



# **Guide: Library Catalog**



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# Introduction

The IEU Library provides access to a wide range of academic and professional resources designed to support study, research, and teaching. Through the Library portal, the university community can consult **specialized databases**, explore the **Premium Press** collection for high-quality news and analysis, and access the High Interest Journal List, which brings together the most relevant scholarly publications in these fields.

The **Library Catalog** offers books, eBooks, and other materials across disciplines, ensuring comprehensive coverage of both classic and contemporary scholarship. These resources are complemented by tools and guides that help users navigate information efficiently, making it easier to find reliable, updated, and relevant content.

Together, these services ensure that students, faculty, and staff can strengthen their academic work, stay informed about current debates in the Humanities, and deepen their understanding of key issues in culture, history, art, language, and thought.



**Catalog**

# 01 Main Page

The IEU Library Catalog, powered by WorldCat Discovery, is the main search tool for finding academic resources. Searching in the Catalog offers several advantages:

- **Single search point:** books, eBooks, journals, articles, and other resources can be located in one place.
- **Beyond IE holdings:** if an item is not available at IEU Library, you can see which other libraries worldwide hold it.
- **Multilingual records:** materials are indexed in nearly 500 languages, including English, Spanish, French, German, and Chinese.
- **Interlibrary loan:** items that are not in our collection can often be requested from partner libraries.
- **Up to date:** records are continuously added, making new publications quickly discoverable.

The Catalog is therefore the most efficient way to explore both IEU Library's own resources and millions of holdings from libraries around the world.

The screenshot shows the IEU Library Catalog search results for "The Social History of Art" by Arnold Hauser. The page is annotated with numbered callouts:

- 1** (top right): **Log in with your IE credentials!** - Points to the "Iniciar sesión" link.
- 2** (top left): **Search for any Title/Author/Keyword** - Points to the search bar containing "art history".
- 3** (bottom left): **User any filter if needed** - Points to the left sidebar containing various filters like "Libro con letra grande", "Recurso continuamente actualizado", etc.
- 4** (bottom right): **Check if it's available and click on "View ebook"** - Points to the "Ver libro electrónico" button.

The search results for "The Social History of Art" by Arnold Hauser are displayed, showing the book's title, author, and a "Ver libro electrónico" button. The page also includes a sidebar with filters and a section for "Otras ediciones y formatos en IE University Library".

# 02 Type of materials

## TYPE OF BOOKS

9

Purposes of art : an introduction to the history and appreciation.

Autores: [Albert E. Eisen](#)

Libro impreso ©1981, 4th ed.  
New York : Holt, Rinehart, and Winston, ©1981.

Más información sobre el autor/título: Albert E. Eisen.

Descripción física: x, 452 p. : il. ; 26 cm

Materias: [Art & Architecture Thesaurus](#)  
[art history](#)  
[theme](#)  
[Faceted Application of Subject Terminology](#)  
[Art](#)  
[Art appreciation](#)  
[Art--Themes, motives](#)  
[History](#)  
[Library of Congress Subject Headings](#)  
[Art--History](#)

Opciones de acceso

Ver libro electrónico

Informar de un enlace roto

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Disponible

IE University Library  
Madrid Collection  
Communication  
7 ELS por

Reservar

Click here for the eBook version

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In this case, you can access to the Printed and Online version of the book

## eBooks

Sifting the Trash : A History of Design Criticism

Alice Twemlow

Availability

Your institution has unlimited access to this book.

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46 pages remaining for copy (of 46)

31 pages remaining for PDF print/chapter download (of 31)

Description

Product design criticism operates at the very brink of the landfill site, salvaging some products with praise but consigning others to its depths through condemnation or indifference. When a designed product's usefulness is past, the public happily discards it to make room for the next new thing. Criticism rarely deals with how a...

