

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)

### What is the OPAC?

The OPAC is an online catalogue detailing items held in the NSCD Library Collections including : Books, DVDs, CDs & Journals. The OPAC is also known as **Heritage Online**.

## HERITAGE ONLINE

### Who can access the OPAC?

All students & staff at NSCD can access the library catalogue via any device with internet access.

### Using Heritage

### How can I access Heritage?

Students from NSCD can access the OPAC through the Library & Archive pages on [Moodle](#) and [OpenAthens](#).

Alternatively, students can access the OPAC from the NSCD Library website via the link at the bottom of the page.

## LIBRARY LINKS

[Twitter](#) | [Facebook](#) | [Tumblr](#) | [Instagram](#)

[Library Catalogue](#) (via Moodle)

[CDD Libraries](#)

The screenshot shows the NSCD Library Online homepage. At the top is a dark header with 'HERITAGE ONLINE' and a barcode icon. Below this is a section titled 'Heritage Online' with a stack of books icon and the text 'Welcome to our Online Catalogue'. A button labeled 'Enter Library' is highlighted with a callout box stating: 'Upon opening the OPAC/Heritage link you will be asked to click 'Enter Library' to gain access'. Below this is another dark header with 'NSCD LIBRARY ONLINE' and a barcode icon. A navigation bar contains links: Search, Guided Search, Login, History, Clear Session, Help. A large search bar is labeled 'Search library catalogue'. Below it is a section for 'News and information' with a link to 'NSCD Library Website...'. A 'Most popular' section displays book covers for 'Pocket Atlas of the Moving Body', 'Dance Imagery', 'Science of dance training', and 'Dance as education : towards a national dance culture'. A callout box points to the search bar: 'Remember... you don't need to log in to search the catalogue... Just enter a search term...'. Another callout box points to the 'Login' button: 'To view your reader record, you can log in with your Reader Code & PIN'. A third callout box points to the 'P.I.N. (required)' field: 'Your PIN is initially set up to match your reader code. You can change your PIN once you have logged on for the first time...'. A fourth callout box points to the 'Advanced' link below the search bar: 'This is the landing page for the NSCD Library Catalogue, allowing you to search the collections'. A sidebar on the right contains a 'Please log in' section with fields for 'Reader code' and 'P.I.N. (required)', a 'Login' button, and a link to 'Library opening times'.

HERITAGE ONLINE

**Heritage Online**  
Welcome to our Online Catalogue  
To start browsing our library catalogue please click on the button below  
[Enter Library](#)

Upon opening the OPAC/Heritage link you will be asked to click 'Enter Library' to gain access

NSCD LIBRARY ONLINE

Search | Guided Search | Login | History | Clear Session | Help

Search library catalogue

Advanced

News and information [see more ...](#)  
• [NSCD Library Website ...](#)

Most popular [see more ...](#)

[Pocket Atlas of the Moving Body](#)  
[Dance Imagery](#)  
[Science of dance training](#)  
[Dance as education : towards a national dance culture](#)

Remember... you don't need to log in to search the catalogue...  
Just enter a search term...

This is the landing page for the NSCD Library Catalogue, allowing you to search the collections

Please log in  
Reader code  
P.I.N. (required)  
[Login](#)  
[Library opening times](#)

