



## PRACTICAL TIPS ON THE USE OF THE IN-HOUSE EDC LIBRARY CATALOGUE

As of April 2012, the European Documentation Centre (EDC) has adopted the cataloguing system of the University of Malta's Main Library and, since then, all new books and documents received by the EDC can be found by performing a simple search.

The following are some simple guidelines to help you with your search in the EDC catalogue.

### A. LOCATING THE CATALOGUE

The catalogue is part of the Main Library catalogue, and can be accessed at the following link: <https://www.um.edu.mt/library/opac/F>

### B. CHOSING THE EDC AS A LOCATION

Unless otherwise specified, any searches conducted in the general Library OPAC will bring up results from the Main Library and all its subsidiaries, including the EDC. Should you wish to search exclusively for material present in our library, you must alter the location by selecting appropriately from the drop down menu on the right hand side of the screen.

The screenshot displays the University of Malta Library OPAC search interface. At the top, the University of Malta logo and name are visible. Below the logo, there are navigation links: R-Z INDEX, SITEMAP, SEARCH, and CONTACT US. The main search area includes a search bar, a dropdown menu for 'Field to search' (set to 'All Fields'), and radio buttons for 'Words adjacent?' (set to 'No'). Below the search form, there is a 'Limit search to:' section with dropdown menus for 'Material Type' (set to 'all') and 'Location' (set to 'all'). The 'Location' dropdown menu is open, showing a list of library branches: all, Main Library, Melitensia Special Collection, Short Loans Collection, Archives & Rare Books, Health Sciences Library, Junior College Library, Gozo Campus Library, Valletta Campus Library, Faculty of Arts Library, Faculty of Laws Library, Bigli Library, European Documentation Centre (highlighted), and Confucius Institute. On the left side of the page, there are search hints and a 'Basic Search' section.

### C. VIEWING THE ENTIRE EDC COLLECTION

To view the entire collection of books and documents present in the EDC, simply select the appropriate location (as per Point B) and click GO. The result will show all the material that has already been catalogued and that can be viewed at the EDC.

Records 1 - 10 of 277 (maximum display and sort is 1000 records) Export to RefWorks

| # | Author  | Format    | Title  | Year | Rank | Lib/Items   | Photo | Media | Resource Locator |
|---|---|-----------|--|------|------|---|-------|-------|------------------|
| 1 | <input type="checkbox"/> Cairney, Paul,   | Monograph | Understanding public policy : theories and issues /  | 2012 |      | Main Library( 1/ 0)<br>European Documentation Centre( 1/ 0)   |       |       |                  |
| 2 | <input type="checkbox"/> Calleya, Stephen C., editor                            | Monograph | Change and opportunities in the emerging Mediterranean /   | 2012 |      | Melitensia Special Collection( 2/ 0)<br>Faculty of Laws Library( 1/ 0)<br>Junior College Library( 1/ 0)<br>Gozo Campus Library( 1/ 0)<br>Valletta Campus Library( 2/ 0)<br>Faculty of Arts Library( 1/ 0)<br>European Documentation Centre( 2/ 0) |       |       |                  |
| 3 | <input type="checkbox"/> De Búrca, G.   | Monograph | The worlds of European constitutionalism /   | 2012 |      | European Documentation Centre( 1/ 0)  |       |       |                  |
| 4 | <input type="checkbox"/> Dessler, Andrew Emory.                                 | Monograph | Introduction to modern climate change /  | 2012 |      | European Documentation Centre( 1/ 0)  |       |       |                  |
| 5 | <input type="checkbox"/> Directorate-General for Economic and Financial Affairs | Monograph | European economy occasional papers 95 : the economic adjustment programme for Portugal : third r | 2012 |      | European Documentation Centre( 1/ 0)  |       |       |                  |
| 6 | <input type="checkbox"/> Directorate-General for Economic and Financial Affairs | Monograph | European economy occasional papers 92 : scoreboard for the surveillance of macroeconomic imbalan | 2012 |      | European Documentation Centre( 2/ 0)  |       |       |                  |
| 7 | <input type="checkbox"/> Directorate-General for Economic and Financial Affairs | Monograph | European economy occasional papers 93 : economic adjustment programme for Ireland : Winter 2011  | 2012 |      | European Documentation Centre( 2/ 0)  |       |       |                  |
| 8 | <input type="checkbox"/> Directorate-General for Economic and Financial Affairs | Monograph | European economy occasional papers 91 : fiscal frameworks across Member states : commission serv | 2012 |      | European Documentation Centre( 1/ 0)  |       |       |                  |
| 9 | <input type="checkbox"/> Directorate-General for Economic and Financial Affairs | Monograph | European economy occasional papers 94 : the second economic                                      | 2012 |      | European Documentation Centre( 2/ 0)  |       |       |                  |

### D. SEARCHING THE EDC CATALOGUE

The EDC Catalogue can be searched according to specific criteria including: Title Words, Author, Subject, ISSN, ISBN and others.

#### Basic Search

Type word or phrase

Field to search

Words adjacent?

Limit search to:

Material Type:

Location:

Search hints:

- If you choose Yes for "Words adjacent?" records that have the words adjacent to each other. For example, type in the phrase *computer programming* and the system will understand that you want only *word programming*.

## E. ITEM INFORMATION

Each search result links directly to the item you are looking for. Every item has a shelf mark and a barcode to enable you to locate it more easily in the EDC.

|                            |  |
|----------------------------|--|
| <b>Item/s Availability</b> | European Documentation Centre <a href="#">U</a>  |
|                            | <a href="#">All items</a>  |
| LC No.                     | HC240.25.D44 E82 2009  |
| Record Format              | Monograph  |
| ISBN                       | <b>9780719062995</b>   |
| Title                      | <b>EU development cooperation : from model to symbol / edited by Karin Arts and Anna K. Dickson.</b> |
| Edition                    | 1st paperback. ed  |
| Imprint                    | Manchester University Press, 2009.   |
| Descr.                     | xi, 156 p.   |
| Corp.Sub.                  | <b>European Union -- Developing countries.</b>   |
| Subject - Lib.Cong.        | <b>Economic assistance, European.</b>  |
| Add.Entry                  | <b>Arts, Karin.</b>  |
|                            | <b>Dickson, Anna K.</b>  |

[◀ Previous Record](#)

[Next Record ▶](#)

| Description | Item status          | Due date | Due hour | Sublibrary                    | Collection | Shelfmark             | Copy Number | Pages | No. of requests | Location | Barcode | OPAC note | SFX |
|-------------|----------------------|----------|----------|-------------------------------|------------|-----------------------|-------------|-------|-----------------|----------|---------|-----------|-----|
|             | Non-circulating loan | On Shelf |          | European Documentation Centre | General    | HC240.25.D44 E82 2009 |             |       |                 |          | 357171  |           |     |

[◀ Previous Page](#)

[Next Page ▶](#)

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The European Documentation Centre is a reference-only library located in the Institute for European Studies. Wi-Fi and photocopying services are available.

## OPENING HOURS

**1<sup>st</sup> October – 15<sup>th</sup> June 08:30 – 16:00**

**(Library is closed daily between 12.30 – 13.30)**

**16 June – 30 September 08:30 – 12:30**