Show more

The IEU Library's eBook collections **allow users to read online or download content for offline access**. You can usually download individual chapters in PDF format, or, if you prefer to download the entire book, you will need to install Adobe Digital Editions. This free application enables you to read eBooks on your device.

Just so you know, licenses vary between publishers, which means that some eBooks may only be available for a limited loan period. After that time, the file will automatically expire and disappear from your device; however, you can always download it again whenever you need it.

## Printed books

9

Purposes of art : an introduction to the history and appreciation of art

Autores: [Albert E. Eisen](#)

Libro impreso ©1981. 4th ed.  
New York : Holt, Rinehart, and Winston, ©1981.

Más información sobre el autor/título:

Descripción física: x, 452 p. : il. ; 26 cm.

Materias: Art & Architecture -- History -- Study guides.

Opciones de acceso

Ver libro electrónico

Informar de un enlace roto

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Reservar

Click here to place a Hold for the Printed version

1

I want to pick up at

Institution Name (required)  
IE University Library

Pick Up Options (required)

Madrid Library - Maria de Molina 31Bis

Choose pick up option

Madrid Library - Maria de Molina 31Bis

IE Tower - 6th Floor

Segovia Library - Smart Station

Choose the pick up location of your choice

2

Click on "Submit"

Submit Cancel

3

Once you receive the arrival confirmation email, you will **have 48 hours to collect the book** from the indicated location.

Depending if you are a student, faculty or staff, you have different **borrowing conditions** that you can read [here](#).

# JOURNALS

1



[Art history](#)

Autores:  [Association of Art Historians \(Great Britain\)](#) (Entidad editora)

 Publicación electrónica, revista electrónica 1978  
[Oxford]: Blackwell Publishers  
Print began in 1978.

✓ Disponible  
IE University Library

[Acceder a la revista](#)

1 Click on: "Access Journal"

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ie UNIVERSITY

Mi panel

- Proyectos
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- Alertas

Herramientas de investigación

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Buscar dentro de esta publicación

ISSN:  
00205850

Información del editor:  
Oxford University Press / USA  
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Oxford  
OX2 6DP  
United Kingdom of Great Britain & Northern Ireland

Registros bibliográficos:  
01/01/1975 to present

Tipo de embargo:  
Embargo de artículo. Este es un periodo en el que el texto completo está restringido en los productos de EBSCO después de que un artículo se publica en su plataforma nativa. Después de que ese tiempo transcurre, EBSCO

Todos los fascículos y artículos


- 2025
- 2024
- 2023
- 2022
- 2021
- 2020
- 2019
- 2018

2 They are located in databases: search for Year, Issue or Article Title

# ARTICLES


1 Search for the Article title:


3



[Art History Therapy: The Role of Art History in the Psychotherapy Process](#)

Autores: [Gizem Akcan](#), [Abdül Halim Varol](#)

 Artículo 2023  
en Journal of Contemporary Psychotherapy : On the Cutting Edge of Modern Developments in Psychotherapy v54 n1 (202403): 77-82




 Revisado por pares

Resumen: Abstract: Unconscious processes lead to maladaptive behaviors, while people use various defense mechanisms... treating such inner conflicts. [Art history](#) therapy, which brings together [art history](#) and psychology, aims to accelerate clients' self-disclosure to the therapist by bringing their unconscious to consciousness through artworks, thereby establishing the

