


ALEPH Catalogue

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Basic Search

3

Type word or phrase	<input style="width: 90%;" type="text"/>
Field to search	<input style="width: 90%;" type="text" value="Wszystkie pola"/>
Words adjacent?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Base to search	<input style="width: 90%;" type="text" value="Baza SGH"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>	


Limit search to:

Language:	<input style="width: 80%;" type="text"/>	Year from:	<input style="width: 80%;" type="text"/>	Year to:	<input style="width: 80%;" type="text"/>	yyyy (Use " ? " for truncation when not using from/to)
Format:	<input style="width: 80%;" type="text"/>	Location:	<input style="width: 80%;" type="text"/>			

1. If you seek a book to borrow, you may either search the whole ALEPH Catalogue, or you can search only the Collection of the Students' Lending Library.

2. In the second case you should pass from the search page with the 'Basic Search' function, that always opens the ALEPH Catalogue, to the page with the list of collections.

3. In this purpose - press the **Databases** tab from the top persistent menu bar.

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Select Local Database/ Collection :

- Katalog Główny (ALEPH Catalogue: all Collections of SGH Library) ← 1
- Książki i Czasopisma (Holdings, except B.A., M.A. and Ph.D. Thesis)
- Czasopisma (Exclusively Periodicals)
- Katalog Czytelni (Collection of Open Access in General Reading Room)
- Katalog Wypożyczalni (Collection of Students' Lending Library) ← 2
- Centrum Dokumentacji Europejskiej (Collection of European Documentation Centre)
- Oddział Informacji Naukowej (Collection of Reference Centre)
- Biblioteka Depozytowa Międzynarodowego Funduszu Walutowego (Collection of International Monetary Fund Deposit)
- Prace Magisterskie i Doktorskie (Collection of B.A., M.A. and Ph.D. Thesis)

1. There are two ways to find a book to borrow:
you may either search the whole ALEPH Catalogue,

2. or you can search only the Collection of the Students' Lending Library.

3. Pressing the underlined collection will confirm your decision.

4. If you do not choose yourself any single collection, the ALEPH Catalogue will always decide for you by selecting as default field the largest collection, in this case: Katalog Główny = ALEPH Catalogue.



PLEASE, NOTE !

