



CATALOGUE USER GUIDE

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SEARCH METHODS

The screenshot shows a search interface with the following elements:

- Rechercher dans:** A dropdown menu (1) currently set to "Tous les champs". A list of search fields is shown below it, including "Auteur", "Titre, mot du titre", "Éditeur, imprimeur", "Sujet", "Provenance", "ISBN - ISSN - ISMN - RISM - no Dépôt légal", "Cote de l'ouvrage", "Numéro de la notice", "Lieu de publication", "Rubrique Bibliographie de Belgique", and "Année de publication".
- Choisir un type de document:** A section (4) with a dropdown menu set to "Tous - Aucun". Below it is a grid of document types, each with a checked checkbox: Bases de données en ligne, Cartes et plans, CD-ROM et DVD, Documents iconographiques, E-books, Enregistrements sonores, Faire-part, Imprimés anciens et précieux, Imprimés contemporains, Journaux, Lettres, Manuscrits, Monnaies et médailles, Objets, and Musique imprimée et manuscrite.
- Filters:** Three checkboxes (3) are visible: "Uniquement publications belges", "Uniquement collections numérisées", and "Afficher les miniatures".
- Buttons:** Two buttons at the bottom (5 and 6) are labeled "Chercher" and "Effacer".

SEARCH FIELDS 1

The system does not distinguish upper case from lower case.
You should also not use punctuation marks.

All fields

If you do not wish to select any specific field, you can search all fields.

Example :

If you enter 'Ferraris' in 'all fields', it is as if you had selected:

- Author : Ferraris
- Title: Ferraris
- Publisher: Ferraris



Author

To find all publications written by the same author, you can search by surname and/or first name.

Example :

You will find the name 'Van Beylen' by searching for:

- Van Beylen
- Beylen
- beylen van

You can use this option to find publications which cannot be attributed to a single author but to a group or an institution.

In this case, you can search using any part of the name of the institution. It is best to use the most significant word.

Example :

You will find all publications from the former 'Ministry of Agriculture' by using the following terms:

- ministry agriculture
- ministry of agriculture
- agriculture
- ministry

Title, keyword

Enter any part of the title. Even if you only know one word or a few words from the title you can use this option.

In order to obtain as many results as possible avoid prepositions, conjunctions and articles and search using the most significant words.

Example :

The title 'L'Avenir, entreprise coopérative: 70 ans de l'histoire d'une métropole, 70 ans d'architecture' can easily be found by searching for 'avenir 70 ans'.



For documents without a title (e.g. family announcements, coins) or objects the description of the document replaces the title.

For orders from the Ancien Régime and public sales catalogues the date of publication or date of sale can be found before the title.

For family announcements a list of all relevant individuals (e.g. the name of the deceased and his or her spouse) has been incorporated in the 'title' field.

For coins and medals the legend and description of the face is the title.

Example : KING ALBERT OF BELGIUM: Left bust of King Albert 1st.

Publisher, printer

Use this field to find all works published by a specific publisher. You can also search part of the publisher's name.

Example : To find all publications from the publisher 'l'Atelier des Droits Sociaux', you can enter the following words in your search:

- ateliers sociaux
- ateliers droits

Subject, keywords

This field allows you to search by subject.

However, you should bear in mind that a subject has not been attributed to each publication.

Example : By searching for 'Second World War' you will find all works to which this subject has been attributed.

Provenance

If you are looking for former owners (individuals or institutions) you will find them by searching using the 'provenance' field.



Example : The term 'Solvay' will bring up all publications which belonged to Madame Louis Solvay.

ISBN / ISSN / ISMN / RISM / Legal deposit nr

This field enables you to search for books by their ISBN, ISSN, ISMN, RISM or Legal deposit nr.

You can enter spaces or dashes between the various parts of the number, but this is not necessary: the search will always come up with the same result, with or without these spaces or dashes.

