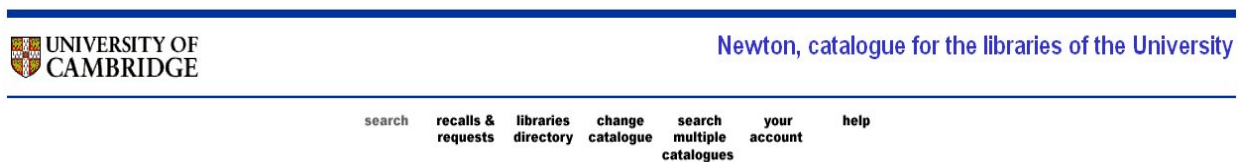
- Universal catalogue
- University Library and Dependent Libraries
- University Library Manuscripts and Theses
- Departments and Faculties A-E
- Departments and Faculties F-M
- Departments and Faculties O-Z
- Colleges A-N
- Colleges P-W
- University of Cambridge Affiliated Institutions

When you search for a book or journal it is important to be aware of which catalogue within Newton that you are performing your search in as this will significantly affect your results. If you are primarily interested in locating items held in the Marshall Library you will need to ensure that you are searching in “Departments & Faculties F-M”

It is possible to search every catalogue within Newton simultaneously using the *“Universal Catalogue”*. A search performed for a book in this catalogue will return its location in every library that holds it within Cambridge. Please note, however, that the Universal Catalogue is still only at the pilot stage ... It is often easier to select the specific catalogue which contains the library whose holdings you want to search.

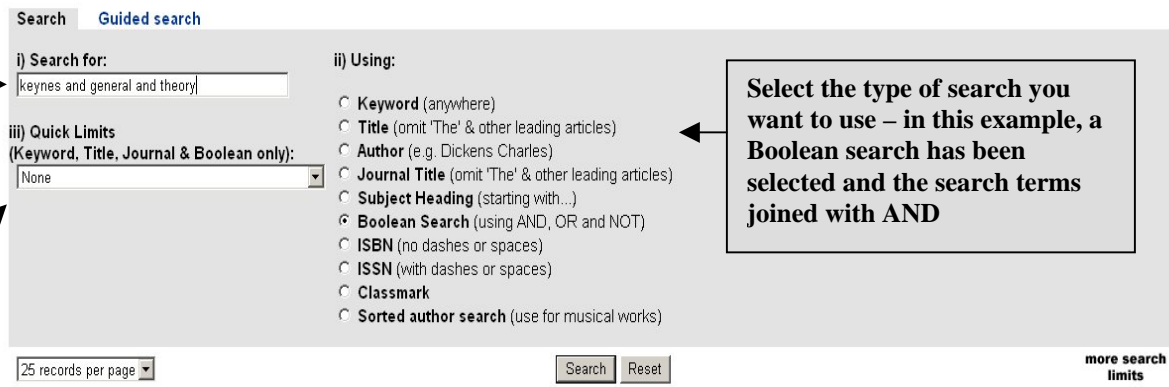
3. Basic Search

3.1 Basic Search Screen



Insert search term(s)

Select any search limit that you wish to apply

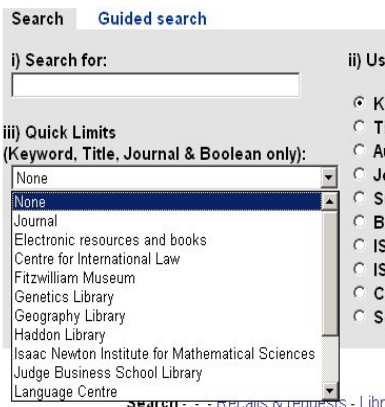


Select the type of search you want to use – in this example, a Boolean search has been selected and the search terms joined with AND

Click here to begin your search

Allows you to add more advanced search limits

Current catalogue: Departments & Faculty Libraries F-M



The quick limits drop down box allows you to make your search more efficient e.g. by limiting your search to a specific library.

