

Limit by Language: By selecting a language from the drop down menu it is possible to limit a search so that only journals published in that language are retrieved.

Limit by Year First Published: This limit can be used to find journals which began publication in a particular year. Enter the year in 4-digit format, YYYY. Use ? or * to truncate and so limit the search to a particular decade or century.

Browsing

As well as searching SUNCAT it is also possible to browse several of the indexes using the Browse facility located on the top navigation bar. Choose the index to browse and the selected index will display beginning with the entry made. It is possible to browse back and forward through the index from the entry point.

Displaying Results

Search results are displayed alphabetically by title but may be re-sorted. Any author or first year of publication material which is available will also be displayed. It is possible to move through the results screen page by page using the "Next" and "Previous" page buttons or "Jump to" to a particular record.

Full Record Display

This can be accessed by clicking on the title on the Results Display. This displays the "preferred" bibliographic record which is selected from all the records for the same journal submitted by libraries contributing to SUNCAT. SUNCAT uses an algorithm to decide on which is the preferred or best record for each journal. It is possible however to view the individual records submitted by each library by clicking on the links available in the "View records for" field. Choose the "All Libraries" link to return to the preferred record again.

Library Holdings

The preferred record display includes summary holdings information from each library holding the journal. The

holdings are listed directly under the bibliographic details. If a record from a particular library is selected only the holdings information from that library will be displayed. It is possible to link through to the library websites by clicking on the name of the library in the holdings' display.

Marking and Saving Records

Records can be marked to view later in the same search session but cannot be marked across different sessions. It is possible to mark a record from within the full record display, by clicking on the "Mark Record" button. It is also possible to mark records from the Results Display by first selecting the record(s) by checking the box beside the title and then clicking on the "Add to Marked" button. To view marked records, click on the "Marked Items" button on the top navigation bar.

Records can also be emailed or saved to a local disk. Again this can be achieved from within the full record display by clicking on the "Save/Mail" button or from the Results Display by first selecting the desired record(s).

Search History

Previous searches carried out within a search session can be viewed by clicking on "Search History" button on the top navigation bar. It is not possible to save searches across different sessions. The Search History page lists the search queries with the most recent search at the top of the page. To view the results of an earlier search, click on the appropriate query. It is possible to combine searches by selecting the desired queries and clicking on "Combine Searches". An intermediary screen provides options on how to combine the selected searches, including using the Boolean operators AND and OR. Once the searches have been combined the new search query appears at the top of the Search History display.



Quick Reference Guide

- Freely available tool to help researchers and librarians locate serials held in the UK.
- Information about both electronic and print serials, including journals, periodicals, newspapers, newsletters, magazines, annual reports and other publications of a continuing nature.
- Information about serials held in over 60 libraries across the UK, including the British Library and the National Libraries of Scotland and Wales.
- Facility to limit searches geographically to a particular region, city or library.
- For contributing libraries, a central source of high-quality bibliographic records, including CONSER records.

Introduction

SUNCAT is the Serials UNION CATalogue for the UK research community. It currently contains the serials holdings of over 66 major research libraries, including the British Library, the National Libraries of Scotland and Wales, some of the largest Higher Education institutions across the UK and an increasing number of specialist libraries.

SUNCAT holds information at the journal title level not at article level. It is a tool designed for researchers and librarians attempting to discover the location of journals held in the UK.

SUNCAT allows you to search across all the bibliographic records provided by the contributing libraries but for each unique journal it presents one “preferred” record along with a summary of each library’s holdings. Due to this union catalogue structure records retrieved may or may not contain the search term entered, as the term may reside in one of the non-preferred records.

There are some records in SUNCAT which do not have any UK holdings associated with them. These records have been derived from the CONSER database and have been retained in SUNCAT to provide information on the existence of these titles and to allow contributing libraries to download these records if required.

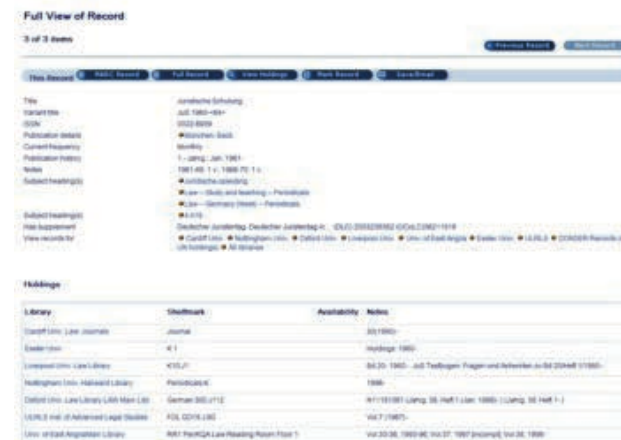
Help and further information

For more information and a list of FAQs please visit the SUNCAT website at <http://www.suncat.ac.uk>. Help on using SUNCAT is available from the main navigation bar at the top of each screen of SUNCAT or contact the EDINA Help Desk at edina@ed.ac.uk.

Basic Search

Enter your search term(s) and choose the type of search you would like to perform from the drop down menu beside the search box. Use ? or * to truncate terms. Select Yes for “Words as phrase” to find records which contain the terms entered next to each other and in the order entered. Boolean Operators AND, OR and NOT can be used to combine terms.

Title Keyword(s): Use the default search when you are looking for a particular journal but are not sure of the title.



Full record view of a basic search

Exact Title: This is the best search to use when you are confident of the title of the journal you are searching for and is particularly useful for finding journals with short one or two word titles.

Keyword(s): This search will search the whole record. It can produce a large number of results but is useful if other searches fail.

Subject Heading(s): Enter terms in any order. If you are unsure of a subject term try using the Browse facility to look at subject terms or use the Keyword(s) search instead.

ISSN: The most efficient search for finding a particular journal. This can be entered with or without the hyphen.

Limiting by Library or Region

It is possible to limit a search to find journals held in a particular library or UK region. Select the desired library or location from the drop down menus available underneath the search boxes in the Basic and Advanced Search screens. Journals retrieved will include only

those which are held in the selected library or region, however the holdings displayed for each journal will include all the libraries which hold the journal.

Advanced Search

This supports a wider range of fields and allows terms to be combined across different fields. It also includes additional limits, allowing you to retrieve journals by language and by the year they were first published. The AND operator is assumed between each search box so filling in more boxes will narrow a search.

Once a search has been entered the number of records associated with each search box is displayed on the right hand side of the search screen. Click on this number to view the records returned for each search box or on the total results number to view the results for the full search query.

Author (Organisation or Conference): Enter the name of the organisation or conference responsible for the serial. Terms can be entered in any order. Check “Yes” to “Words as phrase” to search for an exact name. If entering a personal name remember that SUNCAT does not contain article level information, so this type of search will only retrieve journal titles associated with a particular person which are rare.

System Number: The System number is a unique number assigned by SUNCAT to each record in the database. This is an efficient search to carry out if you know the number of the record you wish to retrieve.

Series: This search can be used to search for series titles and volume numbers. Check “Yes” to “Words as phrase” to search for an exact series title.

Publisher: Enter terms from the publisher’s name in any order or check “Yes” to “Words as phrase” to search for an exact publisher name.

Place of Publication: Use this search to find journals published in a particular location.