

Searching Other Library Catalogues Using EndNote®

1. SEARCHING OTHER LIBRARY CATALOGUES USING ENDNOTE

This facility allows you to **Search** for records from other university, national and public library catalogues using EndNote and **Save** them into your EndNote database. EndNote connects to remote library catalogues using a protocol called Z39.50, however, you do not have to do anything (or know anything about Z39.50) as it comes pre-installed with your EndNote software.

1.1 Why would I want to do this?

There are times when you need to gather together references to all published *books* and *monographs* on your research subject. These can be easily located in major library catalogues for example the Library of Congress. Using EndNote to do this gives you two advantages:

- 1) EndNote offers various options to help you focus your search – useful when using larger databases such as library catalogues:
- 2) You can download the results straight into your own personal EndNote database.

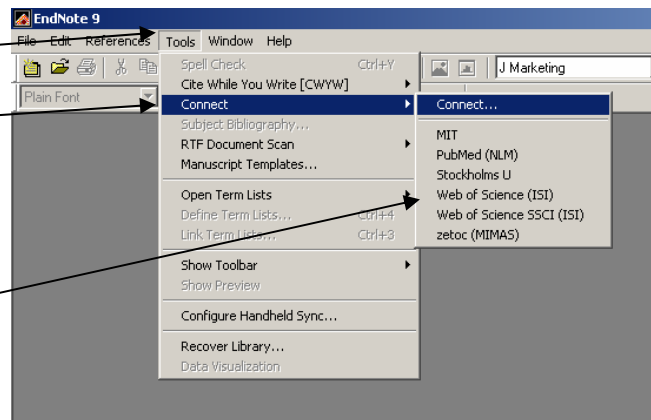
2. HOW DO I DO THIS?

1) Start up EndNote

2) Go to the **Tools** Menu

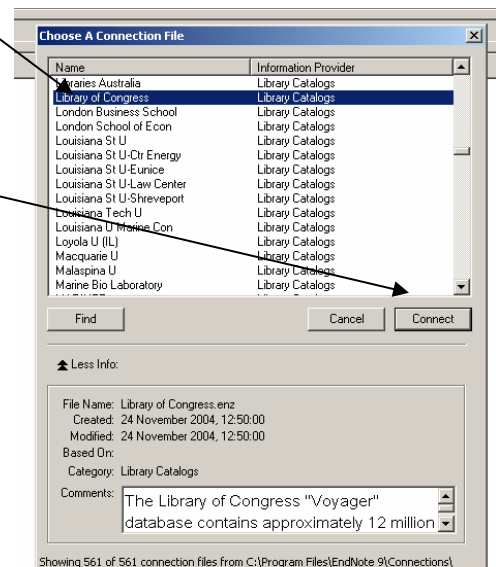
3) Select **Connect**

NOTE: Catalogues you have previously connected to appear in the drop down menu. You can just click and **Connect** to these once they appear in this menu.



4) From the menu of available connections **Highlight** the catalogue you want to connect to and click the **Connect** button.

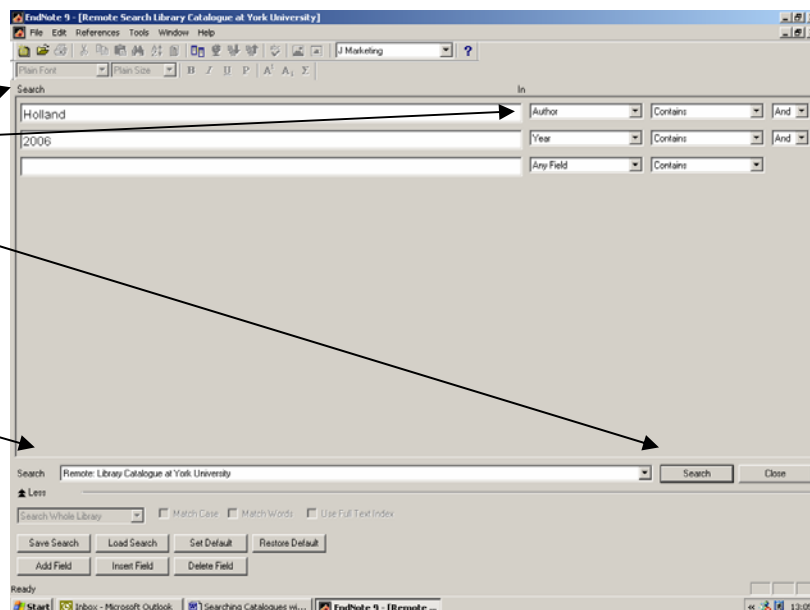
NOTE: As you only want to list **Library Catalogs** click on the **Information Provider** tab to group Library Catalog(ue)s together. They are listed in alphabetical order of institution.



5) Type in your search choosing the fields you want to use e.g. Author, Date, Title etc.

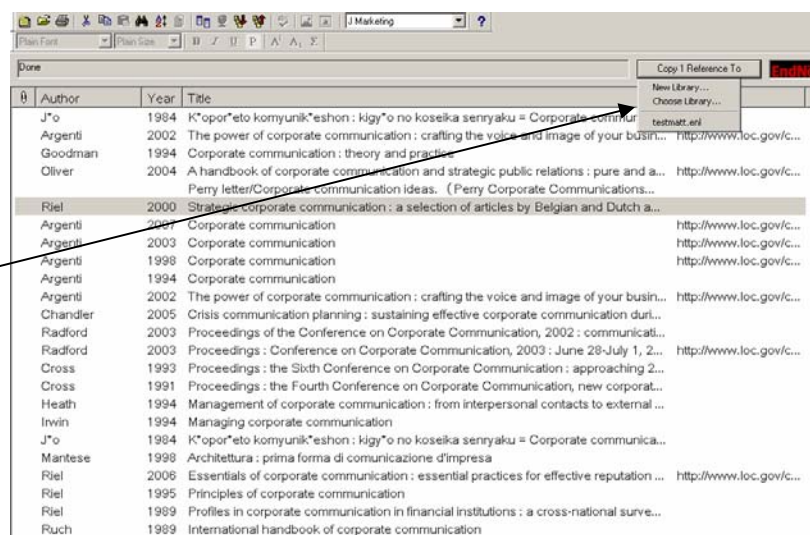
6) Click on the **Search Button**.

NOTE: the Library Catalogue you are connected to is listed in a window to the left of the Search Button.



7) Results are displayed in a separate window. You have the option of exporting all these references to your own database, EndNote also calls these libraries. Click on the **Copy All References To ...** button. Choose the EndNote library you want to import into.

Alternatively you have the option of selecting only references you want to keep:



- Hold down the **Ctrl** – Control Key and highlight references you want by clicking on them with your mouse;
- From the **References** menu select Show Selected Reference;
- Click on the **Copy All References To ...** button. And choose the EndNote database / library you want to import into.

3. FOR MORE INFORMATION ON ENDNOTE

Bournemouth University Help

Questions and help using *EndNote* please use [ASK](http://www.bournemouth.ac.uk/library/ask) [www.bournemouth.ac.uk/library/ask]. Note that questions and answers maybe shared. Technical questions relating to the installation of *EndNote* should be referred to IT Services.

EndNote ListServ

Interact with the community of *EndNote* users and search an [archive of questions](http://lists.adeptsience.co.uk/endnote) [lists.adeptsience.co.uk/endnote].