



Getting started with King's Library Search

<- Watch this guide as a video!

[media.kcl.ac.uk/media/Getting+Started+with+Library+Search/1_gkj2pkgv]

Introduction

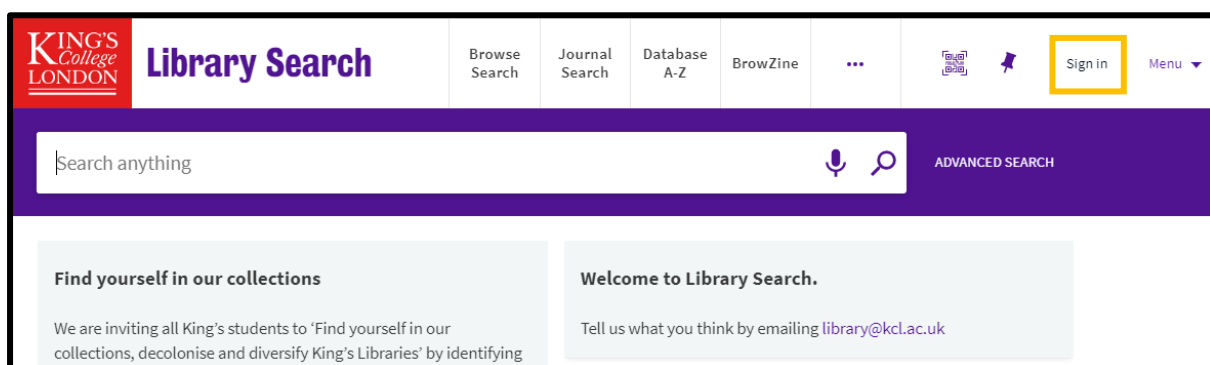
This guide provides general guidance on how to use King's Library Search to look for materials available through your [library](#). King's Library Search contains records for print, audio, film, and online materials. You can also use it to search our Foyle Special Collections (precious, rare books that need more protection) as well as the King's Archives.

Accessing Library Search

Navigate to librarysearch.kcl.ac.uk

People with a King's ID click on **Sign In** in the top right corner. You will be prompted for your usual King's College Microsoft 365 sign-in information. Use your K or H number as well as your usual password there to sign in – this gives you access to extra services.

Only people with a K number can access our online materials through Library Search wherever they are in the world.



External members, visitors and members of the public can freely use the search features in Library Search, they can however not sign into Library Search.

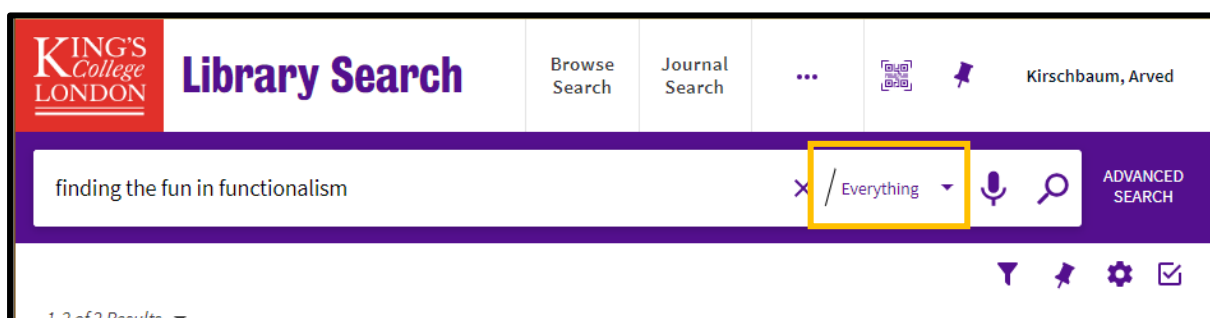
Selected online databases and full-text content are however available to our [King's alumni](#) community and external visitors via physical VERA computer terminals inside our libraries. [You will have to gain permission to come on-site to use them.](#)

Basic Search

Search options

There are eight search options you can access via a drop-down menu within the basic search bar:

- **Everything** (the default option) searches all the options below except the special EBSCO option:
 - **Articles & More** searches across all our [online](#) materials only.
 - **Library Resources** searches across all the print books, e-books, audiovisual material, and journals (including our Foyle Special Collections and Archives).
 - **King's Research** contains the King's Research Portal and King's generated research data sets.
 - **Foyle Special Collections** searches our rare books and items ([special collections](#)) material only.
 - **Archives** searches the physical, written archive materials we hold inside the [King's Archives](#) only.
 - **King's Sound Archive** searches our archive of old, rare vinyl and shellac recordings only.
- **Special option:**
 - **EBSCO** this searches this provider's databases only (**Note:** you must be signed in to view EBSCO resources).



Simple search

To find a specific book, enter words from (a) the book's title, or (b) the book author's name, or (c) the book's topic into the search bar. (c) is particularly useful if you want to perform a wider search for items you didn't even know existed but are relevant to your research.

