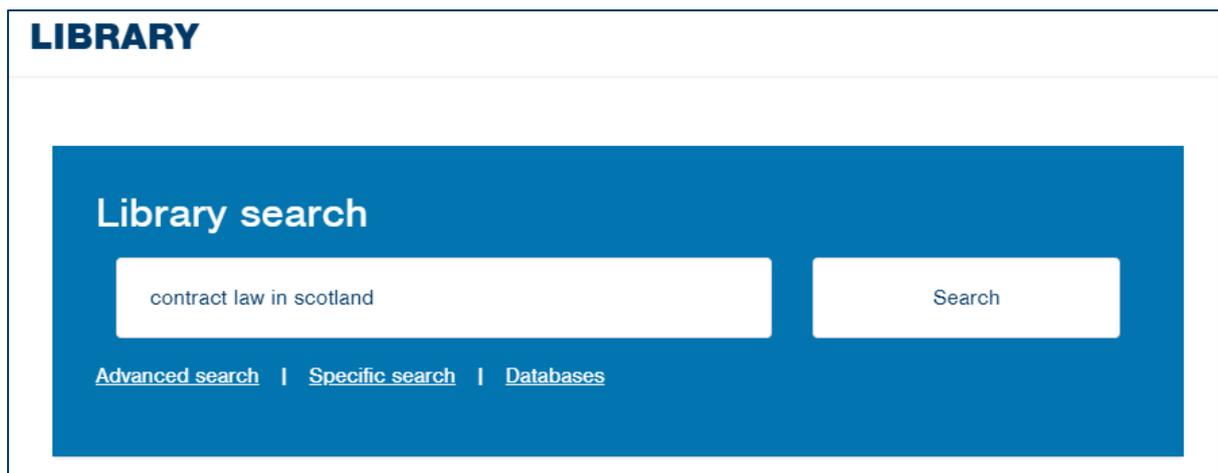


A Law Workshop Guide: Online Literature Searching

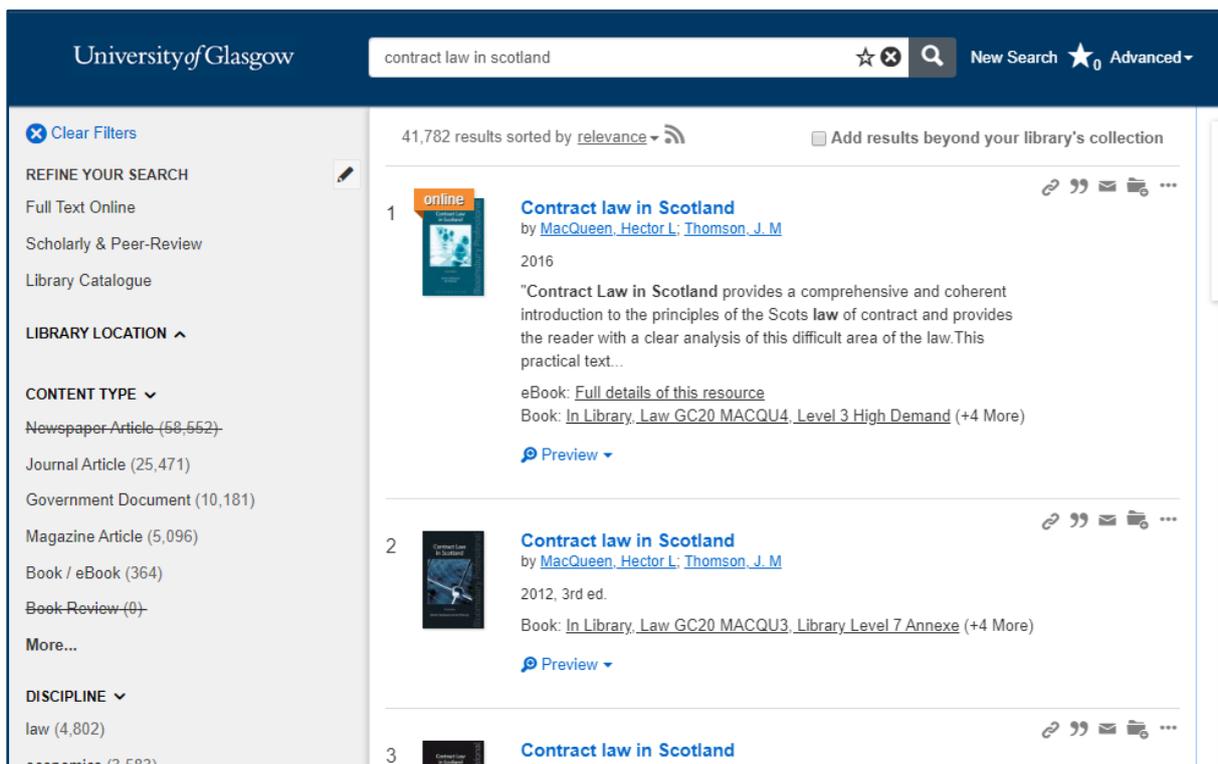
Finding Specific Items

If you know the name of the textbook, author or both, search using the library catalogue: <https://www.gla.ac.uk/myglasgow/library/>

Here is an example search for *Contract Law in Scotland* by Hector L. MacQueen.



Searching for the book *Contract Law in Scotland* gives is 41, 782 results.



You can refine this search using the filters on the right if necessary. You can filter by library location, content type, discipline, publication date, subject terms and keywords.

To find only ebooks, check the 'Full Text Online' filter to the left of the screen.