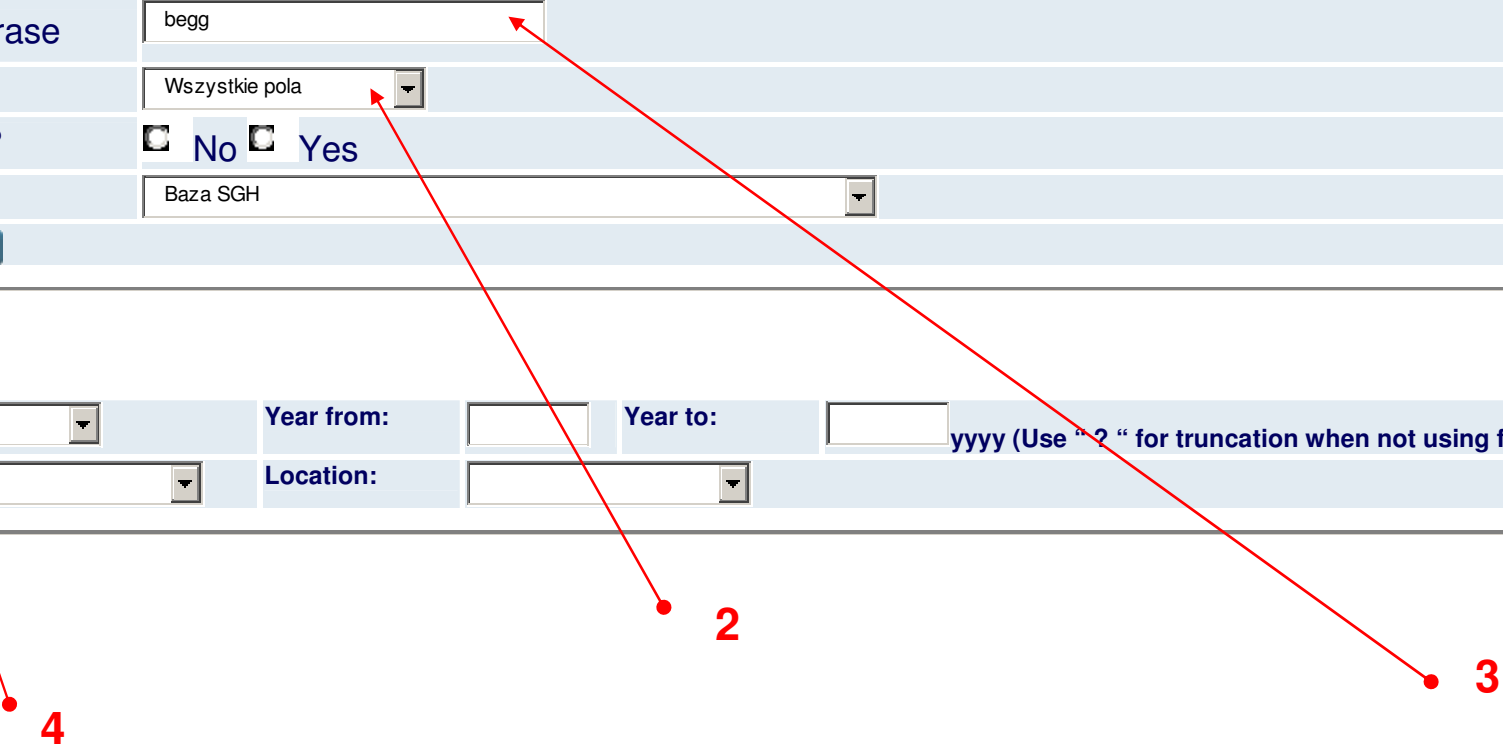
When the on-line requested book **becomes available** user has **3 days** to check it out from the Students' Lending Library. After 3 days period reservation is cancelled.

1: Basic Search

Type word or phrase	<input type="text" value="begg"/>
Field to search	<input type="text" value="Wszystkie pola"/>
Words adjacent?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Base to search	<input type="text" value="Baza SGH"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

Limit search to:

Language:	<input type="text"/>	Year from:	<input type="text"/>	Year to:	<input type="text" value="yyyy"/> yyyy (Use " ? " for truncation when not using from/to)
Format:	<input type="text"/>	Location:	<input type="text"/>		



1. The simplest way to find a book to borrow is to start by the **Basic Search** page, that always appears as the first screen, or to pass to the **Advanced Search** function.

2. The box **Field to search** allows you to select an appropriate category from the dropdown list :

<u>Wszystkie pola</u>	=	<u>All fields</u>
<u>Tytuł</u>	=	<u>Title</u>
<u>Autor</u>	=	<u>Author</u>
<u>Hasło przedmiotowe</u>	=	<u>Subject/ keyword</u>
<u>ISSN</u>	=	<u>ISSN</u>
<u>ISBN</u>	=	<u>ISBN</u>
<u>Numer systemowy</u>	=	<u>System number</u>
<u>Sygnatura</u>	=	<u>Call number</u>
<u>Rok publikacji</u>	=	<u>Publication year</u>

If you do not choose yourself any specific category, the ALEPH Catalogue will always decide for you by selecting as default field the largest category, in this case: "Wszystkie pola = All fields".

3. In the search box enter the word or phrase that you are interested in, you may use **Search hints**, that are displayed at the bottom of the page, to improve your search.

4. Press the button **Dalej = Go**.

5. As the result of your search the Aleph Catalogue will display a list containing brief records, sorted in a chronological order with the most recent one at the top of the list.

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PLEASE, NOTE !

When the on-line requested book **becomes available** user has **3 days** to check it out from the Students' Lending Library. After 3 days period reservation is cancelled.