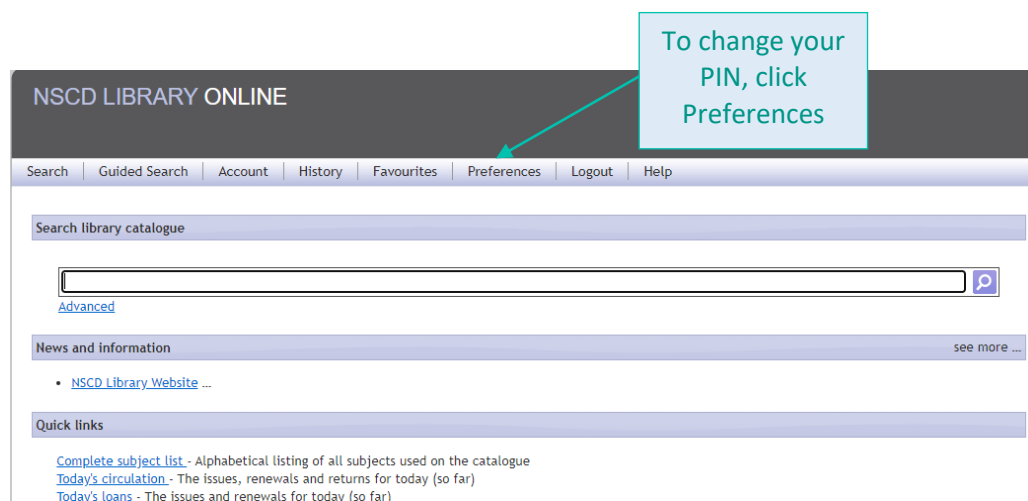
To view your reader record, you can log in with your Reader Code & PIN

Your PIN is initially set up to match your reader code. You can change your PIN once you have logged on for the first time...

Version 3, October 2021

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)



NSCD LIBRARY ONLINE

Search | Guided Search | Account | History | Favourites | Preferences | Logout | Help

Search library catalogue

[Advanced](#)

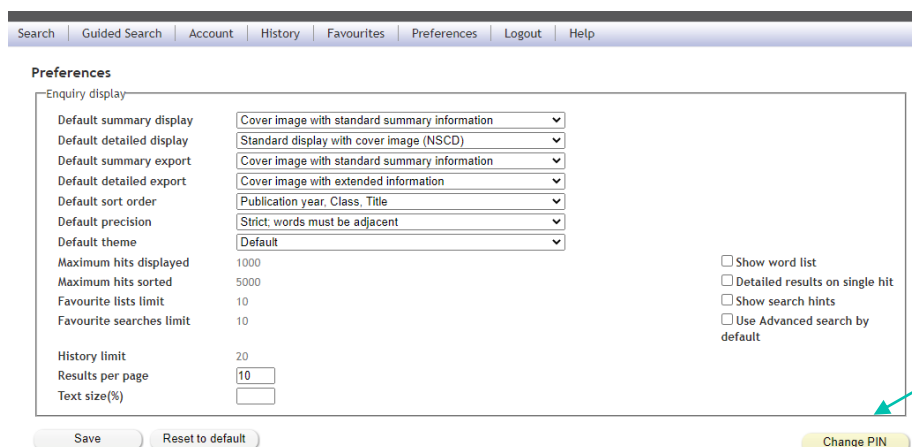
News and information [see more ...](#)

- [NSCD Library Website ...](#)

Quick links

[Complete subject list](#) - Alphabetical listing of all subjects used on the catalogue  
[Today's circulation](#) - The issues, renewals and returns for today (so far)  
[Today's loans](#) - The issues and renewals for today (so far)

To change your PIN, click Preferences



Search | Guided Search | Account | History | Favourites | Preferences | Logout | Help

