

# Finding your way around the ICGP library catalogue

**Trish Patton provides a foolproof guide to getting the best out of the College's online library**

**THE ONLINE ICGP LIBRARY CATALOGUE** is a searchable repository for all ICGP publications and presentations as well as the only place that the *Forum* journal is indexed, thus containing a wealth of information on general practice (available at [www.icgp.ie/library](http://www.icgp.ie/library))

If like the U2 song you 'still haven't found what you're looking for' this article will help you get the best use out of the ICGP library catalogue and make it easier to find the information you need.

## How to locate the ICGP publication *Signposts to Success*

The quickest way to locate an ICGP publication is to simply enter the title in the search box, limit your search to ICGP Resources by ticking the relevant box and hit the 'Search' button (see *Picture 1*). For example, typing 'signposts to success' brings up the latest edition as well as the previous edition. The results of the search are shown underneath the search box with brief details – title, author, year, format and publisher (see *Picture 2*). From this search screen, you can also save your search by clicking on the 'Save Search' button. To view the full record, simply click on the relevant title.

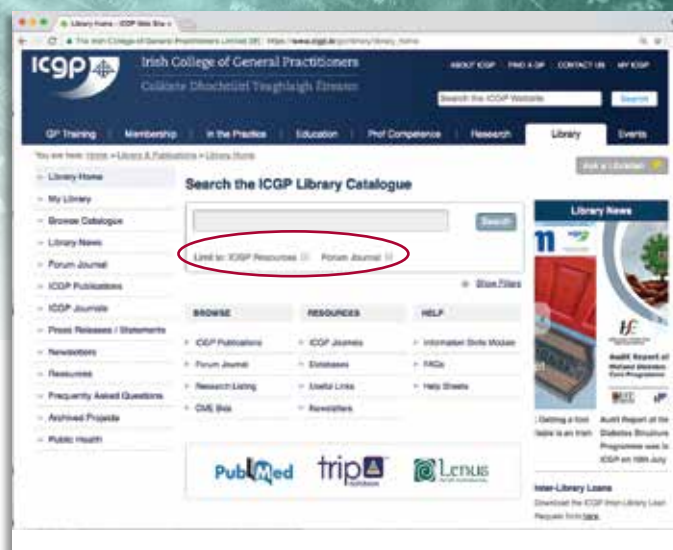
## Item record screen

The item record screen provides more details including the table of contents, description, keywords, etc and where to locate the item (look for the blue box, see *Picture 3*). You will find most items are available online, ie. they can be downloaded directly from your computer or a weblink will be provided.

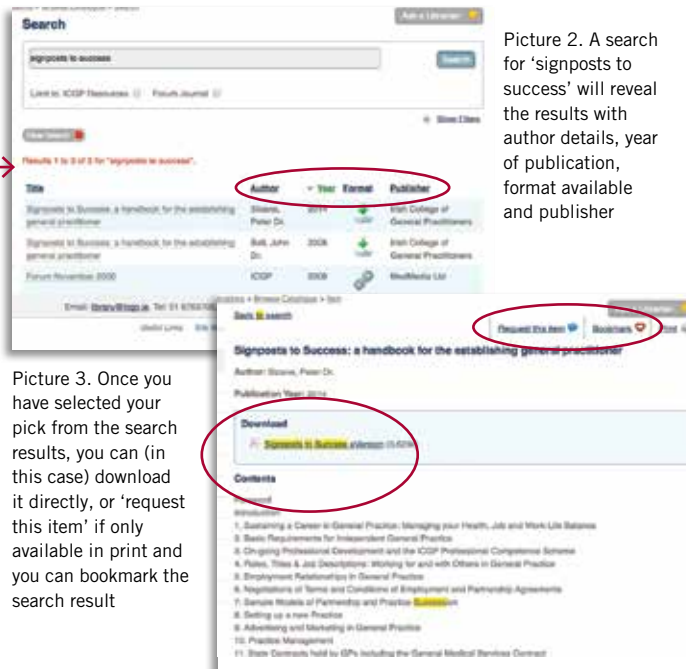
If the item is only available in print, you can request the item from the library. Here you can also bookmark the item which saves it to 'My Library' for reference.

