



How to find books in the library – introducing the online catalogue TRiCAT

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How to find literature in TRiCAT and in the library

Step 1: Enter your search terms into the TRiCAT search box: <https://tricat.uni-trier.de/>

A screenshot of the TRiCAT search interface. It features a light blue rectangular search box with a white interior. Inside the box, the text "motiviert studieren" is entered. To the right of the text, there is a small "X" icon for clearing the search, followed by the word "Catalog" and a small downward arrow. Further right is a green magnifying glass icon representing the search function.

Step 2: Select a book entry from the title list and click on the title/author line to view the **full record**

A screenshot of a book entry from the TRiCAT catalog. The entry is displayed in a light gray box. On the left, there is a small icon of a book and a number "1" in a square. To the right of the icon, the word "BOOK" is written in small capital letters. Below this, the title "Motiviert studieren! / Michaela Brohm" is shown in a larger font, with "Motiviert studieren!" underlined. Under the title, the author information "Brohm, Michaela, 1962- | 2016" is listed. Below that, the call number "Signatur(en): ln51145 | ln51145:a | ln51145:b" is displayed. At the bottom of the entry, there is a green icon of a book and the word "Available" followed by a green right-pointing arrow.

Step 3:

In the **full record** you find more detailed information on the selected title:

Subject headings inform about the content of the medium; they can also be used for further search.

Links leads you to the table of contents.

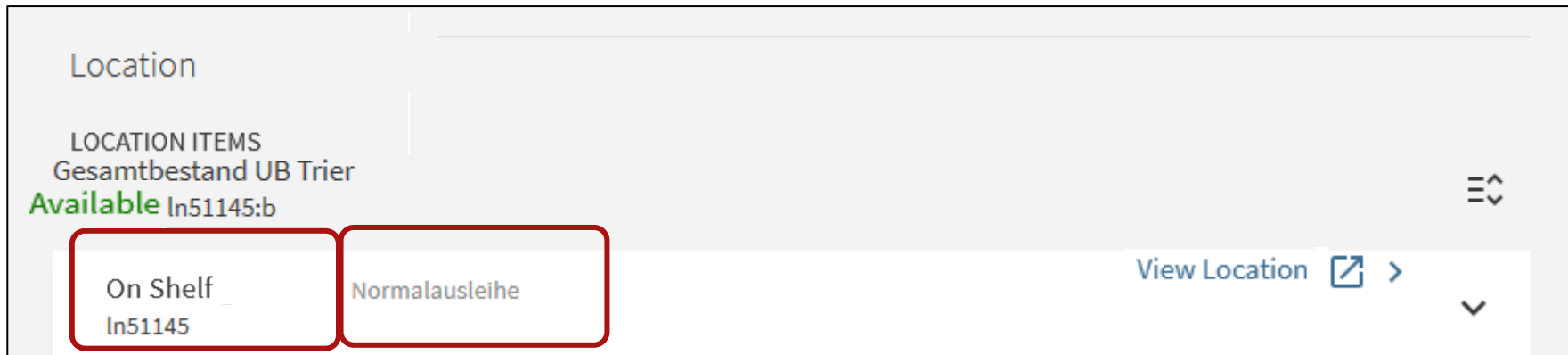
Details	
Title	Motiviert studieren! / Michaela Brohm
Author	Brohm, Michaela, 1962- >
Subjects	Studium > Motivation >

Links	
Inhaltstext	>
Inhaltsverzeichnis	>
Semesterapparate	>
Serie	>



Step 4:

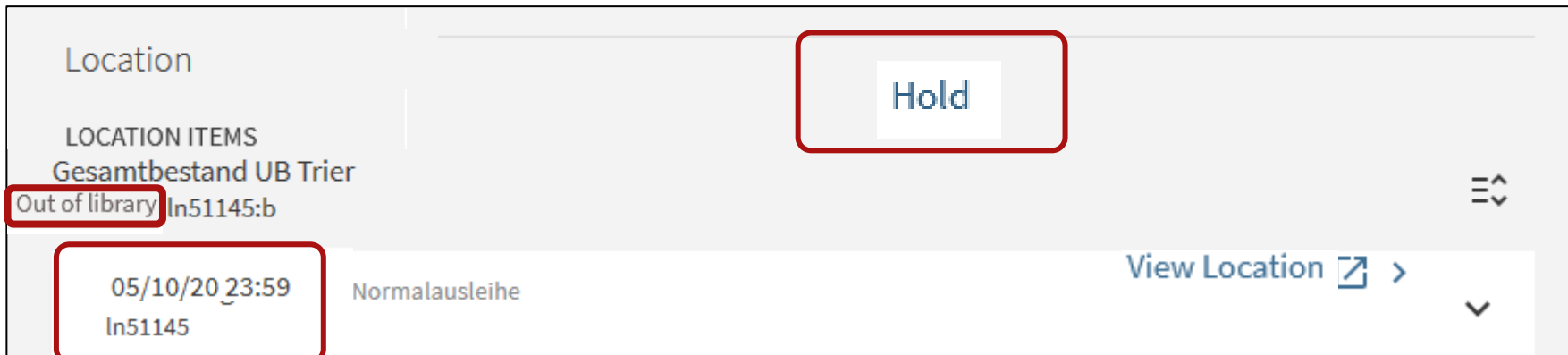
Also in the full record: information on the book's availability („not on loan"/"normal loan") as well as the shelf number (e.g.: **ln51145**). The shelf number is a combination of letters and numbers which represents the location of the book in the library.



