

RHS Lindley Library

Quick Guide to Searching the Online Catalogue

www.rhs.org.uk/libraries



The Lindley Library is the best gardening library in the world. It is essential for garden history, gardens and horticulture, with books from 1514 to the very latest publications. The library catalogue lists most books held in all RHS Libraries, together with a proportion of drawings held in the Picture Library. Journal holdings are not yet included.

Searching the catalogue

From www.rhs.org.uk/libraries select **Search the Catalogue** from the menu bar

For best results, use Advanced Search:

Quick Search
Catalogue Keyword Browse Exact
[Search Bar] words or phrase [Search]
library: ALL
Click here for the Advanced Search

Click on **Advanced Search** in the centre of the screen.

Advanced Search helps you search in a structured way, by combining authors titles, and subjects.

Advanced Search
words or phrase [] And
author [] And
title [] And
subject [] And
series [] And
periodical title [] And
ISBN []
[Search] [Clear]
library: ALL
language: ANY
format: ANY
type: ANY
location: ANY
match on: Keywords
pubyear: []
sort by: New to Old

TIPS

Using the *words or phrase* box will usually give better results than using the *subject* box, because it searches all the information, not just words in the subject field.

In *words or phrase* typing a phrase in single quotation marks will search for that exact phrase throughout the catalogue (e.g. 'alkaline soils').

You can truncate your words by using \$. *Hedg\$* will find, for instance, hedge, hedges and hedging.

Choose which Library to search by using the drop-down menu.

Viewing your search results

Search results show brief details of the items found. Click on DETAILS to see the full item information. This will tell you which libraries hold the item, and where it is shelved. If it is out on loan, it will display the date it is due back.

Printing and Saving

1. To print the screen you are looking at, click on File from the Windows Toolbar, and select Print.
2. To print or save the full list, or selected records:
 - Select the records to print by clicking on the Keep button to the left of the record.
 - Click on KEPT in the Catalogue Toolbar to list selected items.
 - On the right hand side, select the appropriate Library from the drop-down list.
 - Click on PRINT FORMATTED or VIEW to view the layout.
 - **PRINT** by selecting File then Print from the Windows toolbar.
 - **SAVE** by selecting File then Save As from the Windows toolbar.

Lending and Enquiry Services

The two main libraries at London and Wisley have extensive collections and specialist enquiry teams.

RHS members can use the free lending service by visiting London or Wisley. A postal loan service (postage charged at cost) helps members make the most of library resources wherever they live.

RHS Library staff at Wisley and London provide a specialist information service. The enquiry teams answer thousands of enquiries every year on plant and garden history, period garden planting, garden design and all garden-related subjects. We can search our collections, provide lists of references, and much more.