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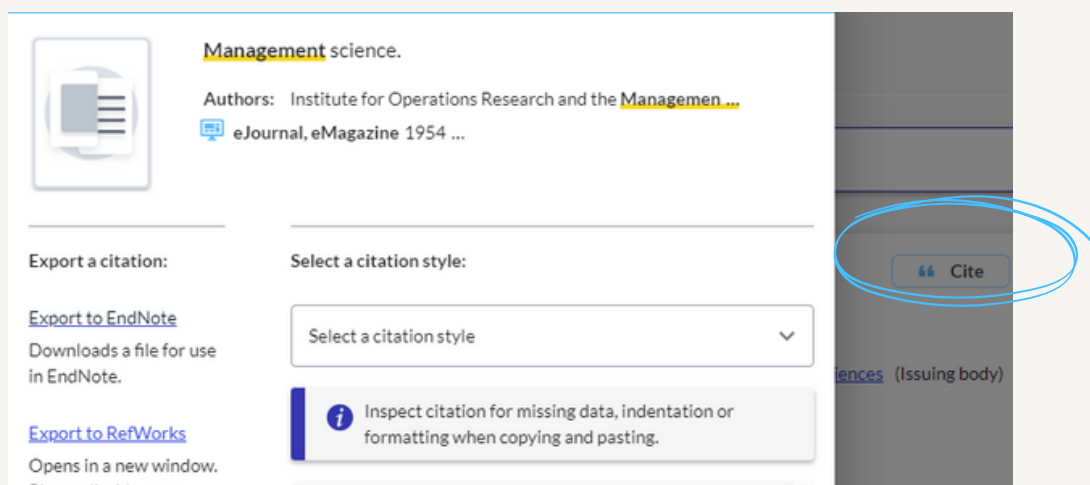
# 03 Cite directly from the catalog

The IEU Library catalog can **automatically generate citations for you**, making the referencing process much easier and more accurate. Follow these simple steps to cite and manage your saved resources efficiently:

1

## Generate a citation

When viewing any item in the catalog, click on the **“Cite”** button. A list of citation styles (APA, MLA, Chicago, etc.) will appear. Select your preferred style and copy the formatted reference directly into your document.

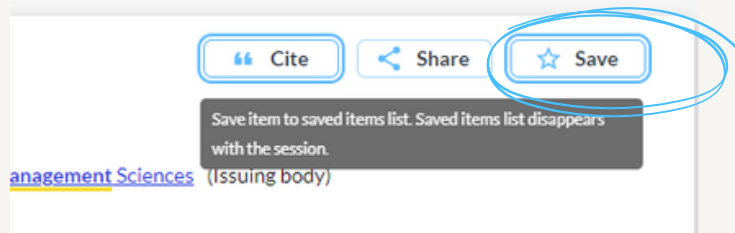


2

## Save items for later

If you are conducting a broad search and wish to keep several documents, click the star icon (**“SAVE”**) next to each record. It is **very important not to close the browser tab during this process**, as your saved items will disappear once the session ends.





3

## Access your saved items

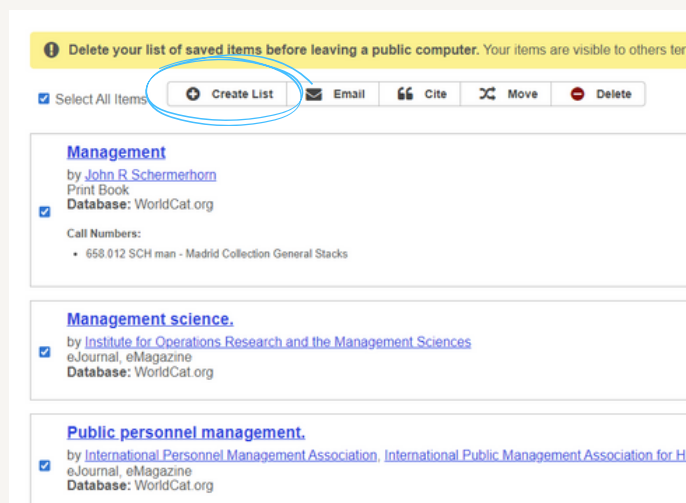
When you have finished selecting materials, go to the top right corner of the catalog and click **“Saved items.”** There, you will find a list of all the resources you have saved in your current session.