Example :

Search with or without dashes gives the same result:

- 9782845166035
- 0066-1449
- 979-0-006-49681-5
- 700011089
- 201488980037

Call number

You can use this field if you know the call number.

If you don't know the exact call number you can enter part of it.

Example :

To find the publication corresponding to the code 'A 2015 2.074-a' you can search for:

- 2074-a
- A 2015
- A 2074

Record number

If you know the ID number for the database entry you can quickly find the record by searching on this number.

The list of search results may contain more than one object. This is because the numbers can be found in more than one database.

Then use the [filter](#) on the left of the screen to select the preferred database.

Example :
Number 10135 shows five results.

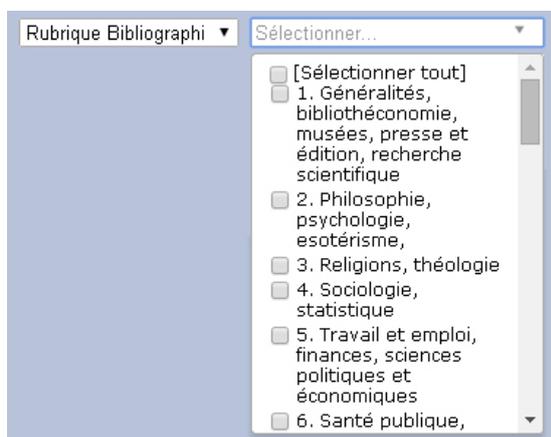
Place of publication

Use this field if you want to restrict your search to works published in a specific place.

In order to obtain all the results, it is recommended to search in French and Dutch using the [Boolean operator](#) OR.

Example :
The search term 'Anvers OR Antwerpen' will come up with all the works published in this town.

Rubric Belgian bibliography



Here you can select one or more fields. Remember that these rubrics are attributed by the Legal deposit and only relate to publications listed in the Belgian bibliography.

Year of publication

Année de publication ▼ 1914 à 1918

If you want to restrict your search to a specific period you can enter a start and end date here. These are inclusive: works published during the start or end date will feature in the list containing the search results.

If you want to search on the basis of a single year, you should only enter the start date.

Example : A search starting in 1914 and ending in 1918 will list all publications during the first World War.

Boolean operators and wildcards

- You can refine or enlarge your search using quotation marks or wildcards (*).

*

If you aren't sure of spelling, you can replace one or more letters with an asterisk (*).

Example :

*Jans*e* will give you all relevant references containing the following words: Jansseune, Janssone, Janssoone, Janszeune, Janszoone

""

To indicate that you are searching for an exact combination of certain words, you can use quotation marks.

Example :

"petit chapeau" would give you the following results:

Un amour de petit chapeau

Le Petit chapeau ou le rêve d'un soldat



but not:

Dame dans la rue portant un petit carton chapeau

➤ Within the same field, you can use Boolean operators (AND, OR, NOT) in order to combine search terms with one another.

- The operator **AND** shows all results containing both terms. **AND** is used by default. It is therefore not necessary to enter it.

Example :

Peyo **AND** schtroumpf

will show 64 relevant references containing **both** "Peyo" **and** "schtroumpf".

- The operator **OR** shows all results containing at least one of the two terms.

Example :

Peyo **OR** schtroumpf

will show 447 relevant references containing both "Peyo" **or** "schtroumpf".

- The operator **NOT** will only show results not containing the search term.

Example :

Peyo **NOT** schtroumpf

will show 273 relevant references containing "Peyo" **but not** "schtroumpf".

Add/remove a search field 2

- + Add an additional search field (maximum 4 search fields)
- Remove a search field



OPTIONS 3

Only Belgian publications

You can tick this field if you want to limit your search to Belgian publications. These publications, deposited at the Legal deposit, appear every month in the Belgian bibliography.

Only digitized collections

You can tick this field if you want to limit your search to digitized publications.

