Using the Library's on-line catalog

Getting Started
The collection of the Nordic Library is online accessible

- either as a separate database
- or in the Argo databases where you have the possibility to search the Nordic Library in combination with the holdings of other libraries
(See also [http://www.norlib.gr/nordic-library-on-line-catalogue.html](http://www.norlib.gr/nordic-library-on-line-catalogue.html)).

Searching
After choosing the database you have three search options: basic search, intermediate search and advanced search.

**Basic** search is default and allows you to search multiple fields (any), by title, by author or by subject heading. “Any” is default and allows you to search all bibliographic fields: titles, author names and subjects. Select the preferred option and enter a word (search term) or a row of terms to search. You should expect that searching with a single term may return a large number of results. The more terms you enter the more you narrow your search results. If you enter more than one term, you don’t have to put them in a specific order, as the system will search for them all at any order. The words you enter are automatically right truncated. This means that every word you enter is treated both as a complete word and as the beginning of a longer word. For example if you enter Attic, you will receive results that contain any of the words Attic, Attica, Atticus, Atticism, Atticismus etc.

**Intermediate** search allows searching by using multiple criteria. Here you can combine search terms in different indexes. Thus you can search by the name of the author in the authors’ index and words from the title from the titles’ index at the same time. There are many indexes to search at, but not all of them apply at the library. For example there is no reason to search for DDC, UDC or LCC classification, as the library does not use these schemes. Prefer to search at the default indexes (Any, Title, Author, Subject heading). You may also search for title series or ISBN/ISSN numbers if you have this information.
You can also use the Boolean operators: **and**, **or**, and **not**.

Use Boolean operators to combine your search terms. Operator “and” is the default and by using it you search for bibliographic records that contain all the terms you enter. Thus, if you search the subject index for archaeology and Greece you will find all material related to archaeology and Greece and is held in the library. If you search archeology or Greece, the system will retrieve all the records relevant to archaeology, Greece and archaeology and Greece. If you search archaeology and not Greece, you will find material related to archaeology but not related to Greece.
To facilitate your search you may select an option from the bibliographic level (Bib-level) menu. Select **monograph** to search only for books and **serial** to search only for periodicals. The rest options do not apply at this catalog, as the Nordic Library does not contain such material.

For a more sophisticated search you may select **advanced** search. Here you have all the options of intermediate search, but you can also manipulate the truncation attribute. **Right** truncation is the default in all search modes (see above). If you select **left** truncation the search term will be treated both as a complete word and as the ending of a longer word. For example, if you search for Son at the authors’ index, you will receive records that contain names like Robinson and Jacobson. By selecting none, the search term will not be truncated at all.

**The results list**

After completing a search the results appear at the screen. At the top you can see the number of results that meet your query.

![Search Results](image)
If the results are more than ten, only the ten first will appear on the screen. Click **Next 10 Records** to see the rest.

The bibliographic records as presented in this phase are brief and contain little information. For a more detailed view click **Full Labelled Display**. Apart from a detailed bibliographic description at the full labeled display you can find information about the location of documents.

Note the call number of a document to be able to find its physical location in the library. The first two letters indicate the floor and the room, where the document is placed, while the next three letters indicate its exact position on the shelf. See the [plan of the library](#) for guidance.

When a call number begins with PER the document is classified by its series at the basement. Therefore, if you are looking for the book below, you need to find its entire series, which is located alphabetically among periodicals and other monographic series.
Most of the documents that can be found in the catalog are located at the Nordic Library. However, some of them are placed at the four Institutes. If the accession number is followed by a letter of the Latin alphabet, then the document is located in the library. If there is a letter before the number the document is held by an institute.

At the following example there is the letter N at the beginning of the accession number implying that this document can be physically found at the Norwegian Institute. The documents located at the Danish institute have accession numbers beginning with D, at the Swedish with S and at the Finnish with F. For these documents contact the relevant institute.
It is possible for a document to be held in more than one location (multiple copies). In this case more than one item will appear at the catalog. Look carefully at the accession numbers to identify the location of the document. For example the document shown below can be found at the Nordic Library and the Danish Institute.
Exact details about holdings (call numbers, number of copies) can be easily found (as shown above) for books and audiovisual material. However, the online system does not provide details about the periodical issues. To find out about serials’ holdings you need to search the off-line catalog at the library premises or contact the library’s personnel.