Basic Search

1

Type word or phrase

Field to search

Wszystkie pola

Words adjacent?

 No Yes

Base to search

Baza SGH

Limit search to:

Language:

Year from:

Year to:


yyyy (Use " ? " for truncation when not using from/to)

Format:

Location:

1. If you prefer to use the **Advanced Search** function, please press the appropriate tab from the menu above.

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PLEASE, NOTE !

When the on-line requested book **becomes available** user has **3 days** to check it out from the Students' Lending Library. After 3 days period reservation is cancelled.

1: Advanced Search

Field to search	Type word or phrase	Words adjacent?	No. of records
<input type="text" value="Wszytkie pola"/>	<input type="text" value="economics"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes	7708
<input type="text" value="Wszytkie pola"/>	<input type="text" value="begg"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes	30
<input type="text" value="Wszytkie pola"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Base to search		<input type="text" value="Baza SGH"/>	
Click Total number of docs to view records.			Total: 9
<input type="button" value="Go"/> <input type="button" value="Clear"/>			

2

3

4

6

1. The **Advanced Search** function enables you to run a cross search, that is more effective way of exploring the Catalogue.

2. The boxes **Field to search** allow you to select an appropriate category from the dropdown list, the same as on the Basic Search page.

In every box you may choose a different category. But if you abandon it, the ALEPH System will always decide for you by selecting as default field the largest category, in this case: "Wszystkie pola = All fields".

3. In each search box you want to use enter words or phrases that you are interested in, you may use **Search hints**, that are displayed at the bottom of the page, to improve your search.

4. Press the button **Dalej = Go**.

5. In the column **No. of records**, as the result of your search, the Aleph Catalogue will show numbers informing you how many records meet your criteria for every separate entry, and for them all crossed together.

6. If you want to develop the list of results, please click on the underlined number from the **Total** tab, in this case: 9.

ALEPH Catalogue

Selected records: [View Selected](#) | [Save/Mail](#) | [Create Subset](#) | [Add to Basket](#) | [Save on Server](#) | [Filter](#)

Whole set: [Select All](#) | [Deselect](#) | [Rank](#) | [Refine](#) | [Add to My e-Shelf](#)

Results for - wszystkie= begg; sorted by : Year, then Author

Sort options : [Author, then Year](#) | [Year, then Author](#) | [Author, then Title](#) | [Title, then Year](#) | [Year, then Title](#) | [Call Number, then Year](#)

Format options : [951](#) | [952](#) | [953](#) | [Brief view-table](#)

Records 1 - 5 of 30 (maximum display and sort is 9999 records)

1 :

[Jump to Text](#)

[Jump to #](#)

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#	Author	Tytuł Title	Year	Zasób Holdings (all/lent)
1	Begg, David K. H.	Economics for business / David Begg, Damian Ward.	2007	Biblioteka-Główna(1/ 0)
2	Begg, David K. H.	Makroekonomia / David Begg, Stanley Fischer, Rudiger Dornbusch ; red. nauk. przekł. Ryszard Rap	2007	Biblioteka-Główna(57/ 51)
3	Begg, David K. H.	Mikroekonomia / David Begg [oraz] Stanley Fischer, Rudiger Dornbusch ; red. nauk. Ryszard Rapack	2007	Biblioteka-Główna(60/ 50)
4	Begg, David K. H.	Economics / David Begg [oraz] Stanley Fischer, Rudiger Dornbusch.	2005	Biblioteka-Główna(10/ 6)
5	Begg, David K. H.	Economics for business / David Begg, Damian Ward.	2003	Biblioteka-Główna(1/ 0)

3.a

3.b

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1. As the final result of your search the ALEPH Catalogue displays the chronological list containing brief records that fulfil your criteria of selection. The list of results will always retain the same structure, no matter what mode of search you have chosen: Basic Search, Advanced Search, Browse, etc.

2. When you decide what item you are interested in, you should check if there are any copies of this item available to borrow.