Show thumbnails

It is possible to display thumbnails of digital documents, insofar as these are available.



10 [Belgique \[Document cartographique\] : Théâtre de la Guerre](#)

Editeur G. Riquel , 1915





Consultation : Cartes et plans

CHOOSE A DOCUMENT TYPE / ICONS 4

If you want to limit your search to a certain document type, you can select or deselect certain options.

Icons



Letters

Correspondence and handwritten texts from Belgian private archives (18th to 20th centuries)



CD-ROMS and DVD

CD-ROMS, DVD, Memory stick



Databases

Online databases and periodicals



E-books

Digital books published in digital format



Family announcements

Obituary notices, marriage announcements, birth announcements, and consecration announcements



Sound recordings and scores

Printed scores (classic and popular music), pocket scores, orchestral scores and parts, music manuscripts from 1600 to the present



Sound recordings

Records (78 rpm, 33 rpm, 45 rpm), audio cassettes, magnetic tapes, CDs, cylinders, piano rolls



Manuscripts

Handwritten documents or texts, dating from the Middle Ages to the present (book, letter, notebook...)



Contemporary printed books

All printed books from 1831 to the present, except rare books (bibliophile editions or remarkable bookbinding, ..)



Iconographic documents

Prints, drawings, posters, photos, postcards, metal intaglio printing plates, letterpress (woodcut or linoleum)



Maps and plans

Maps and plans (bundled or loose-leaf), atlases, monographs related to Belgium and the world



Newspapers

Belgian and foreign newspapers



Coins and medals

Numismatic objects: coins, medals, tokens, insignias and decorations, intaglios, jewels and gems, seals, ...



Old and rare books

Old printed books until 1830 (books, atlases, pamphlets, edicts, newspapers, almanacs, etc.) and rare documents dating after 1830 (remarkable bookbinding, limited editions, artbooks, object books, bibliophile editions, ...)



Objects

Casts, agendas, calendars, perfume bottles, ...

SEARCH **5**

Search according to your criteria.

Please enter at least two criteria in one of the search fields.

RESET **6**

Use the 'Reset' button to clear all fields.

RESULTS

The screenshot shows a search results page for the term 'guerre'. On the left, there is a sidebar with filters: 'Filtres possibles' (4), 'Année (419)', 'Type de document (13)', 'Langue (27)', 'Type de notice (3)', 'Salle de lecture (11)', 'Catalogue (7)', and 'Rubrique Bibliographie de Belgique (52)'. The main area shows 'Trouvé pour (guerre)' with 29145 results. It includes navigation links for 'Affiner la recherche' and 'Nouvelle recherche', a page indicator 'Page 13 de 2915', and a sorting dropdown set to 'Titre'. Three search results are visible, each with a thumbnail and a 'Consultation : Cabinet des Estampes' button. Red circles with numbers 1-9 point to specific UI elements: 1 (results count), 2 (new search), 3 (sort dropdown), 4 (filters sidebar), 5 (document icon), 6 (title), 7 (publisher), 8 (document icon), and 9 (consultation button).

REFINE SEARCH

1

Return to your original search

NEW SEARCH

2

Go to a blank search form.

SORT

3

You can sort your search results by title or year.
Sorting by title is conducted from the first significant word.

You can also sort results in ascending order (a-z, 0-9) or descending order (z-a, 9-0).

FILTER

4

After having conducted a search, you can, on the left of the screen, filter your search results by year, document type, language, record type, reading room, catalogue, and Belgian bibliography rubric.

Click on the word 'Filter' to apply the filters.

