Foyle Special Collections Library: hints for searching the catalogue

There are several ways to search the Library catalogue [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
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