Preferences

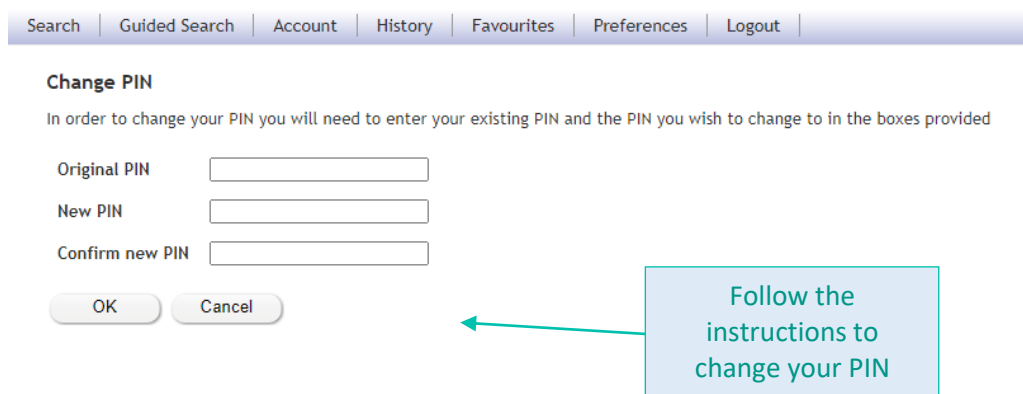
Enquiry display

Default summary display	<input type="text" value="Cover image with standard summary information"/>
Default detailed display	<input type="text" value="Standard display with cover image (NSCD)"/>
Default summary export	<input type="text" value="Cover image with standard summary information"/>
Default detailed export	<input type="text" value="Cover image with extended information"/>
Default sort order	<input type="text" value="Publication year, Class, Title"/>
Default precision	<input type="text" value="Strict, words must be adjacent"/>
Default theme	<input type="text" value="Default"/>
Maximum hits displayed	<input type="text" value="1000"/>
Maximum hits sorted	<input type="text" value="5000"/>
Favourite lists limit	<input type="text" value="10"/>
Favourite searches limit	<input type="text" value="10"/>
History limit	<input type="text" value="20"/>
Results per page	<input type="text" value="10"/>
Text size(%)	<input type="text"/>

☐ Show word list  
☐ Detailed results on single hit  
☐ Show search hints  
☐ Use Advanced search by default

Save Reset to default Change PIN

Click Change PIN



Search | Guided Search | Account | History | Favourites | Preferences | Logout

Change PIN

In order to change your PIN you will need to enter your existing PIN and the PIN you wish to change to in the boxes provided

Original PIN

New PIN

Confirm new PIN

OK Cancel

Follow the instructions to change your PIN

If you forget your new PIN, please email the library to request a PIN reset.

You should use your school email address to make the request...  
so we can confirm it is you.

The PIN will be reset to your Reader Code... we recommend you reset  
the PIN the next time you log on to your Reader Record.

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)

When logged in, you will have access to your reader record and additional library information. N.B. You don't need to be logged in to search the catalogue.

Recent editions added to the library and the most popular loans are displayed at the bottom of the page

As new books are added to the collections, the display will change day to day

Your account information including number of loans and books reserved

Library opening hours & contact details are displayed here

The screenshot shows the NSCD Library Online interface. At the top is a navigation bar with links: Search, Guided Search, Login, History, Clear Session, and Help. Below this is a search bar labeled 'Search library catalogue' with a search icon. To the right of the search bar is a section for 'Account Information' showing 'NSCD Library | Logout', 'Loans 0', and 'Reserved 0'. Below the search bar is a 'News and Information' section with a link to 'NSCD Library Website ...'. To the right of the news section is a 'Library opening times' table. Below the news section is a 'Quick links' section with links to 'Complete subject list', 'Today's circulation', 'Today's loans', and 'Today's returns'. Below the quick links is a 'What's new' section with a 'see more ...' link and a row of book covers with titles like 'Conditioning for dance', 'Dancing deeper still', 'The Oxford handbook of dance and competition', 'Voguing and the house ballroom scene of New York', 'Speculative strategies in interdisciplinary arts practice', and 'Performing interdisciplinarity'. Below the 'What's new' section is a 'Most popular' section with a 'see more ...' link and a row of book covers with titles like 'Women and Dance', 'Stretching without pain', 'The Wire Tapper 8', 'Looking at dances: a choreological perspective', 'Essential Weather Sound Effects', and 'Cite them right'. To the right of the 'What's new' and 'Most popular' sections is a 'Library contact details' section with contact information and a 'Library information @' link.