3.2 Types of basic search

Do not enter words such as the, and, of, etc. as the catalogue will look for them as search terms. You will achieve the best results if you only enter the *most important words* - normally key words from the title and the author's name.

When you use this method of searching the catalogue will search for your search terms in EVERY part of the record and will return results based on relevance. The catalogue assigns greatest importance to certain fields - title, author, subject - and if your search terms occur in these fields those records will be considered more relevant and will appear first in your list of search results.

You can make your Keyword Anywhere searches more efficient using the symbols in Table 1.

Table 1:

Symbol	You can use this symbol to ...
+	Indicate an essential search term - any record with this search term in it will appear higher up your list of search results because the catalogue interprets it as being more relevant e.g. +inflationary
*	Indicate an important, but not essential search term. e.g. *monetary
!	Indicate a term to be excluded. Records containing it will not be displayed.
?	Allow for plurals, a variety of word endings and differences in American / English spellings. e.g. mone? allows for monetarism, monetary, monetarist e.g. labo? allows for labor and labour
""	Tell the system to search for the words enclosed in quotation marks as a phrase, or as one search term rather than several e.g. "balance of payments" will be search for as that specific arrangement of words ... which would be less common than the occurrence of any of the three individually.

3.2.1 Author search

This search locates items by the name of their authors. An “author” can be an individual, an editor, an association, a company or a government agency..

Type the surname into the **Search for** box, select Author from the **Search by** box and then either press return or click on the Search button. It will help to narrow your search if you can also type in an author’s initials / forename. Punctuation is not necessary e.g. Marx K

The search will retrieve the author’s name in a browsable list, together with the number of titles associated with that name.

Note: Search Limits have NO EFFECT on Author Searches

3.2.2 Title search

These searches allow you to search for a book or journal by typing in its entire title or just the first few words.

Type in the whole or first few words of a title in the **Search for** and then either press return or click on the Search button. Remember:

- Omit initial articles (A, An, The, Der, La) in any language
- Always enter the titles or parts of titles in the order which they occur from the left.

3.2.3 Author (sorted by title)

This search will retrieve the author’s name together with any titles associated with that name.

Type in the author’s surname as you would for a normal Author search (above)

3.2.4 Subject heading search

This searches for items based on descriptions of their topic / subject. Start with a word (or root of a word) that describes the topic. For example, search for Korea would produce a browsable subject-heading list like that below.

[15]	1	Korea--Dependency on Japan--History.	Library of Congress
[16]	2	Korea--Description and travel.	Library of Congress
[17]	1	Korea--Description and travel--To 1900.	Library of Congress
[18]	1	Korea--Economic conditions.	Library of Congress
[19]	5	Korea--Economic conditions--1945-	Library of Congress
[20]	1	Korea--Economic conditions--1945-	General Heading
[21]	5	Korea Economic policy.	Library of Congress
[22]	1	Korea--Foreign economic relations--United States.	Library of Congress

These links will take you to other books which have the subject headings shown

Title:	The economic and social modernization of
Other Entries:	Mason, E. S. (Edward Sagendorph), 1899- Harvard University. Council on East Asian S
Published:	Cambridge, Mass. : Harvard University, Co
Description:	xxxii,552p ; 24cm.
ISBN:	0674231759
Series:	Studies in the modernization of the Republ Harvard East Asian monographs ; no.92
Subject(s):	Korea --Economic conditions --1945- Korea --Social conditions --1945-
Format:	Book

By following subject links from the index you are taken to records in the catalogue that have the same subject heading. These records may also have related subject headings which you can then follow to locate further books of potential interest.

Note: Search Limits have NO EFFECT on Subject Heading Searches.

3.2.5 ISBN / ISSN Search

ISBN (International Standard Book Number) and ISSN (International Standard Serial Number) searches allow you to retrieve books and periodicals precisely if you know the appropriate number.

