Searching and Navigation (Visitor)

Library and Archives Search

The Library and Archives search covers all of the print and electronic items held by the Library and Archives, including:

- Physical journals and books.
- Online journal articles, databases and books (eResources).
- Special Collections, artworks and manuscripts.
- Museum Archives (i.e., unpublished materials relating to the business and history of the Museum, including photographs, correspondence and notebooks).

Getting Started

To search the Library and Archives collections, navigate to the Library and Archives homepage on the Museum website: [www.nhm.ac.uk/library](http://www.nhm.ac.uk/library).

Alternatively, go to the Museum homepage at [www.nhm.ac.uk](http://www.nhm.ac.uk) and click Our Science > Facilities and Departments and Staff > Library and Archives.

Beginning your search

The search box provided located at the top of this page. As you type in your initial term(s) you will be offered an option to narrow your results to print or online, alternatively the default is to search everything.

You can bypass this screen and go straight into the discovery layer by just clicking on search.
Advanced search

Once you are in the discovery layer you will be offered a drop down menu to the right of the search box, to specify a print or online only search.

- **Everything**: Selected by default, this will search across print items, eResources and Archives materials.
- **Print**: Searches print items, special collections and Archives materials only.
- **Online**: Searches eResources only, including the Biodiversity Heritage Library.

Alternatively you can use the *Refine My Results options*, for more information see below.

Please bear in mind that we do not offer access to our subscribed eResources from outside the Museum. If you visit the Reading Room we can offer access to a wide range of these resources, but some are restricted to Museum staff.

**The initial results listing**

Results matching your search query will be returned in a single relevancy-ranked list, regardless of their age, format or provenance. (From here you can then refine further if you wish.)

Each result offers a quick overview of the item format for e.g. book, article, manuscript.

**Refining your search**

If a large number of results are returned, it might be useful to narrow your search using the facets on the left side of the screen. These enable you to refine your results by a number of criteria, including physical, online, date of publication, item format and physical location.
Selecting one or more of these options will reduce the number of results. Any active filters are displayed at the top of the results list; if you’ve added a facet and later wish to remove it click on the small x next to the filter name.

More information

Found something that looks useful? Click on the title to see more information about a particular result, including author details, description, language and years of coverage held by the Library (in the case of print journals). View all the information by scrolling down or click on the list under the image. To return to the results list click on the large X to the left.

Selecting items using the pin icon

Once you’ve successfully searched our collections via our online catalogue and identified the item(s) you are interested in, you can collect them into a list, click the pin icon located to the right side of the title. The icon will change to greyed out with a strike through:
The item will remain selected unless you click the pin again to deselect it, even if you run a new search or navigate to another page.

However, if you close your internet browser window before you have finished, all of your selections will be lost.

Once you have pinned all the items you wish to consult, click the large pin icon at the in the top right corner of the screen to view your marked list.

Emailing your item list to yourself

Under Marked items you'll be presented by a list of everything you have starred, click on the circular pin icon at the top right of the page. By ticking the boxes to select all or individual titles, the menu of Push to options will be activated, as shown below:

Requesting items for a Reading Room visit

Our public reading room hours are Tuesday - Thursday 10.00-16.00 (South Kensington) and Monday - Thursday 9.30-15.30 (Tring).

Refer to our guide Placing a Reading Room request (Visitor) which is available via the Visitor section of the Library and Archives webpages. It may take up to eight working days (potentially longer for special collections) for items to be made available for you in South Kensington as some material is kept off-site (off-site store, Tring, remote store). We will not be able to retrieve any additional items during your visit.
Requesting items for digitisation
Please note that we are only able to fulfil requests where the item is not available via another library, in many cases this applies to our archival and special collections. For more information please visit our Digitisation services webpage.

Additional support and resources
Website: www.nhm.ac.uk/library
Email: library@nhm.ac.uk

Library main enquiry desk: Monday – Friday 10.00 – 16.00
Tel: +44 (0)20 7942 5460 (South Kensington)

Tring main enquiry desk: Monday–Thursday 09.30 – 15.30
Tel: +44 (0)20 7942 6156 (Tring)