Foyle Special Collections Library: hints for searching the catalogue

This hand-out explains how to use both King’s Library Search and the Library catalogue for finding items held in the Foyle Special Collections Library.

For directly accessing records of items in Special Collections, we recommend using the Library catalogue http://library.kcl.ac.uk/ (please see instructions below).

However, if beginning your search in Library Search https://librarysearch.kcl.ac.uk/ then the following tips are useful.

Using Library Search

When in Library Search:
- Navigate to the ‘Library catalogue’ on the top bar and proceed to search the catalogue directly
- Or choose ‘Library resources’ (which will show all Library resources), in the Search box menu on the right hand side

After you have entered search terms and are viewing records, you are able to filter results using the left-hand menu, to allow you to view only Library or Special Collections items. Please see hints below:

- Under ‘Availability’ select ‘Available in the Library’ which means you can view all items in both Special Collections and other King’s Libraries
- More usefully, if you scroll down further and select ‘Foyle Special Collections Library’ under the ‘Library’ heading, and select ‘Apply Filters’ you can then view only those items held in Special Collections
To continue searching for only items held in Special Collections, lock the filters by clicking on the padlock next to ‘Foyle Special Collections Library’. This will ensure you see only Special Collections items in your searches, until you click ‘Reset filters’.

There are also further filters (publication date / creator / language etc) that allow you to narrow down results when using the Foyle Special Collections Library filter.

Sign in with your King’s username and password and use the FAQs on LibrarySearch to improve your overall searching.

Using the Library catalogue

There are several ways to search the Library catalogue [http://library.kcl.ac.uk](http://library.kcl.ac.uk/) for items held in the Foyle Special Collections Library. This handout provides examples of some search techniques. For additional and more general tips on searching, click the FAQ button in the top menu.

How to limit your search to items held in the Foyle Special Collections Library: Example 1

- Choose the ‘Advanced search’ option or ‘Multi-field search’ option
- Enter your search term(s)
- Limit your search to Foyle Special Collections Library items by choosing ‘Foyle Special Collections Lib.’ in the Library box under ‘Limit search to’ at the foot of the screen.
How to limit your search to items held in the Foyle Special Collections Library: Example 2

- Choose the ‘Subsets’ search option
- Select ‘Special Collections catalogue’ to limit search to material in Special Collections only
Select a Subset of the Library Catalogue

- Library catalogue
- Journals catalogue
- Print Journals catalogue
- Special Collections catalogue
- Music scores
- Sound recordings
- e-Books
- e-Journals
- Theses
- Videorecordings
How to limit a search to a particular collection and/or date range

- Choose the ‘Basic search’ option, run a search in the usual way
- This will pick up everything, including e-books
- Scroll to the bottom of page and click on the ‘Limit’ option

- On the next screen you can choose to limit the results of your search to items in a particular library or even to items in a particular named special collection (e.g. FCO Historical Collection)

- Or you can click on ‘year’ to set a date range (e.g. 1701-1800)
How to sort records chronologically

- Choose the ‘Basic search’ option and run a search in the usual way
- This will pick up everything, including e-books
- Search results are initially displayed by year of publication (most recent listed first)

- Click on the ‘Year’ button to list records in reverse order, with earliest date of publication listed first
How to search for works with a particular provenance

- Choose the 'Basic search' option
- Enter your search term(s)
- To search for works with a particular provenance, e.g. items formerly belonging to William Marsden (1754–1836), enter Marsden as a search term and select 'Former owners, provenance' from the 'Select search by' drop-down menu
- The search below finds 1356 matching records for items from the Marsden Collection.

A similar search can be performed to find, for example, pre-1850 works by a particular printer:
How to search for items with a particular type of binding

- Choose the 'Basic search' option
- Enter your search term(s), e.g. 'vellum'
- Choose 'Bindings' from the 'Select search by' drop-down menu

Limit by date range or re-order from earliest date of publication to most recent as shown in previous examples