Day	Time
Today	09:00 - 20:00
Friday	09:00 - 17:00
Saturday	09:30 - 16:30
Sunday	Closed
Monday	09:00 - 20:00
Tuesday	09:00 - 20:00
Wednesday	09:00 - 20:00

The library may close for lunch on a Saturday between 13:00-13:30 & Sunday between 12:00-12:30

**Library contact details**  
Tel. 0113 2193020  
Fax. 0113 2193030  
Email Library  
Library information @ <http://www.nscd.ac.uk/library/>

### How do I search for an item?

Select the search bar

Enter the title or a search term in the search bar and press enter

The first screenshot shows the search bar with a magnifying glass icon. The second screenshot shows the search bar with the text 'Fifty contemporary choreographers' entered.

If you are not searching for a specific item, enter a word or phrase/term relating to your research topic. Any items with titles, chapters, subjects and authors matching your search term will display.

Unlike search engines such as Google, Heritage will only find results for items matching your exact search terms. So ensure all spelling is correct and you enter a clear search term.

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)

To assist finding a particular item, you can use the 'Advanced' search option

Search library catalogue

Fifty contemporary choreographers

[Advanced](#)

NSCD LIBRARY ONLINE

Drop down search options

[Search](#) | [Guided Search](#) | [Login](#) | [History](#) | [Clear Session](#) | [Help](#)

Search library catalogue

Search in  
All fields

Search terms

Fifty contemporary choreographers

Media type

All media

+

[Simple](#)

Search

Clear

When selected, additional drop down search options will appear

The left dropdown field helps you choose where to search. Search for matches in the Title, Author, Classmark fields, etc.

Search library catalogue

Search in

All fields

All fields

Authors

Class

Keywords

Notes

Abstract/Series title

Title

Subjects

Year (Number)

Class (Decimal)

Available (Date)

Collation

Group

Place

Year

Publisher

Search terms

Fifty contemporary choreographers

Media type

All media

Search

Clear

[see more ...](#)

Alphabetical listing of all subjects used on the catalogue  
issues, renewals and returns for today (so far)  
and renewals for today (so far)  
s returned today (so far)

[see more ...](#)

[Search](#) | [Guided Search](#) | [Login](#) | [History](#) | [Clear Session](#) | [Help](#)

Search library catalogue

Search in

All fields

Search terms

Fifty Contemporary Choreographers

Media type

All media

+

[Simple](#)

News and information

• [NSCD Library Website ...](#)

Quick links

Select All

Audio

Book

E-book

Journal

Journal (Online)

Map

CD ROM

Click here to close list

Clear

[see more ...](#)

The right dropdown filters your results to specific media e.g. book, journal, DVD etc.

To filter your search even further you can add an additional search term box by clicking on the '+' sign.

Search library catalogue

Search in

All fields

Search terms

Fifty Contemporary Choreographers

Media type

All media

+

AND

-

All fields

All media

+

-

Search

Clear

[Simple](#)

News and information

[see more ...](#)

• [NSCD Library Website ...](#)

tober 2021

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)

All results related to your search will display in a list view

To access more information on a chosen item, click on the title

An image of the front cover is displayed to help identify the book on the shelf

The availability of each item is displayed below the title

The screenshot shows the search results for 'Fifty Contemporary Choreographers'. The search bar contains 'Fifty Contemporary Choreographers' and the media type is set to 'All media'. The results are displayed in a list view. The first result is 'Fifty contemporary choreographers' 2nd ed. by Martha Bremser (2011), with a front cover image. The availability is shown as 'On Loan (2)' and 'Available (2)'. The second result is 'Fifty contemporary choreographers' [E-book] by Martha Bremser (1999), with a front cover image. The availability is shown as 'Available (1)'. The third result is 'Fifty contemporary choreographers' by Martha Bremser (1999), with a front cover image. The availability is shown as 'Available (7)' and 'On Loan (1)'.

## Detailed Item Record

After selecting an item from the list of results, you will be taken to the detailed information screen

If an item is out on loan, you can reserve it here. N.B. if you are logged in it will automatically reserve the item. If not, you will need to log in

The citation displayed can be copied and pasted into your bibliography. Don't forget to check the format against the NSCD sample bibliography!

