


ALEPH Catalogue

	Sign-in	End Session	My Library Account	Preferences	Databases	Feedback	ILL
	Browse	Search	Results List	Previous Searches	Basket	My e-Shelf	
Basic Search		Multi-field	Multi-base	Advanced Search	CCL		

3

Basic Search

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. When you look for a journal, we advice you to use the function **Browse**, as the most efficient search mode to find the needed periodical.

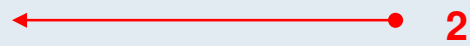
2. 'Browse' allows you to scroll through an alphabetical/numerical index or list.

3. The appropriate page with this function will appear if you press the tab **Browse** from the top persistent menu bar on the opening screen.

ALEPH Catalogue – Browse an Alphabetical Index



Type word or phrase:	<input style="width: 90%;" type="text"/>
Select index to browse:	<input style="width: 90%;" type="text" value="Title"/>
<input type="button" value="Go"/>	<input type="button" value="Clear"/>



1. The function **Browse** allows you to scroll through an alphabetical or numerical index, beginning with the words or numbers you enter .

2. To perform this mode of search you should first select the right category that you would like to browse, from the dropdown list.
The following indexes are available:

<u>Tytuł</u>	= Title
<u>Autor</u>	= Author
<u>Hasło przedmiotowe</u>	= Subject/ keyword
<u>Numer systemowy</u>	= System number
<u>Wydawca</u>	= Publisher
<u>Seria</u>	= Series
<u>Sygnatury</u>	= Call numbers
<u>ISSN</u>	= ISSN
<u>ISBN</u>	= ISBN
<u>Słowa z pola tytuł</u>	= Words from the field title
<u>Słowa z pola autor</u>	= Words from the field author
<u>Słowa z pola miejsce wydania</u>	= Words from the field publication place
<u>Słowa z pola 008 rok wydania</u>	= Words from the field 008 publication year
<u>Słowa z pola 008/041 kody języka</u>	= Words from the field 008/041 language's codes

If you do not choose yourself any specific category, the ALEPH Catalogue will always decide for you by selecting as default field the Title index.
As you are looking for a title of periodical - you do not need to change the default index.

ALEPH Catalogue – Browse an Alphabetical Index

Type word or phrase:	<input type="text" value="harvard business review"/>	2.b
Select index to browse:	<input type="text" value="Title"/>	2.a
<input type="button" value="Go"/> <input type="button" value="Clear"/>		3

1. As you are looking for a title of periodical - you do not need to change the default index.

- 2.** Now, enter the word or phrase that you are interested in.
 For example: if you want to know whether the SGH Library holds the journal “Harvard Business Review”:
- a.** check that the index to browse is the index of titles
 - b.** and next, type the title of this periodical in the search box.

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

4. The ALEPH Catalogue will retrieve all titles that start with the entered term.

5. If the list of results omit the title you are looking for, that means the sought journal is not in the SGH Library collections.

6. If the list of results displays the title you are seeking, you may continue your searching process.



ALEPH Catalogue – Browse an Alphabetical Index

Type word or phrase:

Select index to browse:

1 :

Browse List : tytułowy

Browse List: Title

Liczba rekordów No. Of rec.	Rekordy skrócone Brief rec.	Hasło Entry
5	Harvard Business Review	
1	A Harvard Business Review	
1	Harvard Business Review Book	
1	Harvard business review on advances in strategy	
1	Harvard business review on brand management	
1	Harvard business review on building personal and organizational resilience	
1	Harvard Business Review on corporate responsibility	
1	Harvard business review on decision making	
1	Harvard business review on effective communication	

2

3

1. As the first result of your browse the ALEPH Catalogue will display the list of titles that start with the entered term.

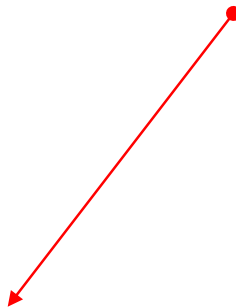
2. The column on the left shows the number of records corresponding to each title.

3. If you click on the underlined term in the chosen line, the link will take you to the detailed table of results.

In this case:

press the link **Harvard Business Review** from the first position, to see what records in the ALEPH Catalogue correspond to the title sought by you.

4. On the next page you will discover the table with all records corresponding to the title sought by you. The list will be presented in the chronological order. Nevertheless, titles of periodicals usually occupies the last positions and display unusual number of volumes.



	Previous Harvard Business Essentials	
tytułowy title	Current	Harvard Business Review
	Next	A Harvard Business Review

Results for Harvard Business Review; 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 5 (maximum display and sort is 9999 records)

1 :

Jump to Text

Jump to #

Previous Page

Next Page

#	Hasło główne Author / Entry	Tytuł Title	Rok Year	Zasób Holdings (all/ lent)
1 <input type="checkbox"/>		Zarządzanie łańcuchem dostaw / Douglas M. Lambert [et al.] ; [tł. Michał Lipa].	2007	Biblioteka-Główna(2/ 0)
2 <input type="checkbox"/>		Przywództwo w sytuacjach przełomowych / Harris Collingwood [et al.] ; [tł. Joanna Krzemiń-R	2006	Biblioteka-Główna(1/ 0)
3 <input type="checkbox"/>		Kobiety i biznes / Sylvia Ann Hewlett [et al. ; tł. Joanna Krzemińska-Rusche, Ewa Borówka].	2006	Biblioteka-Główna(2/ 0)
4 <input type="checkbox"/>	Harvard Business Review eng 1922-0017-8012 19688	Harvard Business Review : Polska.	2003	Biblioteka-Główna(6/ 0)
5 <input type="checkbox"/>	Harvard University	Harvard Business Review / Harvard University.	1922	Biblioteka-Główna(111/ 0)

1. The list of records corresponding to the title you are looking for is displayed in the chronological order.
If you wish to consult more detailed information about a position – click on the underlined number in the first column.
You will see a 'Full View of Record' then.

