What is SUNCAT?

SUNCAT is the Serials Union CATalogue for the UK research community http://www.suncat.ac.uk
SUNCAT contains information about where print and e-journals, newspapers and other publications of a continuing nature are held in the UK.

Getting Started

- Enter your search term(s).
- Choose to search by title, subject, keyword, ISSN etc.
- You can limit your search to particular libraries or geographic regions or both.
- Click on “Find now”.
- Click on “Advanced Search” to create a more complex search.
- Click on “Browse” to browse alphabetically for titles, subjects etc.
- Help on using SUNCAT is available from the “Help” link on the footer of each screen of the service.

Search Hints

- The more search terms you enter the more specific your search and the fewer results you will receive, e.g. social media will return fewer results than media.
- To search for a particular phrase enclose your terms within double quotation marks: this will make your search more specific and the fewer results you will receive, e.g. “social media” will return fewer results than social media.
- Use the * character at the left, right or middle of a portion of a word to replace a character or characters, e.g. cardi* will find cardiac, cardiology etc. *iology will find biology, sociology etc. wom*n woman, women etc.
- The default search is on “Title keywords”, this will search for terms appearing in any order in the journal title.
- If you are sure of the title you are looking for, try using the “Exact title” search. In this case you must enter all the words present in the journal title and in the correct order. If a title also has a well-known subtitle, try searching both with and without the subtitle. If you can’t find the journal try the “Title keyword” search instead.
- The most efficient search is the “ISSN” (International Standard Serial Number). You can enter this with or without the hyphen.
- You can also search by “Subject keyword” or if you can’t find the journal you want try using the “Keyword” search which is the broadest search covering titles, authors, publishers, subjects etc.
Advanced Searching and Browsing

- Within the Basic Search and Advanced Search “AND” is assumed between terms so you will only find records containing ALL the terms entered, so your search will narrow as you enter more terms. **Example: marketing research** will only return records containing both the term *marketing* and the term *research*.
- However, you can use the Advanced Search to create more sophisticated searches and to combine terms across different fields.
- To widen your search and look for records containing any (not necessarily all) of your search terms go to the Advanced Search and change the default selection of “all of these” to “any of these” in the drop down under “Index to Search”. **Example: social media** will return records containing just the term *social* or just the term *media* or containing both terms *social* and *media*.
- To exclude terms from your search, go to the Advanced Search and change the default selection of “all of these” to “none of these”. **Example:** if you enter *social* in the first box and then *media* in the 2nd box, selecting the “none of these” option for the 2nd box you will only return records containing the term *social* and which specifically **DO NOT contain** the term *media*.
- Alternatively, rather than searching SUNCAT you can use the Browse feature. Just enter your terms and select if you would like to browse alphabetically by title, subject, author, publisher etc. or you can browse numerically by ISSN. You will be presented with an alphabetical/numerical list of headings with the number of records associated with each. Click on the heading to view the journal records.

Limiting your Search

- You can limit your search to particular libraries or to particular geographic locations using the drop down limits underneath the search box.
- You can select more than one library or location and you can combine libraries and locations together, e.g. you could limit your search to journals held either in Oxford University or somewhere in London.
- As you add more libraries and locations, you will expand the number of results you retrieve as the system will look for journals held in any of the libraries or locations you enter. It will NOT look for ONLY journals held in ALL the libraries/locations you enter, e.g. **if you select “Oxford University” as a library limit and select “London” as your location limit you will find journals held in Oxford University or anywhere in London or in both**.
- More limits are available on the Advanced Search page, including limits by journal language and date of first publication.
- These limits can be combined with the library and location limits but in this case you will reduce the number of results you retrieve as you make your search more specific.
Navigating and sorting your results

- Your results are automatically ranked by relevance to the search you entered.
- Click on “Title” or “First published” headings just above the list of results to sort alphabetically or by year.
- Click on the “Position” heading appearing just above the result numbers to return to relevancy ranking.
- Click on the filters on the left hand side of the screen to narrow your results.
- Table of Contents buttons take you to a list of the most recently published articles for the journal titles.
- Use the list of libraries beside each title as a quick guide to who holds what.
- Click on the journal title to view the full bibliographic and holdings information.

Filtering your Results

- You can use the filters displayed down the left hand side of the results screen to drill down to records of most interest to you.
- You can filter by holding library, format (print or e-journal), subject, author, publisher, year first published, place of publication and language.
- Each category of filters displays the top five most popular values. Click on the “[show more]” link at the bottom of each filter category to expand the list of filters.
- The exception is the Institution filter which will show ALL the holding institutions for the particular results display once you click on the “[show more]” link. The institutions will then display in alphabetical order.
- To deselect a filter click on the cross beside it or you can click on the “Remove All Filters” link just above the list of filters.
- You can select several filters and deselect in any order – the results on the right hand side of the screen will adapt accordingly as will the filters and their associated numbers.
- Filters work cumulatively, that is, each consecutive filter applied further narrows the results.
Locate your article/journal

- Click on a title to see the full details and holdings
- The full record displays bibliographic information for each title, with all the holding libraries listed underneath.
- Click on the “Table of Contents” button at the top of the page to see a list of the most recently published articles
- Use the “Notes” column to check who holds the volume/issue you require.
- Use the information to apply for an inter-library loan at your local library OR
- Click on the library name to get more information such as a link to the library website, contact details and Google directions to help you visit the library
- If you are affiliated with a UK University click on the SCONUL link to find out more about accessing other University libraries.

Selecting and emailing records

- You can select records from your results list either by clicking the box beside individual titles or by clicking on the "Select All" button above the list of records.
- When you select one or more records a link to “Saved Records” will appear above the filters on the left hand side of your results list with the number of records you currently have selected.
- Please note that any records you select will only be saved by the system for the current search session. If you leave SUNCAT or close down your browser these selections will be lost.
- Click on "Saved Records" to view your selected records and to email them.

Search History

- You can view your search history for the current session by clicking on the “History” link on the navigational bar on the top left hand side of most pages within SUNCAT.
- Please note that searches cannot be saved across sessions. If you leave SUNCAT or close down your browser your search history will be lost.
- Within the History page you can view the results list for any of the previous searches within the current session by clicking on the desired search query.