To search for ...	Enter search as ...
ISBN 0-553-37783-3	0553377833 -- Always omit all hyphens & spaces -- Total length should be 10 characters

ISSN 1094-1304	1094-1304 --Always include the hyphen
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3.2.6 Boolean Search

This is the most powerful search method available and can be used to construct complex searches using AND, OR and NOT (upper or lower case) to link your search terms:

Note: The following examples will search every field in the entire catalogue record – title, author, subject field etc.

E.g. inflation AND Europe (will retrieve records containing both inflation and Europe)

E.g. Keynes OR Keynesian (will retrieve records containing either Keynes or Keynesian)

E.g. deregulation NOT Britain (will retrieve records containing deregulation but not Britain)

You can also make the system perform certain parts of a search separately by enclosing search terms in brackets and then combining the result from this search with other search terms:

E.g. deregulation NOT (Britain or France or Germany)

E.g. E.g. crisis AND (Japan or Korea or Taiwan) NOT China

3.2.7 Special symbols + / * / ! / ? / ""

Special symbols, which were described earlier in Keyword Anywhere Search (Table 1), can also be used in Boolean searches:

E.g. mone? AND Keynes (Will retrieve records containing money, monetarist, monetarists, monetary, monetarism and Keynes)

E.g. "balance of payments' AND (UK OR brit? OR "United Kingdom")

(The terms in quotation marks will be treated as one search term and will not be searched for separately)

3.2.8 Keycodes

The searches described above will search *every field in the entire catalogue record*. To make your searches more efficient you can use various keycodes to specify fields in which to search:

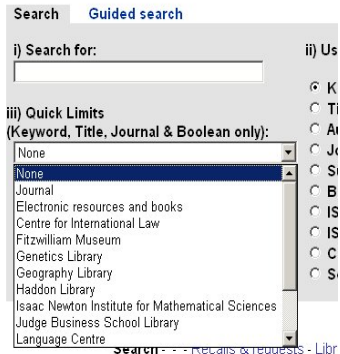
Keycode	Effect & example ...
NKEY	Searches for books by persons and corporate bodies Eg. to find books BY John Maynard Keynes and not John Neville Keynes you could try: NKEY "Keynes John Maynard"
SKEY	Searches for books by subject keywords E.g. to find books ABOUT John Maynard Keynes and his work you could try: SKEY "Keynes John Maynard" E.g. to find books about the Asian crisis you could try: SKEY asia? AND cris?
TKEY	Searches for books by title keyword E.g. to find books about the New York stock exchange you could try: TKEY "New York" and ("stock exchange" OR "stock market")

4. Limiting searches in the Newton Catalogue

The ability to apply limits to searches in the Newton Catalogue can be very useful for refining large sets of search results. There are two ways of adding limits to your search:

4.1 Quick limits

Current catalogue: Departments & Faculty Libraries F-M



The quick limits drop down box allows you to apply a single limit to a search e.g. limiting your search to a specific library.

4.2 Search limits

By clicking on the More Search Limits link you will be taken to a new screen where you can apply more advanced search limits to narrow your search by: Date / Language / Format / Place of publication.

Search Limits

Current catalogue: Departments & Faculty Libraries F-M

- Select the limits you wish to apply to your search
- Hold down [CTRL] when clicking to select multiple limits in one selection box
- Limits apply **only** to Keyword, Title, Journal Title, and Boolean searches
- Search limits will remain in effect until you specifically clear them, close your browser window or start a new session