2. Usually, journals occupy the last place on the list of results, and in the column 'Zasób = Holdings' display unusual number of volumes.
In this case the situation is typical:
Harvard Business Review occupies the last, fifth position in the table of results, and from the column 'Zasób = Holdings' you can learn that the SGH Library shelters **111 volumes** of this periodical.

3. Now you should check whether the volume you want to use is also available, and if so, in what way you may access to it.

4. In this aim press the underlined tab in the 'Zasób = Holdings' column, in the line corresponding to the needed title.

Precisely:

- a.** if you want to view the volumes of **Harvard Business Review**, from the last, fifth position,
- b.** you should press the respective tab on the right:
Biblioteka - Główna (111/0) in the **Zasób = Holdings** column.

The ALEPH Catalogue will inform you exactly then on every volume of this periodical, each issue of every volume, and their location.

ALEPH Catalogue



- Sign-in
- End Session
- My Library Account
- Preferences
- Databases
- Feedback
- ILL
- Browse
- Search
- Results List
- Previous Searches
- Basket
- My e-Shelf

ALEPH Catalogue - Holdings



Back

Harvard Business Review /Harvard University. Boston, MA : Harvard Business School Press, 1922 - . -- 28 cm.

853 Pattern vol. nr 12 r (year): (month) m
Summary Holdings vol.1: 1922/23 - vol.85: 2007 (braki)

Select year Select volume Select Library

	Opis egzemplarza Description	Status egzemplarza Item status	Podbiblioteka Library	Kolekcja Location	Sygnatura Call number	Kod kreskowy Barcode
Szczegóły	vol.1: 1922/23 nr2-4	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23712
Szczegóły	vol.2: 1923/24 nr1-4	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23713
Szczegóły	vol.3: 1924/25 nr1-4	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23714
Szczegóły	vol.4: 1925/26 nr1-2,4	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23715
Szczegóły	vol.5: 1926/27 nr1-2,4	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23716
...						

case 2

...						
...						
<u>Szczegóły</u>	vol.78: 2000 nr1-6	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23903
<u>Szczegóły</u>	vol.79: 2001 nr1-11 oraz dod.	Na miejscu	Biblioteka Główna	Księgozbiór Główny	300.753	50-23905
<u>Szczegóły</u>	vol.80: 2002 nr1-12 oraz dod.	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	50-23906
<u>Szczegóły</u>	vol.81: 2003 nr1-12	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	50-20111
<u>Szczegóły</u>	vol.82: 2004 nr1-12 oraz Annual Index and Executive Summaries	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	50-75885
<u>Szczegóły</u>	vol.83: 2005 nr1-12 oraz Annual Index and Executive Summaries	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	50-104866
<u>Szczegóły</u>	vol.84: 2006 nr1-12 oraz dod.	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	50-117159
<u>Szczegóły</u> = Expand	vol.85: 2007 nr1-12	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	50-133869
<u>Szczegóły</u> = Expand	vol.86: 2008 nr1-11	Na miejscu	Biblioteka Główna	Czytelnia Czasopism	300.753	19688-1750

3.a

3.b

3.c

case 1

1. When you press the right tab in the 'Zasób = Holdings' column, in the line corresponding to the title of the periodical you have chosen, the screen with very detailed information about all the volumes and issues will appear.

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

3. Beneath the title of the journal, you will discover the comprehensive table with information about every volume: its location, call number and actual availability. Respectively, you may learn:

- a. from the column **Opis egzemplarza = Description** whether the SGH Library owns that issue or not,
- b. from the column **Kolekcja = Location** how to access to the copy:
- c. from the column **Sygnatura = Call number** what call number is assigned to which title of periodical..
Please, note that in case of periodicals, one call number corresponds to one title of the journal: so every issue of the same title will have the same call number, no matter to which volume it belongs.

Here: every issue of "Harvard Business Review" is labelled with the same call number 300.753, assigned to this title.

Case 1: if you want to use the issue 4 from the volume 85 of "Harvard Business Review" from 2007, you are supposed to verify:

- a. in the column **Opis egzemplarza = Description** whether the SGH Library owns that issue or not,
- b. in the column **Kolekcja = Location** how to access to the copy:
Czytelnia Czasopism tells you that the copy belongs to the Collection of the Foreign Periodicals Reading Room and is freely available there;
the column Status egzemplarza = Item status confirms that with: **Na miejscu = On the shelf**.

Case 2: if you want to use the issue 3 from the volume 2 of "Harvard Business Review" from 1923/1924, you are supposed to verify::

- a. in the column **Opis egzemplarza = Description** whether the SGH Library owns that issue or not,
- b. in the column **Kolekcja = Location** how to access to the copy:
Księgozbiór Główny stands in for the Main Collection and informs you that the volume is available on site in the General Reading Room, after the submission of the library order slip with the appropriate call number.
- c. here, the column **Sygnatura = Call number** appears necessary.
As it is explained above, one call number corresponds to one title of the journal: that is why every issue of "Harvard Business Review" is labelled with the same call number **300.753**, assigned to this title, no matter to which volume it belongs.