3. In this aim press the underlined tab in the **Zasób = Holdings** column, in the line corresponding to the item you have chosen.

For example:

- a.** if you want to borrow the book “ Economics” by David Begg, from the fourth position on your list of results,
- b.** you should press the respective tab on the right: **Biblioteka – Główna (10/6)** in the ‘Zasób = Holdings’ column.

4. The ALEPH Catalogue will inform you then how many copies are still available to borrow, or will let you to place a request for one of them, if they are all lent.

ALEPH Catalogue

	Sign-in	End Session	My Library Account	Preferences	Databases	Feedback	ILL
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ALEPH Catalogue – Holdings

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Economics /David Begg [oraz] Stanley Fischer, Rudiger Dornbusch. London [etc] : McGraw-Hill, cop. 2005. -- XXIX, 674 s. : il. kolor. ; 27 cm.

Kliknij na link ("zamówienie"), aby złożyć zamówienie.
Click on the link ("request") to place a request for an item.

Select year Select volume Select Library

	Opis egzemplarza Description	Status egzemplarza Item status	Termin zwrotu Due date	Podbiblioteka Library	Kolekcja Location	Sygnatura Call number	Liczba zamówień No. of requests	Kod kreskowy Barcode
Szczegóły		Na miejscu	Dostępny	Biblioteka Główna	Księgozbiór Główny	G.10109		178646
Szczegóły		Na miejscu	Dostępny	Biblioteka Główna	Czytelnia	HB 1130;B.4.43;E.23.63;2005		147112-30
Szczegóły		Na miejscu	Dostępny	Biblioteka Główna	Czytelnia	HB 1130;B.4.43;M.3.52;2008		147112-40
Zamówienie Szczegóły		Wypożycza się	Dostępny	Biblioteka Główna	Wypożyczalnia	W.12660/7		168059
Zamówienie Szczegóły		Wypożycza się	13/01/09	Biblioteka Główna	Wypożyczalnia	W.12660/1		168192
		3.a	3.b		3.c	3.d		

Zamówienie Szczegóły	Wypożycza się	12/01/09	Biblioteka Główna	Wypożyczalnia	W.12660/2	168193
Zamówienie Szczegóły	Wypożycza się	28/01/09	Biblioteka Główna	Wypożyczalnia	W.12660/3	168058
Request Expand	Wypożycza się	07/01/09	Biblioteka Główna	Wypożyczalnia	W.12660/4	169192
Request Expand	Wypożycza się	07/01/09	Biblioteka Główna	Wypożyczalnia	W.12660/6	168060
Request Expand	Wypożycza się	07/01/09	Biblioteka Główna	Wypożyczalnia	W.12660/5	169192

1. When you press the right tab in the 'Zasób = Holdings' column, the screen with very detailed information about all the copies will appear.

2. At the top you will find short bibliographical information about the book you are interested in.

3. Beneath the title of the item, you will discover the comprehensive table with information about every copy: its location, call number and its actual availability. If you want to borrow a copy you should find one :

- a. of the status **Wypożycza się = for lending**
- b. with no **Due date** indicated, what means that the copy is **Dostępny = Available**
- c. from the location of **Wypożyczalnia = Students' Lending Library**
- d. labelled with the **Call number** beginning by the symbol **W**

In this case there is only one copy that fulfils all the conditions from the point 3:

- a. its status is: **Wypożycza się = for lending**
- b. in its **Due date** column there is indicated: **Dostępny = Available**
- c. its location is: **Wypożyczalnia = Students' Lending Library**
- d. its call number starts with **W**: **W.12660/7**

5. When you succeed to find a copy that meets all the conditions mentioned above – you should note its call number and go to the Students' Lending Library to ask for it.

6. Unfortunately it may happen that all the copies from the Students' Lending Library will be lent. In such situation you can place a request on one of the copies, and while waiting for it, you have always the possibility to use the necessary book in the General Reading Room.