

SUNCAT Getting Started Guide

SUNCAT is a pilot service providing access to the Serials Union CATALOGue for the UK research community. It currently contains the serials holdings of around 50 major research libraries, including the British Library.

Basic Search Screen

The screenshot shows the SUNCAT Basic Search interface. At the top is the SUNCAT logo (UK Union Catalogue of Serials) and a navigation bar with links: Basic Search, Advanced Search, Browse, Results List, Search History, Marked Items, and Help. Below the navigation bar is a link for 'About the SUNCAT pilot service'. The main search area is titled 'Basic Search' and contains the following elements:

- 1) Type search term(s) here. Check "Yes" to Words as phrase to search for a specific phrase:** A text input field containing 'computer programming' and a radio button for 'Words as phrase?' with 'Yes' selected.
- 2) Select index from drop down menu:** A dropdown menu labeled 'in:' with 'Title Keyword(s)' selected.
- 3) If desired limit the search to a particular UK location or library:** Two dropdown menus for 'Location' (set to 'Scotland') and 'Library' (set to 'All').
- 4) Hit Find now:** A blue button with a magnifying glass icon and the text 'Find now'.

Additional elements include a 'Reset' button, a 'Cap' button, and footer links for 'Use | Accessibility Statement | FAQs | Comments/Feedback' and the EDINA logo.

How to Search

- Type search term(s), e.g. "computer programming"
- Check "Yes" to Words as phrase to narrow the search to records where the terms entered appear together as a phrase
- Select an index, e.g. Title Keyword(s)
- Limit the search to a particular library or UK region, e.g. Nottingham University or Scotland. Leave the selection at "All" to search across all libraries or regions
- Hit Search

What Were Your Results

I got too many	I got a suitable amount	I didn't get any
If you know the title of a journal try using the Exact Title search instead of the Title Keyword(s) search.	See the saving/emailing records section.	Use fewer and/or more general terms
If you are searching for journals on a particular subject use the Subject Heading(s) search rather than the Keyword(s) search.		Use the Keyword(s) search to look for terms appearing anywhere in a record
Add extra or more specific search terms		Try using the Browse function available on the main navigation bar to browse the indexes
Check "Yes" to Words as phrase		Try making any limits selected less restrictive. Ensure that any location and library limits selected are not in conflict.

Saving/Emailing Results



Basic Search Advanced Search Browse Results List Search History Marked Items Help

About the SUNCAT pilot service

Marked Items

Save, email or print your selected items

1) Choose the record format

2) Type in the desired email address or leave blank to save the record(s) to disk.

3) Fill in the Subject and Message fields as desired.

4) Hit Go

Step 1: Select record format.

Record format: Brief

Step 2: Send the marked records by email, or save the marked records on your PC (by leaving the email blank)

Email address:

Subject (Optional):

Message (Optional):

Return Reset Go

Emailing Records

- Choose the format in which you would like to send the record, Brief or Full.
- Enter an email address
- Enter a subject and message for the recipient if desired
- Hit Go.

Saving Records

- Choose the format in which you would like to send the record, Brief or Full.
- Leave the email address blank
- Hit Go.
- Click Save to Save the record to your PC
- Browse for a suitable location before saving and or printing.

Further Help

Further help and assistance is available from the help pages on the SUNCAT interface, or from <http://edina.ac.uk/suncat>.

Alternatively contact the EDINA Help Desk at edina@ed.ac.uk