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Guide to searching the RCOT Library catalogue.

1. Access the catalogue
2. Overview: advanced and basic searches
3. Entering search terms
4. Viewing a list of records
5. Viewing a full record
6. Exporting records
7. Removing selected records from your results list

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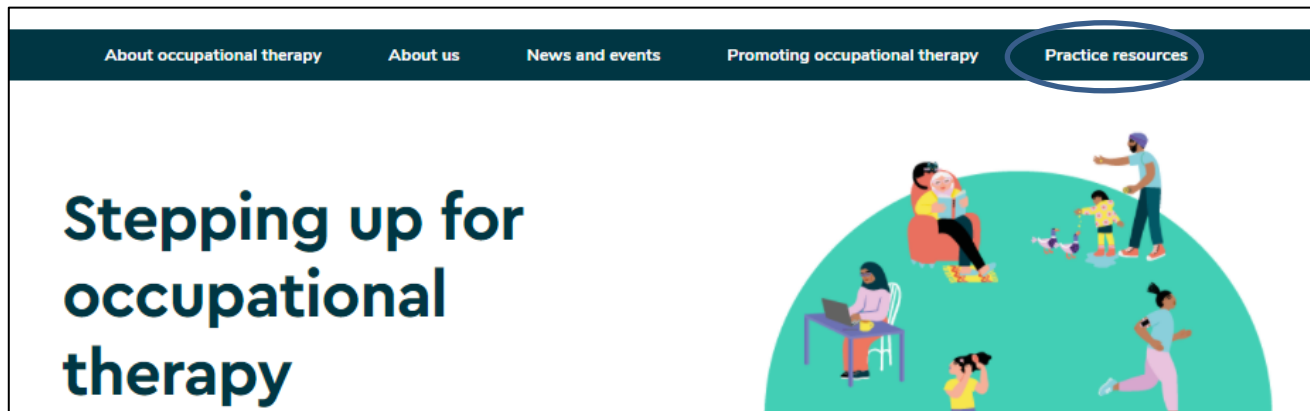


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1. Access the catalogue:

1. Login to the members' side of the RCOT website at: <https://www.rcot.co.uk/>
2. Navigate to the 'Access the Library catalogue' page:
 - a. Click on 'Practice resources' at the top of the screen. This will reveal a menu where you can select "Library resources".



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- b. After selecting this click “Access the Library catalogue” from the right-hand menu.

The screenshot shows the 'About the RCOT Library' page. At the top, there are navigation links: 'Home', 'Practice resources', and 'About the RCOT Library'. The main heading is 'About the RCOT Library' with a sub-heading 'Enjoy our digital Library from across the UK and world at times that work for you.' Below this, there is a paragraph: 'Access occupational therapy literature and resources including e-books, online journals, e-theses and databases.' and a link: 'Find out more about our [Library going digital only](#).' On the right side, there is a teal box titled 'In this section' containing a list of links: 'Library resources', 'Access the Library Catalogue', 'Access CINAHL and Medline', 'Copyright and permissions', 'E-Books', 'Enquiry Service', and 'Information skills'. A red arrow points to the 'Access the Library Catalogue' link.

Home Practice resources About the RCOT Library

About the RCOT Library

Enjoy our digital Library from across the UK and world at times that work for you.

Access occupational therapy literature and resources including e-books, online journals, e-theses and databases.

Find out more about our [Library going digital only](#).

Library resources

- [Databases](#): search for journal articles on the CINAHL and Medline databases and access full text articles
- [Ebooks](#) & eTheses: search for and read ebooks and online dissertations via our [library catalogue](#)

In this section

- [Library resources](#)
- [Access the Library Catalogue](#)
- [Access CINAHL and Medline](#)
- [Copyright and permissions](#)
- [E-Books](#)
- [Enquiry Service](#)
- [Information skills](#)

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- c. From the next screen click “Search our online Library catalogue”

[Home](#) [Practice resources](#) [Library resources](#) [Access the Library Catalogue](#)

Access the Library Catalogue

Please login to RCOT website to access the library catalogue.
You may notice some changes to our catalogue while we move to a digital Library service.

[Search our online library catalogue](#)

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d. This will open the Library catalogue search page as shown below.