Example book:

Mackintosh, I. (2023). Theatre spaces 1920-2020: Finding the fun in functionalism. Methuen Drama.

Select **Library Resources** from the list of suggestions that appears as you type. This will focus your search to only our physical books.

Select **Articles & More** from the same drop-down if you want to focus your search to finding just an e-book.

Limiting results

Results of searches are always first displayed in order of relevance, determined by a search algorithm according to the search terms you typed into the search bar.

You will find that often you get a lot of results that the system thinks are relevant from the words you typed in.

The screenshot shows the King's College London Library Search interface. The search bar contains the term "Fun". The results page displays "1-10 of 773,307 Results". On the left, there are several filter options: "Sort by" (set to Relevance), "Availability" (set to Available Online), "Library" (set to Franklin-Wilkins), "Resource Type" (set to Books, Book Chapters, and Articles), and "Creation Date" (set to 2020-2023). The results list includes three items: 1. A newspaper titled "Fun (Bloomfield, N.J.)" by Bloomfield Amateurs & Printers Association, 1882-1777. 2. A book titled "Fun" by Korder, Howard, 2008. 3. An article titled "Fun" by Colaianni, C. Alessandra, from The New England journal of medicine, 2020, Vol.382 (5), p.402-403. The article is peer-reviewed and has a quote: "... this because it's fun.".

From the options on the left-hand side of the results screen you can filter and change the results display to:

- (1) sort the results differently, by 'Author' or 'Date-newest' for example;
- (2) select a format like 'Available online', 'Held by the library', or in 'Peer-reviewed Journals';
- (3) narrow your search results to a specific library branch, 'Franklin-Wilkins' for example;
- (4) only show you resources of a specific type, 'Books', 'Book Chapters', and 'Articles' for example;
- (5) only show you items in a specific year range ('Creation Date'), from '2020' to '2023' for example.

Locate a physical book

Once you have identified the physical item you want to borrow in your search results, click on it.

An overlay will appear that will give you a lot of information about the book and options of what you can do with that information. If the book is in the library (that means not taken out by someone), it will say 'Available'.

To locate a physical book, you will need to note **two things** from this information record:

- 1) the classmark – write this down (if you want, you can read more about their function in our [‘How do I find a book’-FAQ](#))
- 2) the 'Locate'-button

The screenshot shows a library search result for the book "Theatre spaces, 1920-2020 : finding the fun in functionalism" by Mackintosh, Iain, published in 2023. The book is available at Maughan Lib. Chancery Lane. The page includes a "Send to" section with various options like Reading List, Mendeley, Export BibTeX, Export RIS, Easybib, Endnote, Refworks, Print, Citation, and Permalink. There is also an "Email" option. A "Get It" section contains a sign-in prompt. At the bottom, the "LOCATION ITEMS" section shows the book is available at Maughan Lib. Chancery Lane, with a classmark [Humanities books E-Z] ; PN2598.B6 SOC. A "LOCATE" button is highlighted with a yellow box, and a green box with the number "2" is next to it. Another green box with the number "1" is next to the classmark. A dropdown menu shows "Item in place" and "Loanable".

Click on the 'Locate'-button once you have made a note of the classmark. The button will take you to a series of PDF maps. Find the range (arranged alphabetically) your noted down classmark is in on the map. With it you will be able to find the space the book is in.

Go there and find the shelf with the correct range. Your book will be on that shelf.

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To find it look for the letters first, then the numbers. Grab it and take it down to the enquiry desk at the entrance to borrow it.

!Note: the Maughan Library is larger and more complex than all the other five libraries. The basic process is the same but [specific guidance for it can be found here](#).

Access an e-resource (e-book, book chapter, or article)

Once you have identified an e-resource item you want to borrow in your search results, click on it.

Example e-resource:

Tisza, G., Sharma, K., Papavlasopoulou, S., Markopoulos, P., & Giannakos, M. (2022). Understanding Fun in Learning to Code: A Multi-Modal Data approach. *Interaction Design and Children*, 274–287. doi.org/10.1145/3501712.3529716

The same overlay will appear and this time it will have these additional pieces of information:

- the words 'Available online' and
- one or more links to click on.

The screenshot shows the King's Library Search interface. On the left is a sidebar with various filters like 'Active filters', 'Reset filters', and 'Tweak your results'. The main area displays a book record for 'Understanding Fun in Learning to Code: A Multi-Modal Data approach' by Tisza, Gabriella; Kshitij, Kshitij; Papavlasopoulou, Sofia; Giannakos, Michail; Markopoulos, Panos. Below the title, there is a quote: 'The role of fun in learning, and specifically in learning to code, is critical but not yet fully understood...'. A yellow box highlights the 'Available Online >' link. Below this, there are options to 'Send to' various services like Reading List, Mendeley, Export BibTeX, Export RIS, Easybib, Endnote, Refworks, and Print. Another yellow box highlights the 'View Online' section, which contains the text 'Full text availability' and a link 'Access content in NORA'. At the bottom, there is a 'Details' section with fields for Title, Author, and other metadata.

