

## How to search our online catalogue UniCat

<http://www.library.unic.ac.cy>

Our catalogue contains information on the books, print periodicals and DVDs/Videos available in the library. There are several options for searching:

<b>Browse</b>	Acts as an alphabetical index. It is useful if you know the exact Title, Author or Subject you are looking for.
<b>Basic Search</b>	Finds items by keywords: Title keywords, Author keywords and Subject keywords
<b>Advanced Search</b>	You can search for items using more than one keyword.

### Useful hints:

- To change your search from Greek to English or vice versa, press **Alt Shift**
- To search for **DVDs/videos**: enter the keyword or title of your search followed by [videorecording]
- To search for **journals**: enter the keyword or title of your search followed by [periodicals]

<b>Signing in</b>	To sign in, enter your student ID number in both <b>User ID</b> and <b>Verification</b> and <b>log on</b> . When you are signed in, you have the opportunity to see your <b>Library Card</b> with the items you have borrowed and you can renew your books online (see page 4). When you signed in, you also have the opportunity to use the <b>Basket</b> and the <b>E-shelf</b> .
<b>Add to Basket</b>	You can add the results of your searches to a basket while you are signed in. Please note that if you have not signed in, the contents of the basket will be deleted when you end your session.
<b>Add to my E-shelf</b>	Here you can save your results so that you can access them in the future when you need them.

### How to Search:

- Select the search option (**Browse, Basic Search** or **Advanced Search**)
- Select what you are looking for (Title keyword, Author keywords etc.) by clicking on the down arrow.
- Enter the word or phrase for your search. Omit the article (a, an, the).
- When searching for an Author, enter the Surname before the First name.

Example:

Browse | Basic Search | Advanced Search

### Basic Search

Type word or phrase: Porter, Michael

Field to search: Author keywords

Words adjacent?

Limit search to:  
Keywords anywhere  
Title keywords  
Author keywords  
Subject keywords  
Dewey Classification  
ISBN

Language: all Year from: Year to: yyyy (Use ? for truncation when not using from/to)

Format: all Location: all

- Once you have the result list, select the title of your choice and click on **Location**

Intercollege Library - Search Results - Microsoft Internet Explorer

Address: http://alephweb.unic.ac.cy:8992/F/BGEK746GX1C1JGF5EVQGP59USXHPVWMFETBTK3PL24FE8B8RG-07460?func=find-b&request=Porter?

Intercollege Library

Sign-in | End Session | My Library Card | Preferences | Databases | Feedback | Help

Search | Results List | Previous Searches | Basket

Selected records: View Selected | Save/Mail | Create Subset | Add to Basket

Whole set: Select All | Deselect | Rank | Refine | Add to My e-Shelf | Filter | SDI R

Results for W-authors= Porter Michael; Sorted by: Year, then Author

Sort options: Author, then Ye Year, then Auth Author, then Ti Title, then Yea Year, then Titt Ca

Format options : 951 952 999

Records 1 - 10 of 10 (maximum display and sort is 1000 records) Jump to Text Jump to #

#	Author	Title	Year	Location
1	<input type="checkbox"/> Porter, Michael E., 1947-	The global competitiveness report 2004-2005 /	2004	Nicosia IC Library ( 1 / 0)
2	<input type="checkbox"/> Porter, Michael E., 1947-	Can Japan compete? /	2000	Nicosia IC Library ( 1 / 0)
3	<input type="checkbox"/> Porter, Michael E., 1947-	Competitive advantage: creating and sustaining superior...	1998	Limassol IC Librarc

This provides you with the bibliographical details of the book, as well as the **Location** that indicates where you can find it on the shelf. You can also if an item is available (**Item status**) and the **Collection** it is found in.

Now write down the **Location** and look for the item on the shelves.

The global competitiveness report 2004-2005 /edited by Michael E. Porter ... [et al.].  
 Basingstoke : Palgrave Macmillan, 2004.  
 628 p. : Ill ; 28 cm.

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.  
 Click on an underlined due date to view details about the person borrowing the item.

Select year: All | Select volume: All | Select sublibrary: Nicosia IC Library |  Hold loaned items | Go

tem-global-body

	Description	Item status	Due date	Due hour	Sublibrary	Collection	Location	Pages	No. of requests	Location-2	Barcode	OPAC note
Expand		Not for Loan	On Shelf		Nicosia IC Library	Reference	R338.6048 G562 2004				042444	

Below you can find explanations for the terms indicated under **“Item Status”, “Due Date”** and **“OPAC note”**.

**Item Status:**

<b>Standard Loan</b>	The item can be borrowed for 10 days or 14 days depending on the borrower’s status.
<b>Not for Loan</b>	The item belongs to one of the following collections and can only be used in the Library: Reference, Rare, Journals, Audiovisuals, Government documents, Oversize, Law Reference, Cyprus Reference.
<b>3 hour loan, 1 day loan, 3 day loan</b>	The item is on Reserve and can only be borrowed for that period.
<b>Audiovisuals Loan</b>	One week loan for audiovisual material (for Lecturers only).
<b>In Cataloging</b>	The item is being cataloged and is not available for borrowing yet.
<b>In Binding</b>	The item was damaged and was sent for binding.
<b>On Order</b>	The item has been ordered but has not been received yet.

**Due date:**

<b>On Shelf</b>	The item is available for borrowing and can be found on the relevant shelf.
<b>Reshelving</b>	The item has recently been returned but is still in the Circulation area and has not yet been placed back on the shelves.
<b>A date: e.g. 28/08/2008</b>	The due date at which the item has to be returned to the Library.
<b>Requested</b>	The loaned out item has been requested by another user and should be returned to the Library within 3 days.

**OPAC note:**

<b>In Repair</b>	The item is being fixed and will be replaced on the shelf when ready.
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**If you get the message:**

The library does not have accessible items. Please inquire at the reference desk if you are interested in this title.

This message means that the item is either lost or destroyed and might be replaced.

### How to renew your books online

**RENEW YOUR BOOKS ONE DAY BEFORE THE DEADLINE**

- Click on **UnicCAT TWICE / Library Catalog**.
- Enter your ID number (student ID number or library card number) in the **User ID/ Barcode** and in the **Verification** field.
- Click on **Log on**
- Click on **My Library Card** (on the top centre of the page)
- Click on **Loans**
- Click on **Renew All**

1. If all the books have been renewed successfully you will get the following message:

**Renew All finished Successfully on all Loaned items!**

- Click on **My Library Card**
- Click on **Loans** to view the New Due Date

2. If any of the books were not renewed you will get the following message, which will be followed by a list of the books that were not renewed.

**IC ADM Library – Items which were not renewed:**

**Reasons why books are not renewed:**

- If your membership for the new semester has not been renewed
- If they are textbooks from the **Reserve** collection.
- If they are requested by another user.
- If they are overdue and have a fine.
- If they have been renewed two times already.

**Any book that cannot be renewed online has to be returned to the Library to avoid fines.**

Books can be renewed up to two times, either online or at the Library. No renewal is done over the phone.

If your books are overdue you must return them to the Circulation Desk, before you can borrow them again.

Always remember to log out by clicking on **End Session**.

For any assistance please call **22 444772**