## How to find an article in *Forum* on 'menopause'

Launched in 1985, *Forum* is now firmly established as the number one journal of general practice and GP education in Ireland. The library catalogue is the only place where *Forum* is indexed which means you can do a search to find older articles on a particular subject. For example if you are researching menopause, a good place to start might be to check what is available in *Forum*. Simply enter your search term in the box and limit your search to 'Forum Journal' by ticking the relevant box (see *Picture 4*). The search results

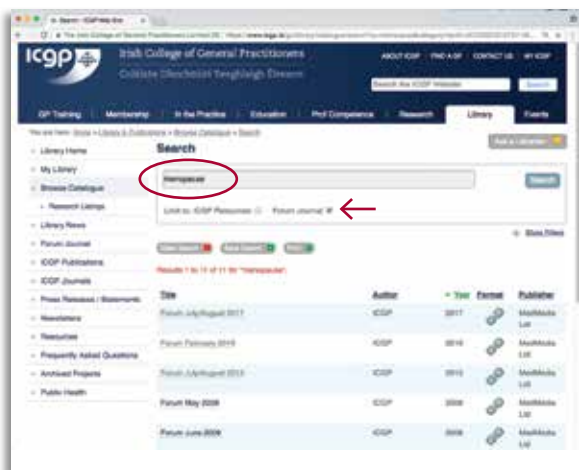


Picture 1. ICGP Library homepage. You can immediately limit your search by resources or *Forum* content only (see highlighted area in red)

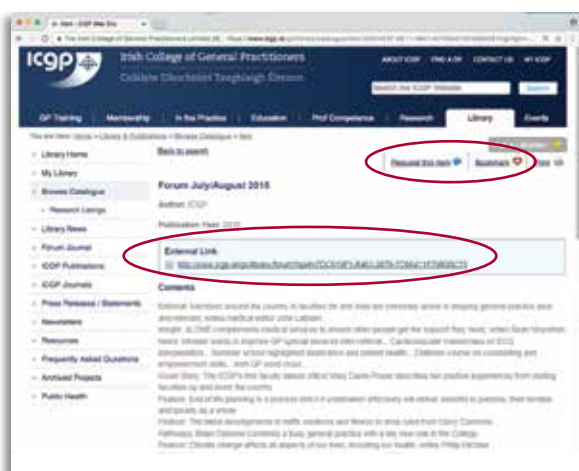


Picture 2. A search for 'signposts to success' will reveal the results with author details, year of publication, format available and publisher

Picture 3. Once you have selected your pick from the search results, you can (in this case) download it directly, or 'request this item' if only available in print and you can bookmark the search result



Picture 4. A search for menopause in the Forum journal only will give results in chronological order



Picture 5. Once you've chosen a link from the search results, you can once again bookmark your result, request it from the library, or in this case go straight to the external link provided

will display the issues of *Forum* that match your search term.

Once you click on the title of the required issue, for example *Forum* July/August 2015, your search term is highlighted in yellow so it is easy to see the article which relates to your search (see Picture 5). In this case, Deirdre Lundy wrote a women's health article outlining the most recent data on HRT and provides a guide on managing the menopause.

Click on the 'External Link' in the blue box to go directly to the online issue and scroll through the table of contents to view the 'Women's Health' article.

### 10 handy tips for the ICGP library catalogue

**Be as specific as possible:** When searching, the more specific you are the better. Consider adding the author or year (if known) to narrow your search results, eg. if you were looking for the occupational health guidelines and knew they were written by Dr Rochfort, enter 'occupational health' and 'rochfort' in the search box.

**Finding the item:** The majority of the content is available online. See Table 1 for the list of icons for further information about the item.

**Consider using limits** to narrow your search by selecting ICGP Resources or *Forum* Journal to only search for

**Table 1: Format of items available in library catalogue**

FORMAT	ICON
Download	
Weblink	
Presentation	
Print	
Audiovisual	
Podcast	

ICGP material or *Forum* respectively.

*Consider using filters* to narrow your search. Click the arrow beside 'Show Filters' to display. You can filter:

- By year: Restrict your search to a particular year or a year range from 2010 to 2015, etc.
- By format: Restrict your search to a particular format(s): audio-visual, download, podcast, presentation, print, weblink
- By type: Restrict your search to a particular category – catalogue items, research listings, CME bids.

Use 'Online Requests' to request materials only available in print or to make general requests via the Library Catalogue.

*Bookmark* your frequently used items.

*Save your search:* You can save frequently used searches to enable you to quickly run them again.

Use 'My Library' to view your saved searches, requests and bookmarks in one place.

**Quick way to locate the ICGP Quick Reference Guides:** Go to Library, click on ICGP Publications from the left-hand menu and then 'Quick Reference Guides' where the complete up-to-date listing of clinical guidelines from the ICGP are listed. Use the Quick Links to bring you directly to the necessary guideline developed to make them easier to locate. For example, the latest diabetes guideline can be found at <http://www.icgp.ie/QRGDiabetesType2>

For further information, refer to the 'User Guide for ICGP Library Catalogue' or contact us in the library.

**Trish Patton is ICGP assistant librarian/information officer**

