

Quick guide

How to search in the library catalog?

1. Search "sencilla" in the catalog

-It allows you to search in a unique concept that will locate all documents in the library. In the example below we search the library first; then the search term and, finally, click on "buscar" (search).

The screenshot shows the library catalog search interface. At the top left, there is a logo for 'Bibliotecas de Andalucía' with a colorful 'B' made of people silhouettes. To the right is a search form with a 'Buscar:' label, a text input field containing 'willa cather', a dropdown menu set to 'Catálogo completo', and a 'Buscar' button. Below the search form is a navigation menu with options like 'Consultar el catálogo completo', 'Consultar el catálogo de >Sevilla-Biblioteca Pública Provincial', 'Hemeroteca', 'Infantil y juvenil', 'Novedades', and 'Bibliografías recomendadas'. A navigation bar at the bottom of the search area includes 'Inicio', 'Ayuda', 'Buscar', 'Marcados', and a welcome message. Below this is a search results section titled 'Búsqueda General' with a search bar containing 'Cualquier campo: willa cather' and 'En Sevilla-Biblioteca Pública Provincial'. The results are displayed in a table with 5 records, showing the author 'Cather, Willa', the title, and the year. A red arrow points to the first record.

Registros 1/5 De 5		
<input type="checkbox"/>	Author	Title and Year
<input type="checkbox"/>	Cather, Willa (1873-1947)	Una dama extraviada / Willa Cather ; traducción, Ismael Attrache. (2012)
<input type="checkbox"/>	Cather, Willa.	Uno de los nuestros / Willa Cather ; traducción de Beatriz Bejarano del Palacio. (2013)
<input type="checkbox"/>	Cather, Willa (1873-1947)	Mi Antonia / Willa Cather ; traducción de Gema Moral Bartolomé. (2004)
<input type="checkbox"/>	Cather, Willa (1873-1947)	Lucy Gayheart / Willa Cather ; traducción Catalina Martínez Muñoz. (2008)
<input type="checkbox"/>	Cather, Willa.	La muerte llama al arzobispo / Willa Cather. (2000)



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- Once found, it reports the document type, where it is and its **signature**, if available.

□ ◆

Autor: *Cather, Willa.*
Título: *Uno de los nuestros / Willa Cather* ; traducción de Beatriz Bejarano del Palacio.
Edición: 1ª ed.
Editorial: Madrid : Nórdica libros, 2013.
Descripción física: 493 p. ; 23 cm.
Colección: *Otraslatitudes*
Depósito Legal: M 11453-2013
ISBN: 978-84-92683-43-7
Autores: *Bejarano del Palacio, Beatriz.*

Biblioteca	Sucursal	Código de barras	Localización	Tipo de ejemplar	Signatura	Volumen	Signatura suplementaria	Disponibilidad
Sevilla-Biblioteca Pública Provincial	BP de Sevilla	1005548377	Préstamo	Prestable Libros	PR N CAT uno			Prestado hasta 23/09/2013

2. What is the signature?

- Its a code made up of numbers and letters or letters only identifying each document (book, CD, DVD...) and allows its management. It is printed on a label attached to the document, called "Tejuelo".
- The system used is the CDU (Clasificación Decimal Universal), according to which each subject corresponds to a number or letter.
- The signature of the CDU number is formed of the subject of the book and the first three letters of the author or title.

Signatura
PR N CAT uno

One example / Author Willa Cather

- Books are arranged on the shelves by the number and in the case of equal numbers, alphabetically by letters.
- Remember when you take a document from the shelves:
You must ensure that the signature that appears in the catalog is from the right library. You need to check that the document is available. Make sure that you have noted the signature right.
- If you can not find the document...

You can always obtain help from the library staff.