DOCUMENT TYPE 5

See the explanation of icons representing the type of document

BIBLIOGRAPHIC DESCRIPTION 6



By clicking on this icon, you will display the details of the description

Base de données : Catalogue général
Enregistrement : 1395506

Titre	XI : La Belgique sous la domination française : 1794 à 1814 : les départements belges et les départements voisins au 1er janvier 1812 / Dressée pour la partie historique par F. Ganshof, pour la partie géographique par J. Maury ; J. Thybaert, del.
Auteurs	J. Thybaert Francois Louis Ganshof J. Maury
Echelle	1:600 000
Éditeur	Bruxelles et Paris : G. Van Oest & Cie Editeurs, [1919-1932]
Collation	5 cartes : in kl. ; 43,5x55,5 cm
Annotation	5 exemplaires dont 1 non numéroté et non coloré
Partie de	Collection : [Atlas de géographie historique de la Belgique : Incomplet / publié sous la direction de Léon Van Der Essen ; avec la collaboration de Francois L. Ganshof, J. Maury et P. Bonenfant] ; XI
Cote de l'ouvrage	XIIIB Belg. gén. - 1919-1932 - Fr. Ganshof - III 10845 (Magasin - Cartes et Plans) XIIIB Belg. gén. - 1919-1932 - Fr. Ganshof - IV 14380-IV 14381 (Magasin - Cartes et Plans) XIIIB Belg. gén. - 1919-1932 - Fr. Ganshof - IV 5785 (Magasin - Cartes et Plans) XIIIB Belg. gén. - 1919-1932 - Fr. Ganshof - IV 5787 (Magasin - Cartes et Plans)
URL	http://uurl.kbr.be/1046657

Reservation



Add to reservation



Remove reservation



You cannot reserve this document / You can reserve up to 5 documents

Print



Close



Description of the next result



Description of the previous result





CONSULT THE DOCUMENT 7



By clicking on this icon, you can consult the digital version of the document

PERMALINK 8



By clicking on this icon, you can consult the 'permalink' to the digital version of the document

THUMBNAIL 9

Thumbnail of the digital document

RESERVING DOCUMENTS

HOW MANY DOCUMENTS CAN I RESERVE AND FOR HOW LONG?

- Up to 5 documents
- Publications are held for you for one week. You can consult them from the second working day (after 10 am) after receipt of the reservation e-mail. Publications can be consulted in the relevant reading room which is indicated in the reservation e-mail and the confirmation e-mail.
- For periodicals, series and newspapers, the reservation form must mention the year or the volume.
- For more information: : reservation@kbr.be

NEWSPAPER SECTION

- Maximum 2 publications
- Publications are available at the distribution points indicated in the catalogue for one week from the confirmation date.
- For more information: newspapers@kbr.be

HOW CAN I RESERVE A DOCUMENT?

- Search for the document you want
- Display its bibliographic description by clicking on the icon 
- Then click on the 'Add to the reservation' icon  at the top right.
 - The icon  means you can remove a document from the reservation
 - The icon  indicates that the document cannot be reserved or that the maximum number of documents which can be ordered has been reached

HOW CAN I DISPLAY MY RESERVATION AND FINALISE IT?

- *Close the 'Bibliographic description' window*
- *Click on the caddy icon  at the top right, containing the number of documents you have reserved*



- *Add, for each bibliographic description, if necessary, the year and the volume.*
- *Then click on 'Mark for reservation' to continue your reservation.*
- *Enter your name and e-mail address*
- *Choose the date when you wish to consult the publications*
- *Copy the Captcha*
- *If necessary, enter your library card number and/or your seat number in the study room*
- *Confirm your reservation*
- *You will receive an e-mail containing a summary of the publications you have reserved.*
- *After checking their availability, we will send you a confirmation as soon as possible.*

HOW CAN I CANCEL A RESERVATION?

Reply to the e-mail which you received, specifying that you would like to cancel it.

HOW CAN I CONSULT A DOCUMENT?

The publications are available at the consultation points indicated in the catalogue.

(e.g.: Consultation: General reading room).

Tell the reading room staff that you have reserved publications and show them the confirmation e-mail. They will provide you with the reserved documents.

Here are the [opening hours](#) of the Royal Library of Belgium