In this instance, *Contract Law in Scotland* is the first result, so there is no need for further searching. You will see how many copies are available and where they are located, and if an e-book version is available.

i

1  **Contract law in Scotland**
by [MacQueen, Hector L](#); [Thomson, J. M](#)
2016
"Contract Law in Scotland provides a comprehensive and coherent introduction to the principles of the Scots law of contract and provides the reader with a clear analysis of this difficult area of the law. This practical text..."
eBook: [Full details of this resource](#)
Book: [In Library, Law GC20 MACQU4, Level 3 High Demand \(Less\)](#)
[In Library, Law GC20 MACQU4, Level 3 High Demand](#)
[In Library, Law GC20 MACQU4 c.2, Level 3 High Demand](#)
[In Library, Law GC20 MACQU4 c.3, Level 3 High Demand](#)
[NOT KNOWN, Law Workshop, Law Workshop](#)

 Preview ▾

The Law Workshop does not currently have an automated issuing system. As such, the loan status of Law Workshop resources is not updated online and all resources will be marked '**Not Known**'.

To see if the book is available, you can visit the workshop (when current restrictions are lifted) or you can email the Law Workshop at fiona.gordon@glasgow.ac.uk

A Note on Classification

The classification for books in the Workshop are the same as for the main library – in this example shown above, Law GC20 MACQU4. If you are unsure, click through to the link for the book and check for further details.

Availability			
Status	Loan Type	Location	Shelf-mark
In Library	4 hour	Level 3 High Demand	Law GC20 MACQU4
In Library	4 hour	Level 3 High Demand	Law GC20 MACQU4
In Library	4 hour	Level 3 High Demand	Law GC20 MACQU4 c.2
In Library	4 hour	Level 3 High Demand	Law GC20 MACQU4 c.3
NOT KNOWN	Not known	Law Workshop	Law Workshop

More Details	
Physical Description	xlviii, 362 pages : illustrations ; 22 cm
ISBN	9781784513160 paperback
Note	Previous edition: 2012.
Bibliography	Includes bibliographical references and index.
UofG Library Class	Law GC20
Subject	Contracts -- Scotland.
Other Author	Thomson, J. M. (Joseph McGeachy), 1948- author.

If the classification differs to the main library, there will be a local note in the 'More Details' section. This is not the case in this example, so we know the book is Law GC20 MACQU4.

General Search

For general searches, you can type keywords into the library search bar and filter your results using the filters on the right.

You can also use the **Advanced Search** function.

Here is an example of an advanced search, containing both the terms 'contract law' AND 'Scotland'. The search has also been filtered to 'Book/ebook' by content type, and 'Law' by discipline.

You can also use 'OR' or 'NOT' to narrow or widen your search.

The screenshot shows the University of Glasgow library search interface. At the top, there is a search bar with the text "contract law" and a "Basic search" button. Below the search bar, there are filters for "All Fields" and "AND" logic. The search results are filtered by "Content type" (Book / eBook) and "Discipline" (law). There are also options to limit results to items with full text online, scholarly materials, and items in the library catalogue. The interface is clean and professional, with a dark blue header and a light grey background.

Searching with the advanced search function gives 221 results, which is far more focused than the earlier search using just the basic library search bar.

Again, if necessary, this can be filtered further.

The screenshot shows the search results page for the University of Glasgow library. The search query is "(contract law) AND (scotland)". The results are sorted by relevance. The first result is "Contract law in Scotland" by MacQueen, Hector L; Thomson, J. M. The result is available as an eBook and a book. The eBook is titled "Full details of this resource" and the book is titled "In Library, Law GC20 MACQU4, Level 3 High Demand (+4 More)". There is a "Preview" button for the eBook. The interface is clean and professional, with a dark blue header and a light grey background.

Advanced Search Tips – Boolean Operators

Boolean search terms will help you to focus and refine your results by defining the connections between search terms. Examples are as follows:

Operator	Variants	Search Terms	Effect
AND	&, +	Law AND Government	Restricts results to documents containing both terms
OR		Scots Law OR Common Law	Expands Results to documents containing either term
NOT	%, BUT NOT, AND NOT	Family Law NOT Scotland	Restricts results to documents containing the first term not the second
Exact Phrase	"...."	"Family Law in Scotland"	Restricts results to the exact phrase in quotation
Wildcard	*	Organi*ation	Retrieves results with variances in spelling or related words (ie. Organisation/organization)
Root Expander	*, !	Scot*	Retrieves documents containing terms with a common 'root', ie. Scotland, Scottish, etc.

Other resources:

<https://booleangame.com/>

This game will help you to understand Boolean expressions. You can also download it as an app.

Additional Resources

The library is temporarily making a number of resources available online as a result of the Covid-19 pandemic. These can be accessed here:

<https://www.gla.ac.uk/myglasgow/library/specificsearch/temporaryaccess/>

This list will be continually updated.

You should be aware of books available through these additional resources from class reading lists and updates on Moodle.

You will find that books on the same subject tend to start with the same letter. Books are classified using Glasgow University's cataloguing system. Search the shelves alphabetically, starting with the first letter.

Contract Law in Scotland is shelved at LAW GC20 MACQU4.

After locating the law section, Find 'G' on the shelves, then within that section 'GC', etc. The letters at the end of the classification refer to the author's surname.

If you are browsing the shelves, subject areas tend to be grouped together, for example:

A: Legal Style Guides

H: Intellectual Property

E: Roman Law

L: European Law

For further searching tips and guides, check
<https://www.gla.ac.uk/myglasgow/library/help/subjects/law/>