Set Limits		Search Limits	
Date:	<input type="text"/>	<input type="radio"/> Is <input type="radio"/> After <input type="radio"/> Before <input type="radio"/> Between (put a date in each box) <input type="text"/>	<input type="text"/>
Language:	<input type="text" value="English"/> <input type="text" value="English, Middle (1100-1500)"/> <input type="text" value="English, Old (ca. 450-1100)"/>		
Location:	<input type="text" value="Cambridge Union List of Serials"/> <input type="text" value="Centre for International Law"/> <input type="text" value="Ebooks"/>		
Medium:	<input type="text" value="Digital"/> <input type="text" value="Globe"/> <input type="text" value="Map"/>		
Item Type:	<input type="text" value="Book"/> <input type="text" value="Serial"/> <input type="text" value="Electronic resource"/>		
Place of Publication:	<input type="text" value="United Kingdom"/> <input type="text" value="Afghanistan"/> <input type="text" value="Alabama"/>		
		<input type="button" value="clear limits"/>	

Select the search limits to be applied. In this case Ebooks have been selected – this search will only return results where an electronic book satisfies the search criteria

Multiple limits from one selection box can be chosen and applied by holding down the [Ctrl] key.

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5. Your Account

Newton's Your Account facility allows you to see which books you currently have out on loan and to see whether you have any outstanding fines. The two most important uses, however, are to enable you to renew your books and to check on the progress of any requests that you have placed for books:

5.1 Renewing your books using Your Account

The best way to do this is to follow the link to the Newton Library Catalogue from the Marshall Library web page and to then select Your Account. You will then need to select Marshall Library from the Home Library drop down box, enter your University Card number and your surname.

Home Library:	<input type="text" value="Marshall Library"/>
Barcode	<input type="text"/>
Last Name:	<input type="text"/>

[s](#) - [Libraries directory](#) - [Change catalogue](#) - [Search multiple catalogues](#) - [Search history](#)

[Newton: Help menu](#) | [Newton: Comments](#)

The total number of renewals on a single item is five. After you have renewed a book five times you will need to physically return it to the Library and have it discharged from your card. You may then have it re-issued to you if nobody else has requested it. *Please note that you will be unable to renew a book if:*

- It is already overdue – an item will become overdue after 9.00 p.m. on the day it is due (weekdays) and after 1.00 p.m. (Saturdays)
- It has been requested by another borrower
- It is a Reserve status item (Counter Item / Reserve Book) in Full-Term. (Although Reserve status items can be renewed during vacation)
- You have already renewed the book five times
- You are unable to go online because of computer related problems

Please remember that if you are trying to renew your books online you should always give yourself sufficient time to return them to the Library if, for any of the reasons listed above, you are unsuccessful in your attempts to renew them. Failure to do so will result in fines being charged.

5.2 Check the progress of requests you have placed for books

At times, demand for some books in the Marshall Library can become very intense and it is often necessary for you to place “requests” or “holds” on them. This prevents the borrower who has the book from renewing it and ensures that when it is returned, *it will be kept for you until 8.30 p.m. on the day after its return.*

If you have placed a request on a book it is important that you check regularly to see when it is available for you to borrow.

You can do this online using YourAccount. It will tell you which books you have Requests on (**Pending**) and your position in the holding queue (**Status**) if the item has more than one request on it.

Cancel?	Item	Status
<input type="checkbox"/>	First industrial nation : an economic history of Britain 1700-1914 / Peter Mathias.	Position: 1 - Expires: 15-02-2003
<input type="checkbox"/>	Economic policy towards the environment / edited by Dieter Helm.	Position: 1 - Expires: 15-02-2003

Cancel Requests Reset

Your Account will also tell you which of your requests have ben returned to the Library and are ready for collection (**Items Available**)

Items Available

Cancel?	Item	Expires:	Pickup Location
<input type="checkbox"/>	First industrial nation : an economic history of Britain 1700-1914 / Peter Mathias.	21-08-2002	MAR. Circ. Desk
<input type="checkbox"/>	Economic policy towards the environment / edited by Dieter Helm.	21-08-2002	MAR. Circ. Desk

Cancel Requests Reset

Please note that you also have the option to cancel a pending or available request by clicking the **Cancel check box** beside the item and then clicking **Cancel Requests**.