Click on one of the links to access the e-resource.

It might prompt you for a login – this is your usual King's College Microsoft 365 sign-in information.

Should that not work, you may need an alternative password.

Please check if your e-resource appears on this list of passwords here:

internal.kcl.ac.uk/library/passwords (👤 King's ID needed to access the list)

If it does, use the password and bookmark the page for later use.

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If it does not, [more guidance is available](#) and you can also reach out to us via our [24/7 chat service with a library professional](#) or email us library@kcl.ac.uk.

Saving the results of a search

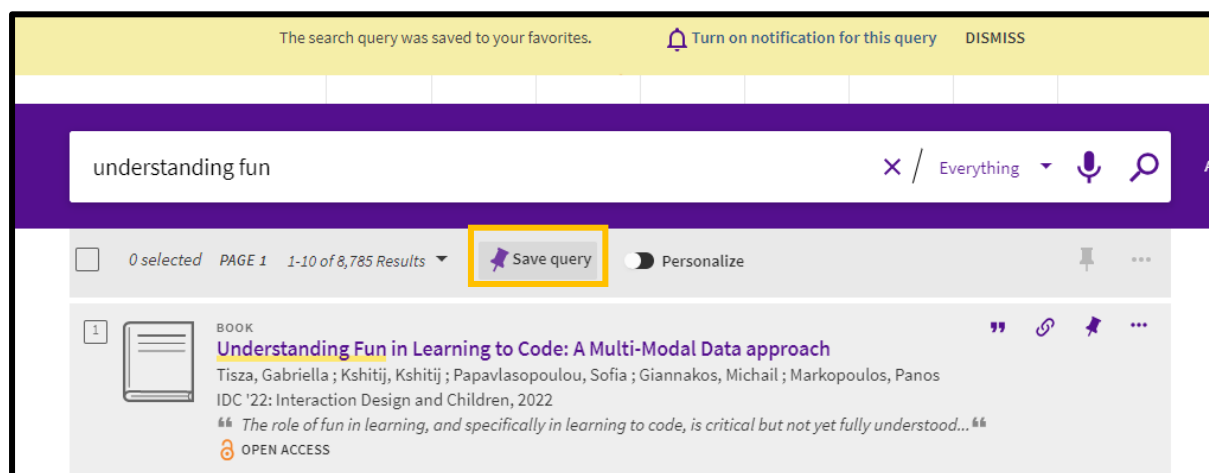
If you do not have time to find or access a book or e-resource right this second, but do not want to lose the progress you made searching for it, you have the option to save searches to your library account.

This will only work if you are signed in (🔒 King's ID needed to log in). You know you are signed in, if your name appears in the top right corner.

People with a King's ID click on **Sign In** in the top right corner. You will be prompted for your usual Microsoft 365 sign-in information – this is one of the extra services this document talked about in the beginning.

After you have performed a search, the 'Save query'-button with a pin will appear at the top of your page.

Click on it to save your search and its results. A banner will appear at the top of your screen saying the search query was saved to your favourites. To find those again, click on your name and select 'My Favorites' with the same pin next to it in the drop-down menu.



Cite your results

In this guide, you will have seen two citations:

Example book:

Mackintosh, I. (2023). Theatre spaces 1920-2020: Finding the fun in functionalism. Methuen Drama.

and

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Example e-resource:

Tisza, G., Sharma, K., Papavlasopoulou, S., Markopoulos, P., & Giannakos, M. (2022). Understanding Fun in Learning to Code: A Multi-Modal Data approach. *Interaction Design and Children*, 274–287. doi.org/10.1145/3501712.3529716

These were generated using the 'Citation' feature in the overlay. This is best used for generating a quick citation in a variety of styles including the [APA style King's favours](#).

The screenshot shows the citation overlay for the book 'Theatre spaces, 1920-2020: finding the fun in functionalism' by Mackintosh, Iain, published by Society for Theatre Research in 2023. The overlay includes a sidebar with navigation options: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The 'SEND TO' section is active, displaying a row of buttons for exporting citations to various services: READING LIST, MENDELEY, EXPORT BIBTEX, EXPORT RIS, EASYBIB, ENDNOTE, and REWORKS. Below this, the 'CITATION' button is highlighted, and a preview of the citation in APA (6th edition) style is shown: Mackintosh, (2023). *Theatre spaces, 1920-2020: finding the fun in functionalism*. Methuen Drama. A 'COPY CITATION TO CLIPBOARD' button is located below the preview. A reminder at the bottom states: 'Remember to check citations for accuracy before including them in your work'.

The overlay in King's Library Search further lets you export the citation into a variety of different citation manager programmes through dedicated buttons for Mendeley, BibTeX, RIS, EasyBIB, Endnote, and Refworks.

To pick the citation manager that works best for you, please check the King's Guide to Referencing here:

libguides.kcl.ac.uk/reference

Happy library searching!

If you need more help, please speak to us in-person or via our [24/7 chat service with a library professional](#).

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