The screenshot shows a library catalog interface. At the top, the word "Location" is displayed. Below it, the text "LOCATION ITEMS" and "Gesamtbestand UB Trier" are visible. The status "Available" is shown in green, followed by the shelf number "ln51145:b". A red box highlights two buttons: "On Shelf ln51145" and "Normalausleihe". To the right of these buttons is a "View Location" link with an external link icon and a right arrow. A dropdown arrow is also visible at the bottom right of the interface.

If the book is actually on loan, the date of the end of the loan period ist displayed.
In this case, the book is currently not available.

If you want to borrow the item, click on the button „Hold“. As soon as the book is available again, you will receive an email and can pick it up within a week at the central circulation desk.



The screenshot shows a library catalog entry for a book. The interface is divided into sections. The top section, titled "Location", contains a "Hold" button. Below this, the "LOCATION ITEMS" section shows the "Gesamtbestand UB Trier" and the status "Out of library". The bottom section displays the date "05/10/20 23:59" and the loan type "Normalausleihe". A "View Location" link with an external link icon and a dropdown arrow is also visible.

Location	
LOCATION ITEMS	Hold
Gesamtbestand UB Trier	
Out of library	
05/10/20 23:59	Normalausleihe
In51145	
View Location >	

Step 5: A floor plan may be opened from within the full record showing (in red) the shelf area where the book is located.

Location

LOCATION ITEMS

Gesamtbestand UB Trier

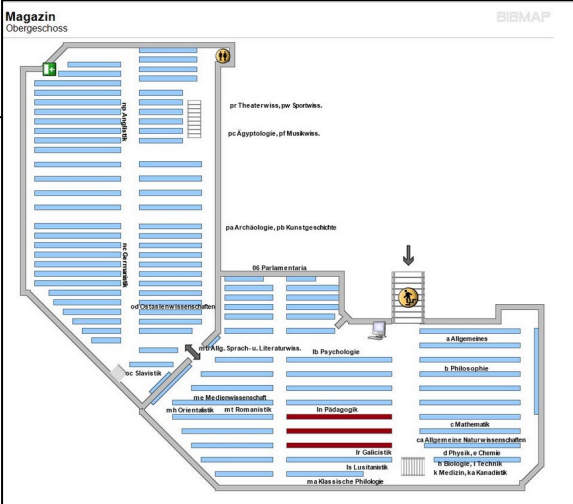
Available In51145:b


On Shelf

In51145

Normalausleihe

Magazin
Obergeschoss



View Location  >

Step 6: Pick up the book from the shelf and work with it in the library or borrow it for free. The books are arranged according to their alphanumerical shelf numbers as shown on each book's spine or cover, e.g. **In51145** indicating its location in the stacks.



How can I find the books in the library?

The location of a book is called shelf number. It shows whether the book is placed in a reading room or in the stacks:

Example of a shelf mark for a book in the reading room: **38=AW/sb47599**

38 = subject code: Subject collection in a reading room (here: political sciences, Reading room A)

AW = class mark: subject classification (here: Social science methods and statistics)

sb = subject identifier and number: Location within subject class for a specific book

Example **of** a shelf mark for a book in the stacks: **sb24834**

sb = subject identifier and number: book on political sciences in the stacks



To learn more about the shelf number watch a short audio-free video provided below:

[https://www.uni-trier.de/fileadmin/bib/videos/bib_entdecken/simpleshow From catalogue to book.mp4](https://www.uni-trier.de/fileadmin/bib/videos/bib_entdecken/simpleshow_From_catalogue_to_book.mp4)

For more information on how to use the library, please click on the links below:

Library in a nutshell

❖ [Bibliothek > A - Z > L > Library in a nutshell](#)

All about the library: A-Z

❖ [Bibliothek > A - Z](#)

E-Guides / Tutorials

❖ [Bibliothek > Suchen & Finden > Bibliothek entdecken](#)



Where can I find help?

If you have any more questions contact our
information department :

- By phone: 0651/ 201-2420
- Via E-Mail: auskunft@uni-trier.de

- Chat with us in „LiveSupport Online“
on the library's homepage:

<https://www.uni-trier.de/bibliothek>

Or come to us in person at the information desk