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Basic Search Advanced Search

Search [Use advanced search](#)

Enter search phrase [Search](#)

Content types
 All selected (5) ▾

» Search the articles

SPOTLIGHT: new electronic books

Effective teaching

How to develop your healthcare career

The meaning of everyday occupation

KEY COLLECTIONS

- Ebooks
- Ejournals
- Etheses
- Evidence Spotlights
- RCOT publications

QUICK LINKS

- Assessments and outcome measures
- Contact us
- Enquiry service
- Information skills
- Literature searching
- News
- RCOT homepage
- Search CINAHL and Medline databases

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2. Overview: advanced and basic searches

Select the option from the top right-hand side of the webpage.

Basic search: allows you to do a simple Google style search and is good for browsing titles.

Advanced search: allows you to focus your search and is useful if you are looking for a specific resource. Use “advanced search” to search, for example, by title, author, date, subject or to search for information in a particular format, for example: ebook, electronic dissertation.

3. Entering search terms

Enter your search terms in the chosen search fields and then click the ‘search button’ to perform the search. You can enter either a single word or a combination of words using the following operators:

- **AND:** to combine words or phrases to narrow your search (**occupation AND activity** finds records with both words)
- **OR:** searches for any of the words to broaden a search (**occupation OR activity** find records with either of these words)
- **NOT:** searches for certain words but not others (**occupation NOT activity** finds records with occupation but not activity) **NOT** should be used with caution as it may exclude potentially relevant resources
- to **phrase search**, use double quotes (" ") ("**manual handling**" finds the phrase manual handling)
- to find **variants of a search term**, truncate using the exclamation mark (!) (**Occupational therap!** searches for the terms: occupational therapy, occupational therapist, occupational therapists)

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4. Viewing a list of records

Your search results will be listed as shown in the screencast below. You can see that the search term entered *ebook* has been highlighted.

	<input type="checkbox"/>	Title	Sub title	Authors	Publication date	Shelf reference
1	<input type="checkbox"/>	ABC of health informatics [ebook]		Sullivan, Frank Wyatt, Jeremy	2009	610.606 SUL
2	<input type="checkbox"/>	Active support	enabling and empowering people with intellectual disabilities [ebook]	Mansell, Jim Beadle- Brown, Julie	2012	362.3 MAN
3	<input type="checkbox"/>	Activity groups in family-centered treatment	psychiatric occupational therapy approaches for parents and children [ebook]	Olson, Laurette	2012	420.254 OLS
4	<input type="checkbox"/>	Adult physical conditions	intervention strategies for occupational therapy assistants [ebook]		2019	615.812 ADU
5	<input type="checkbox"/>	Advanced concepts of hand pathology and surgery	application to hand therapy practice [ebook]		2010	617.575 ADV
6	<input type="checkbox"/>	The allied health professions	a sociological perspective [ebook]	Nancarrow, Susan	2021	610.69 NAN

It may be helpful to sort the results by selecting any of the options from the drop-down menus shown in the screencast above. Click on the downward pointing arrows. For example, you can sort your results alphabetically by title, author, publication date or shelf reference.

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5. Viewing a full record

Clicking a title from the results list will open a detailed record of the resource you are interested in.

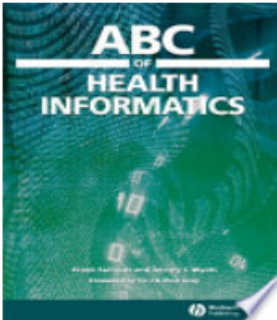


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[New Search](#) [Back](#) [Opened \(1\)](#) [Current Record Actions](#)

ABC of health informatics [ebook]

Authors:	Sullivan, Frank Wyatt, Jeremy
Publication date:	2009
Publisher:	Blackwell Publishing
Place of publication:	Oxford
Pagination:	46p.
Price:	48.60
ISBN:	9781444312805
Shelf reference:	610.606 SUL
Subjects:	Health informatics Health information Information management




Ebook

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6. Exporting records

Select the records you would like to export

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Basic Search Advanced Search

Q New Search Opened (1) SelectedRecordsAction (4)

Search Operator	Use	Example
and	AND	occupation & activity
or	OR	occupation OR activity
not	NOT	occupation NOT activity
exact phrase	" "	"manual handling"
truncation	!	Occupational therap!
char replace	*	Organiz*ation

