

How to use HERITAGE catalogue

- Check what books are available and where to find them
- Reserve books which are out on loan
- Access our ebooks over the Internet
- Check and renew the books you have on loan

<https://www.barnsley.ac.uk/helibrary>

YOU CAN ALSO:

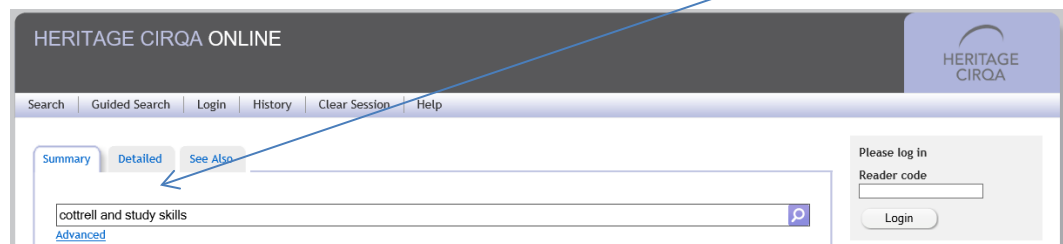
Use **Discovery**, to search both our books and also online articles
- one search box for the full range of high quality library resources.



Manage your library account on your mobile with **MyCirqa App**. Download the app and ask at the library helpdesk for your password.

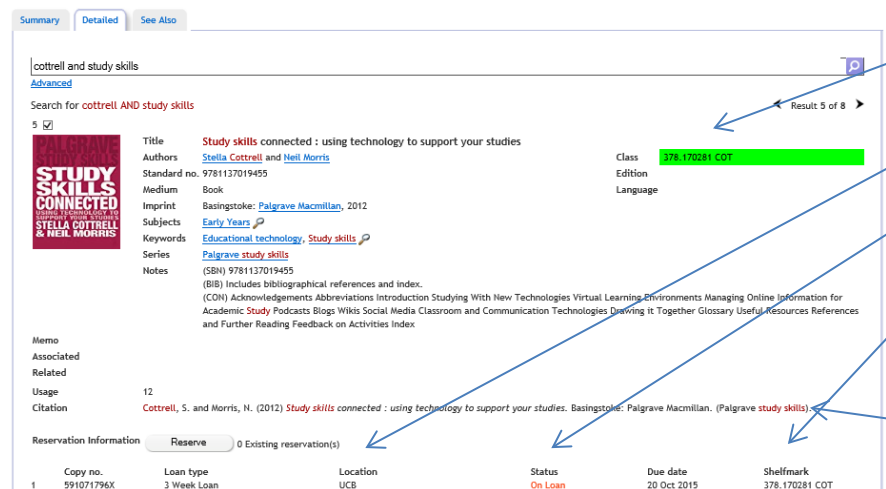
How to find books for your studies on HERITAGE

To find books on reading lists, type in an author surname and some words from the title. HERITAGE looks for 2 words together as a phrase. Type 'and' between your search terms:



You can also search for books on broad subject areas e.g. 'sociology and introduction' 'social policy' 'music and copyright', note down the shelf numbers and then browse the books on the shelves to find books on more specific topics.

From the results summary page, click on the title of a book to see full details:

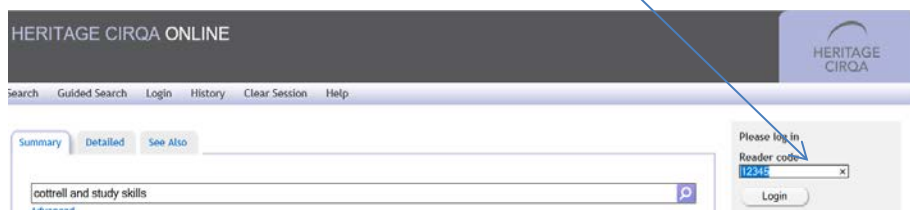


Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	3 Week Loan	UCB	On Loan	20 Oct 2015	378.170281 COT

- Shelf numbers** are colour coded: see the *Where are my books?* leaflet for more information
- Location** - which library is it at?
- Status** - is it on loan?
- Shelfmark** - where is it? (along with other books on the same subject)
- Citation** - details you will need to reference it in your work

How to reserve books on HERITAGE

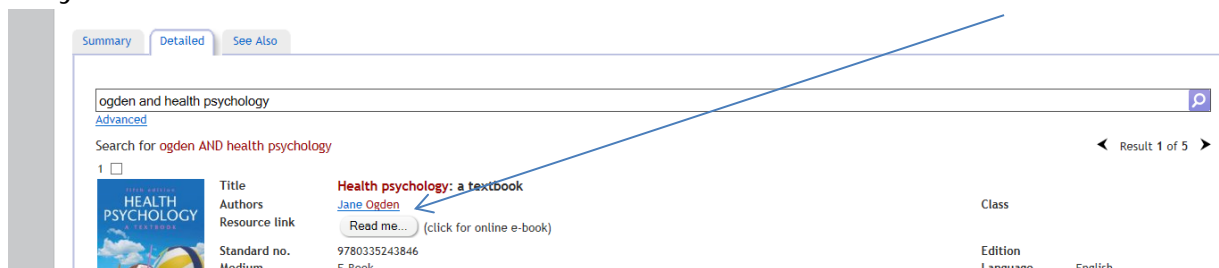
To reserve books on loan, log in using your Barnsley College ID number:



...and then with the details of the book you want on screen, click the *Reserve* button – you will find this just below the citation details. We will send an email to your college email account when the book is ready to pick up. Reserved books are held for you at the HE Library helpdesk for up to 1 week.

How to access ebooks

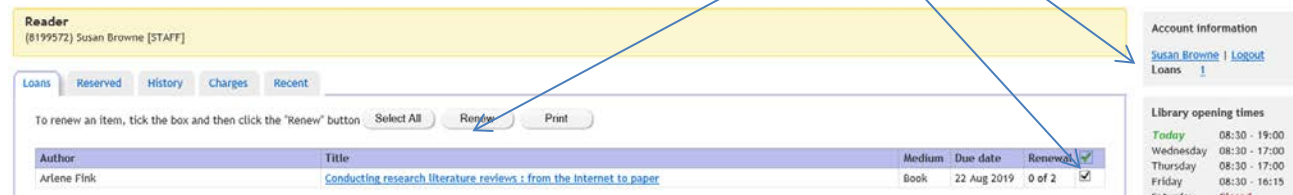
Easy. Find the ebook on HERITAGE. On the book details screen click *Read me*:



Remember: Log in to OpenAthens, find Barnsley College as your organisation and then use your Barnsley College username and password.

Managing your library account on HERITAGE

When you are logged on to HERITAGE, click on the number of loans to check the books you have and when they are due. You can renew 3 week loans twice and 1 week loans up to 8 times...as long as your books are in date and not requested by another student:



If you want to keep books longer, please bring them to the library helpdesk and staff may be able to issue them to you again. Remember, you can have up to 20 books on loan at a time. Overdue books are fined 20p a week. If your fines reach £5 your account will be suspended until you have come to the helpdesk to clear it. Renew books, avoid fines!

Any questions or problems, ask library staff at the helpdesk in the HE Library, call 01226 216885 or email helibrary@barnsley.ac.uk