Council of Europe Web Catalogue

Illustrated Guide
LOGIN

- Public (Guest+Enter)
- Access to all holdings (use own ID +PIN; request registration via Archives@coe.int)
Content of Webcat: holdings of:
Tips:
- Search all holdings: type #0 in the search window (works only with the field “search everything) + select a library
- Use field numbers to reduce the search to certain MARC field only e.g. http://{856} will retrieve only records with and http address in it
- Exact search requires use of inverted commas e.g. “human rights”
Search Options

- **Keyword** – result returns records containing what is written in the search line
- **Browsing** – result returns list of catalogue headings with the first word of the search string entered into the search line
- **Exact** – search term exact match – if not found returns a browse list closest alphabetically to the search term
Boolean and Positional operators

- **AND:** Both terms must appear in the same record
- **OR:** At least one of the terms must appear in the record
- **NOT:** Records containing the second term should be rejected
- **XOR:** Records can contain either term but not both
- **SAME:** Both terms must appear in the same paragraph (MARC field)
- **WITH:** Both terms must appear in the same sentence
- **NEAR:** The terms must be next to each other but order is not important
- **ADJ:** The terms must be next to each other and in the order specified
Once a search has been executed it is possible to restrict the type of material which will be retrieved by a search. When search results are viewed, it may also be used to change the way in which they display.
**TIPS:**

- Any underlined term may be double-clicked, which will activate a search on that term.
- Double-clicking on the call number will produce a shelf list of items on or around that call number.
- URLs may also be double-clicked.
Capturing records

Click to keep or remove records for printing, viewing, emailing
Advanced Search
Classification Plan

The classification plan for Council of Europe publications uses an alphanumerical code for each large field of activity. This code can be used to retrieve publications according to thematic domains. For example, H.2.2. stands for Council of Europe Exhibitions. The code can be combined with other search criteria.
Punctuation

STOPWORDS AND OPERATORS:
Will be treated as a search term if enclosed by “ ”

RELATIONAL SEARCHING: The mathematical operators < > = >= <= may be used on fields containing numeric data

TRUNCATION AND WILDCARDS
$ = truncation sign, e.g. manag$
? = wildcard sign, e.g. organi?ation

NESTING: Use ( ) to ensure that operators are processed in the right order e.g. (FRENCH OR CHINESE) AND COOKERY

SEARCH FIELD/S SPECIFICATION
Use { } to restrict searching to particular field/s
e.g. MACMILLAN {260, 440}

All other punctuation will be treated as a ‘space’ character
Browse

- In the **Browse On** box, type in the search term.
- In the **Library** box, select the library branch to search under, or select ALL to search all branches.
- Click one of the following to complete your browse search.
  - Author
  - Title
  - Subject
  - Series
  - Periodical title
  - Document number
Tips:

Browse by document number works only with individual libraries
Record

WebCat

Description of information resource:
- Title
- Author
- Document no
- Language of document
- Link to the fulltext on line
- Subjects

Description of holdings:
- Library, location, call number

Options for extending/limiting the search