Current search: AND All Fields Search AND ebook

Amend

All 177 Electronic Materials 176 Printed Materials 1

15 Title/Sub title Per Page 15

Results

	Title	Sub title	Authors	Publication date	Shelf reference
1	<input checked="" type="checkbox"/>	ABC of health informatics [ebook]			
2	<input checked="" type="checkbox"/>	Active support	enabling and empowering people with intellectual disabilities [ebook]	Mansell, Jim Beadle-Brown, Julie	2012 362.3 MAN
3	<input checked="" type="checkbox"/>	Activity groups in family-centered treatment	psychiatric occupational therapy approaches for parents and children [ebook]	Olson, Laurette	2012 420.254 OLS
4	<input checked="" type="checkbox"/>	Adult physical conditions	intervention strategies for occupational therapy assistants [ebook]		2019 615.812 ADU
5	<input type="checkbox"/>	Advanced concepts of hand pathology and surgery	application to hand therapy practice [ebook]		2010 617.575 ADV
6	<input type="checkbox"/>	The allied health professions	a sociological perspective [ebook]	Nancarrow, Susan	2021 610.69 NAN

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From the 'Selected records actions' button, shown in the screencast below, select the option you want.



Basic Search
Advanced Search

🔍 New Search
📁 Opened (1)
✔ SelectedRecordsAction (4)

All **177**
Electronic Materials **176**
Printed Materials **1**

📄 Title/Sub title 📄 Per Page 15

« 1 2 3 4 5 6 7 » 12

Results

		Title	Sub title	Authors	Publication date	Shelf reference
1	<input checked="" type="checkbox"/>	ABC of health informatics [ebook]		Sullivan, Frank Wyatt, Jeremy	2009	610.606 SUL
2	<input checked="" type="checkbox"/>	Active support	enabling and empowering people with intellectual disabilities [ebook]	Mansell, Jim Beadle-Brown, Julie	2012	362.3 MAN
3	<input checked="" type="checkbox"/>	Activity groups in family-centered treatment	psychiatric occupational therapy approaches for parents and children [ebook]	Olson, Laurette	2012	420.254 OLS
4	<input checked="" type="checkbox"/>	Adult physical conditions	intervention strategies for occupational therapy assistants [ebook]		2019	615.812 ADU
5	<input type="checkbox"/>	Advanced concepts of hand pathology and surgery	application to hand therapy practice [ebook]		2010	617.575 ADV
6	<input type="checkbox"/>	The allied health professions	a sociological perspective [ebook]	Nancarrow, Susan	2021	610.69 NAN

Current search
|
✎ Amend

AND All Fields Search
AND ✗ ebook

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Saving/downloading records:

Select download, then choose from the options available by clicking the downward facing arrows.

The screenshot shows a 'Download' dialog box with the following fields:

- Report Name: Author, Title, Shelf Location
- Export File Format: Pdf

Buttons: Save, Cancel

	Title	Sub title	Authors	Publication date	S
1	ABC of health informatics [ebook]		Sullivan, Frank Wyatt, Jeremy	2009	610.60
2	Active support	enabling and empowering people with intellectual disabilities [ebook]	Mansell, Jim Beadle-Brown, Julie	2012	362.3
3	Activity groups in family-centered treatment	psychiatric occupational therapy approaches for parents and children [ebook]	Olson, Laurette	2012	420.25
4	Adult physical conditions	intervention strategies for occupational therapy assistants [ebook]		2019	615.81

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Emailing records

Select email, enter the email address in the 'To' field, then choose from the options available by clicking the downward facing arrows. Click the 'send' button to email the record details.

Email [Close]

To:

Subject:

Email body:

Report Name: [v]

Export File Format: [v]

Advanced Settings [v]

[Send] [Cancel]

children [ebook]

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7. Removing *selected* records from your results list

You can untick any records that you no longer want in the selection. You will see that the numbers reduce at the 'Selected Records Action' button."

Untick boxes to results you are no longer interested in.

Number of records reduces

The screenshot shows a search results interface. At the top, there are buttons for 'New Search', 'Opened (1)', and 'SelectedRecordsAction (3)'. Below this, there are filters for 'All 177', 'Electronic Materials 176', and 'Printed Materials 1'. A table of results is displayed with columns for Title, Sub title, Authors, Publication date, and Shelf reference. The first three rows are highlighted in green and have their checkboxes checked. The fourth and fifth rows have their checkboxes unchecked. A search operator table is visible on the left side of the interface.

	Title	Sub title	Authors	Publication date	Shelf reference
1	ABC of health informatics [ebook]		Sullivan, Frank Wyatt, Jeremy	2009	610.606 SUL
2	Active support	enabling and empowering people with intellectual disabilities [ebook]	Mansell, Jim Beadle-Brown, Julie	2012	362.3 MAN
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