A Beginner’s Guide to Newton

INTRODUCTION There are two main library catalogues currently in use, the online catalogue Newton and the pre-1978 Supplementary Catalogue located in the south corridor outside the main Reading Room. The Supplementary Catalogue contains records for items that were not considered to be of academic importance at the time of receipt (for example, novels). Items that were considered to be of academic importance were entered into the pre-1978 General Catalogue (the green volumes, known as the ‘guard books’, which line the walls of the Catalogue Room). Records for all items listed in the General Catalogue can now be found using Newton.

SEARCHING IN NEWTON The initial Newton search screen is displayed below.

The first step is to type in the text you wish to search for (for example, an author’s name (surname first), the title of a work or an ISBN). Next select the criteria which you wish to search by clicking with the mouse in the circle adjacent to the appropriate criterion, (for example, author name, title of the work or the ISBN). When searching by title, omit leading articles (The, A, etc.). A number of full text electronic books are available, and these can be searched for in the normal way.

To search for a journal enter the title of the journal and select ‘Journal Title’.

Selecting a ‘Quick Limit’ allows you to apply a single limit to a search, from the search screen, for example, limiting the results to material that can be borrowed. Finally click on ‘Search’ to run the search.

http://al.newton.lib.cam.ac.uk - Session timeout: 30/30 - Microsoft Internet Explorer

Step 1 Insert text to search for here

Step 2 Select how you wish to search, for example by author or title

Step 3 (Optional) Select any ‘Quick Limits’ that you wish to apply

Step 4 (Optional) Apply ‘more search limits’

Step 5 Click on this button to begin your search
USING SEARCH LIMITS You can refine your search by applying more advanced search limits. Clicking on the Search Limits button will take you to a new screen where the search can be narrowed by date, language, format and place of publication. Limits can be applied to Keyword, Title, Journal Title and Boolean searches. Once search limits have been applied you will be returned to the original search screen. Search limits remain in effect until they are specifically cancelled.

GUIDED SEARCHING IN NEWTON A Newton Guided Search allows searching for combinations of search terms whilst specifying which parts of the book’s record to search. This increases accuracy and limits the number of results returned. A Guided Search is the most effective way to retrieve a record when searching for a known item or for looking for a combination of words or phrases. The Guided Search screen is displayed below.

This has three lines of boxes to enter the text you wish to search for. To retrieve the most precise results, use a combination of search terms.

Once the text has been entered you then need to select (by clicking with the mouse) one of the headings in the adjacent ‘Search in’ list. This determines which fields in Newton to search. The default Guided Search screen assumes that a search will be for author and title. Other choices are available by using the drop down menus. The option to apply ‘more search limits’ is also given. Finally click on ‘Search’ to run the search.
SEARCH RESULTS: SINGLE RESULT If your search returns one record, you will be taken directly to the full record as displayed below. This will give details of the publication, and where to find it within the Library. Note that many books are not on open access and will have to be ordered from a reading room, to which where they will be fetched for you.

Enter text to be searched for in text boxes

To select which field to search activate the drop-down menu by left-clicking with the mouse on this arrow. Select a field by highlighting it with the mouse and then left-clicking.

Select whether to search additional fields or exclude terms by highlighting the radio button connectors by clicking a circle AND will find all search terms OR will find one or another NOT will exclude terms from your search

Click the start button to begin your search

Bibliographic details of the work are given here

Find works with the same subject heading or by the same author by clicking on the underlined blue text

The classmark is the key to locating the work, if it is on open access

The Location field tells you where in the library you can locate the work or which reading room you need to request it from
Where a search returns an electronic book (e-book) record you can access the book from the full record.

**SEARCH RESULTS: MULTIPLE RESULTS** If your search returns more than one result it is necessary to select the record that appears to be closest to your intended result. Multiple results are always returned when searching by author.

The example below attempts to find the record for *Life to the Lees* by its author, Susan Elkin. Once the list of names is displayed, click with the mouse on the author’s name to display the record. If it is not what you are looking for, return to the results screen by using the web browser ‘BACK’ button in the top left hand corner of the screen.
REQUESTING BOOKS VIA **NEWTON**  

**NEWTON** facilitates ordering an item that has to be fetched to the Reading Room or the West Room, or recalling a book which is on loan. To start, display the full catalogue record on the screen.

From the full record, click on ‘recalls and requests’ in the toolbar.

In ‘Barcode’ enter your 5-character borrower code, printed on the reverse of your Cambridge University Card or on the front of your Cambridge University Library Card; e.g. VKOV8. Enter your last name in the ‘Last name’ box.

Select ‘Stack request’ from the drop-down box. If Stack request is not listed as an option, then you have reached your maximum permitted number of stack requests. Click on ‘Ok’ to proceed to the request form. If you wish to recall a book that is on loan, select ‘Recall’
The status of your stack requests and recalls can be checked by displaying the ‘Request Information’ section of ‘Your Account’.

If you are ordering a particular volume from a multi-volume set, select the required volume from the 'Select volume' drop-down box or if this isn't displayed, type the volume number into volume box next to Specify a volume.

Enter your 5-character borrower code, e.g. VKQV8.

The current fetching time is given here.