You can locate a book on the shelf using the Classmark

Date loaned item is due back

The screenshot shows the detailed item record for 'Fifty Contemporary Choreographers'. The search bar contains 'fifty contemporary choreographers' and the media type is set to 'All media'. The results are displayed in a list view. The first result is 'Fifty contemporary choreographers' 2nd ed. by Martha Bremser (2011), with a front cover image. The availability is shown as 'On Loan (2)' and 'Available (2)'. The second result is 'Fifty contemporary choreographers' [E-book] by Martha Bremser (1999), with a front cover image. The availability is shown as 'Available (1)'. The third result is 'Fifty contemporary choreographers' by Martha Bremser (1999), with a front cover image. The availability is shown as 'Available (7)' and 'On Loan (1)'.

Standard no. 9780415380829 Medium Book Class 792.820922 FIF

Title **Fifty contemporary choreographers (2nd ed.)**

Authors [Martha Bremser](#) (ed)

Imprint London: [Routledge](#), 2011

Series [Routledge Key Guides](#)

Subjects [Choreographers](#), [Choreography](#)

Keywords

Associated Related

Notes (ABS) Authoritative guide to the lives and work of today's most prominent choreographers. (BIB) Includes bibliographical references

Citation Bremser, M. (ed.) (2011) *Fifty contemporary choreographers*. 2nd edn. London: Routledge. (Routledge Key Guides)

Price £18.04

Collation xvii, 375 p. ; 22 cm. pbk.

Part (copy)	Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	09734	Loan Stock	Main Book Collection	On Loan	18 Feb 2020	
2	09735	Loan Stock	Main Book Collection	Available		
3	09732	Reference Only	Main Book Collection	Available		
4	09736	Loan Stock	Main Book Collection	On Loan	21 Feb 2020	

Loan type

Location of item

Loan status

# NSCD LIBRARY & ARCHIVE

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If you are not already logged in you will be taken to this screen

Enter your Reader Code and PIN to reserve the book.

NSCD LIBRARY ONLINE

Search | Guided Search | Login | History | Clear Session | Help

**Heritage Online Login**

You must login to gain access to this area of the OPAC.  
To access user-related facilities in addition to the catalogue, enter your Reader Code and Personal Identification Number (PIN). Then click the 'Login' button.

Reader code

P.I.N. (required)

Login

### Account information

[NSCD Library](#) | [Logout](#)

Loans [0](#)

Reserved [1](#)

### Library opening times

Today	09:00 - 20:00
Tuesday	09:00 - 20:00
Wednesday	09:00 - 20:00
Thursday	09:00 - 20:00
Friday	09:00 - 17:00
Saturday	09:30 - 16:30
Sunday	09:30 - 15:30

Your reserved item will then show on the right-hand side under Account Information

Once your reservation has been confirmed, please remember to log out

## How do I find an item on the shelf?

Summary | Detailed | See Also

fifty contemporary choreographers

Advanced

Search for **fifty contemporary choreographers** < Result 1 of 3 >

1 ☒ Reserve

Standard no. 9780415380829 Medium Book Class 792.820922 FIF

Title **Fifty contemporary choreographers (2nd ed.)**

Authors [Martha Bremser](#) (ed)

Imprint London: [Routledge](#), 2011

Series [Routledge Key Guides](#)

Subjects [Choreographers](#), [Choreography](#)

Keywords

Associated

Related

Notes (ABS) Authoritative guide to the lives and work of today's most prominent choreographers.  
(BIB) Includes bibliographical references

Citation Bremser, M. (ed.) (2011) *Fifty contemporary choreographers*. 2nd edn. London: Routledge. (Routledge Key Guides).

Price £18.04

Collation xvii, 375 p. ; 22 cm. pbk.

