



www.shelcat.org/prcp

Getting started

You have the option of searching for books held in either the College library or all the Shelcat libraries from the College's www.shelcat.org/prcp front page. Click on the "Library to Search" drop down menu.

Library to search	RCP SG Library ▼
	RCP SG Library
	all Shelcat libraries

If you intend to make use of the members' functions (placing requests, inter-library loans, bookings, etc.) you need to **Log in**. You can search the catalogue without having to log in, however.

[Log in](#)

Also remember to [Log out](#) if you're using a public PC!

To log in, you will need your Shelcat library card: enter the barcode number on the back of the card, plus the PIN number supplied by RCP SG Library, and click the Log In button.

Please identify yourself:

	2010567 ←	Enter barcode as shown on your library card
Barcode:	<input type="text"/>	
Password:	<input type="password"/>	
Cancel	Forgot password?	Log in

Once you have logged in click on the My Account button at the top of the page and change your password to make your account more secure by clicking on [change password](#)

[Change password](#)

Searching

In Quick Search, choose the field you wish to search:

Field to search	All fields
Words adjacent?	All fields Title words
Library to search	Author Subject

Enter a search term and click the Go button (or keyboard Enter or carriage-return). In the results list, click on a title to view full record details:

2	<input type="checkbox"/> Scully Crispian	Special care in dentistry
3	<input type="checkbox"/> Collier, L. H.	Human virology :

If the record includes a book cover image, **click on it** to view extra information such as Table of Contents, Summary, etc.



Item views and Local Requests

You can place a Local Request for an item in the loans collection of the RCPSG Library. **Please note that the older library stock is non loan.** To do this you need to be **logged-in**, and there are two ways to place a Local Request:

- in the Results list of a book search, click on the library link

Library(items/loans)
RCPSG(1/ 0)

• or, in a full record view, click the item details link at the bottom of the page

Holdings	All items
	RCPSG ; Main Lending ; W 10

The Item Record will tell you if the book is available (On Shelf) or currently on loan (in which case a due-back date will display):

	Library	Collection	Shelfmark	Item Status	Volume	Due Date	Note	SFX
Local Request	RCPSG	Main Lending	W 10	Standard loan		On Shelf		

Click on the **Local Request** link to reserve the item.

	Library	Collection	Shelfmark	Item Status	Volume	Due Date	Note	SFX
Local Request	RCPSG	Modern Clinical	WA 292 STE	Standard loan		28/10/09		

Pickup/delivery location :	RCPSG ▾
Note to library:	<input type="text"/>
Rush Handling	<input type="checkbox"/>

On the Request form you can add a note to RCPSG library (ie will collect book on). Finally, click on the **Go** button.

[Journal articles*](#)

Use the **Request** tab at the top of any page to open up a blank Inter-Library Loan (ILL) request form.

My Records	Request	Other Libraries
----------------------------	-------------------------	---------------------------------

Enter the full citation details and click the **Go** button to submit. RCPSG library will process the request and notify you. You can also use this blank form to request books which are not on Shelcat (click the **Book ILL form** button), and we will attempt to source them for you.

*Do remember to search the NHS Scotland elibrary (<http://www.elib.scot.nhs.uk>) for online journal articles before making a journal request.

[Books etc. within Shelcat libraries](#)

You can also place an ILL request for books held *at other Shelcat libraries apart from RCPSG library*.

Search “all Shelcat libraries”, and – **if there is no copy of the book within RCPSG Library** – identify a library which *does* hold the item.

In the Results list, click on the library which holds a copy:

Library(items/loans)
[Woodend Hospital\(2/ 0\)](#)

On the Items page, click on the **External Request** button:

[External Request](#)

This will pre-populate the form with the relevant details. Click the **Go** button [Go](#) at the end to submit to your library for processing.

Please do not hesitate to contact the RCPSG Library if you require further help.

Library
Royal College of Physicians and Surgeons of Glasgow
232-242 St Vincent Street
Glasgow
G2 5RJ

Tel: 0141 227 3241/ 0141 227 3234

Email: library@rcpsg.ac.uk

