

Saving and Emailing Records



You can save or email records from the results list or from within the full record display or by selecting and marking records to review later.

From the results screen first select a record by checking the box next to the title and then either clicking on



“Add to Marked” to review later or “Save/Email” to save or email the record. To view records you have previously marked click on



“Marked Items”. Please note that records are only marked for the current session and once you leave SUNCAT this information will be lost.

In the marked items page you can select records to delete from your marked list or to save or email. To save or email click on “Save/Email”, choose whether you would like a brief or full record display, then enter the desired email address and optionally a subject and message for your email, before clicking “Go”. To save a record to your PC or network simply leave the email address, subject etc empty and click “Go”. You will now have a list of journals and details of how



to access them. You can decide whether to try visiting libraries in your area or apply for an Inter-Library Loan through your local Library.



SUNCAT User Guide

- SUNCAT, the Serials Union Catalogue for the UK research community is a free tool which you can use to find where journals are held in the UK. The catalogue contains information on both print and electronic serials, including journals, periodicals, newspapers, newsletters, magazines, proceedings, annual reports and other publications of a continuing nature.
- SUNCAT currently contains information about journal holdings from 64 UK research libraries and is continuing to expand. Libraries contributing to SUNCAT include the British Library and the National Libraries of Scotland and Wales.
- SUNCAT also contains journal information from a number of specialist libraries with unique collections of journals not widely held in the UK.

Introduction

Use SUNCAT as your first port of call to find out about journals not held in your library. Once you have found where a journal is held you can decide if you want to visit the library in person or if you would prefer to order an Inter-Library Loan from your library.

You can also use SUNCAT to find out about what journals exist in your field of interest and where they are held in the UK

You don't need to register to use SUNCAT, simply click on "Login" to begin.



Searching SUNCAT

With one search you will be able to check if a journal is held in one or more of the 64 libraries included in SUNCAT.

The Basic Search page enables you to search for journals by title, keyword, subject or International Standard Serial Number (ISSN). The title keyword search is useful if you are looking for a particular journal but are not sure of the title, but the exact title search is better if you are confident of the title.

Alternatively the Subject heading(s) or keyword searches can help you find out about journals in your subject area.



The Advanced Search page offers more options including searching for journals by organisation, e.g. the British Medical Association or publisher, e.g. Elsevier. It is also allows you to carry out more sophisticated searches.

Use the Help facility on SUNCAT for assistance in building up your search, including combining search terms, truncating terms and for advice on the best searches to use.



Try checking Yes to "Words as phrase" to narrow your search to journals containing your search terms next to each other as a phrase, e.g. "call centres".



You can choose to limit your search to journals held in a particular library or region, by selecting the Library or Location limit beneath the search boxes in the Basic or Advanced Search pages.

Viewing Results

If you can't find what you are looking for or get too many results, try clicking on "Refine Search" on the Results page.

Use the previous/next record buttons to navigate through your results list or to browse through the records one by one.

To view a record click on the journal title in the results list. If you find more than one record for a journal title you should look at all the records to get a complete list of libraries' holdings.



Checking Bibliographic and Holdings Details

The full record displays bibliographic details such as the journal publisher, dates of publication and subject headings describing the focus of the journal. You can use these details to confirm if it is the title you are looking for and to fill out Inter-Library Loan requests. Look at the subject headings to help you decide if a journal is of interest to you.

Scroll down the record to view the libraries holding the title. You can check the notes in the holdings display to see if a library holds the volume/issue you need.

You can check each library's own website, for details of opening hours, directions and access policies, by clicking on the library name in the holdings display.