Language Reservers

Part (copy)	Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	09734	Loan Stock	<a href="#">Main Book Collection</a>	On Loan	18 Feb 2020	
2	09735	Loan Stock	<a href="#">Main Book Collection</a>	Available		
3	09732	Reference Only	<a href="#">Main Book Collection</a>	Available		
4	09736	Loan Stock	<a href="#">Main Book Collection</a>	On Loan	21 Feb 2020	

The quickest way to find an item on the shelf is by its classmark

The Library uses the Dewey Decimal Classification scheme to arrange books and other resources on the shelves so you can locate them easily

Check : if the item is in stock, & where the item is shelved

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)

Philosophy	100
Religion	200
Social Sciences	300
Dyslexia	371.9144
Language	400
Science	500
Medicine & Health	610
Anatomy	611
Human Physiology	612
Kinesiology	612.76
Health (Inc. Pilates/Yoga/Alexander technique)	613
Sports Nutrition	613.2
Drugs & Therapies	615
Diseases	616
Surgery & Injuries	617
Cookery	641.5
Management	650
The Arts	700
Modern Art	709.04
Modern Artists	709.2
Architecture	720
Sculpture	730
Drawing	740
Painting	750
Painters	759
Graphic Arts	760
Photography	770
Music	780
Composers	780.92
Film	792.43
Ballet & Modern Dance	792.8

Performing Arts	790
Theatre	792
Philosophy of Dance	792.801
Dance in Education	792.8071
Black Dance	792.8089
Dance History	792.809
Dancers	792.8092
Dance : Brazil	792.80981
Dance : Great Britain	792.80941
Dance : England & Wales	792.80942
Dance : Germany	792.80943
Dance : France	792.80944
Dance : Italy	792.80945
Dance : Russia	792.80947
Dance : Scandinavia	792.80948
Dance : United States	792.80973
Dance : Netherlands	792.809492
Choreography	792.82
Technique	792.8207
Choreographers	792.8209
Choreographic Works	792.842
Literature	800
History	900

To assist your search, a guide of subjects with their relevant classmarks are located at the start of each bookshelf



It is important to note down the letters at the end of the classmark as these will relate to the author or title of the book in question

**792.  
82  
0922  
FIF**

The classmark for each book is located on the spine

Where a book spine is too thin to display the class mark clearly, you can locate the class mark on the front of the book

# NSCD LIBRARY & ARCHIVE

## Helpsheet | Library Catalogue (OPAC)

Due to the length of some classmarks, it may be easier to note them down before you proceed to the shelves. You can use the referencing slips at the side of OPAC machine to help you remember

REFERENCING RECORD (BOOK)		REFERENCING RECORD (JOURNAL ARTICLE)
AUTHOR:	<p>These slips will also assist you in compiling your bibliography</p> <p>The information is in the correct order to formulate a bibliographic citation</p> <p>The information for each section can be found on the item record on the library catalogue</p>	AUTHOR:
DATE:		YEAR:
BOOK TITLE:		ARTICLE TITLE:
PLACE OF PUBLICATION:		SERIAL TITLE:
PUBLISHER:		VOLUME/ISSUE/MONTH/YEAR:
CLASSMARK:		PAGE/S:

### Useful Reader Record Tools

NSCD LIBRARY ONLINE

Search | Guided Search | Account | History | Favourites | Preferences | Logout | Help

Search library catalogue

Advanced

Information see more ...

NSCD Library Website ...

Quick links

- [Complete subject list](#) - Alphabetical listing of all subjects used on the catalogue
- [Today's circulation](#) - The issues, renewals and returns for today (so far)
- [Today's loans](#) - The issues and renewals for today (so far)

If you are logged into your Reader Record you can access a range of useful tools via the toolbar.

#### Account Tool

View your account and see what you have on loan/when an item is due back

#### History Tool

See which books and resources you've had out on loan before

#### Favourites Tool

Create lists, add titles and save searches – both useful tools for bibliographic work

#### Preferences Tool

Reset your PIN and change how your search results are displayed

Version 2, June 2020