★ Saved Items (3)

4

## Create or update a list

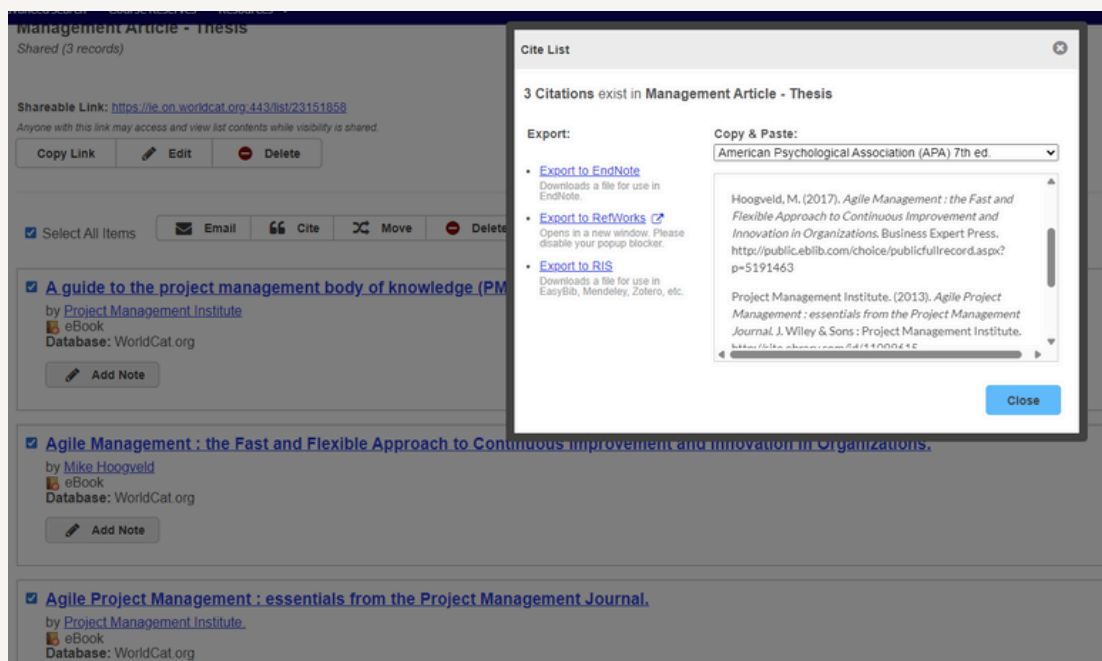
To keep these items permanently, you must add them to a list. If you already have a list, select the desired items and click **“Move”** to add them. If you do not have one yet, click **“Create list”** and assign it a name. This will allow you to organize and retrieve your resources later.



5

## Cite or export your list

From within your list, you can **generate complete citations** for all the resources you have added or export them **directly to EndNote** for easier reference management.



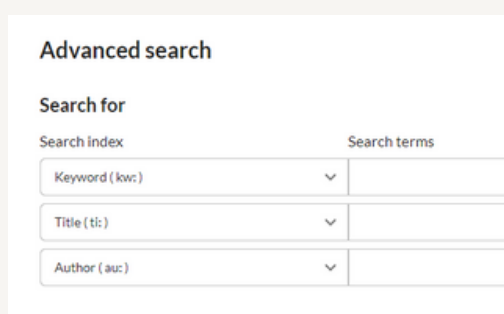
## Other Citation tools

Accurate citation is essential to maintain academic integrity and give proper credit to original authors. Bibliographic managers are tools that help you collect, organise, and cite references efficiently. They allow you to import records from catalogs or databases and create bibliographies in styles such as APA, MLA, or Chicago. The IEU Library supports **three main reference managers**:

- **EndNote Online Classic**: cloud-based software to collect, organize, and manage references. It also imports records directly from WorldCat.
- **Mendeley**: manages bibliographies, adds in-text citations, and allows collaboration among researchers. Available online and as a desktop app.
- **Zotero**: open-source tool to collect and organize sources, available for web or desktop use, with additional features like ZoteroBib for quick citation creation.

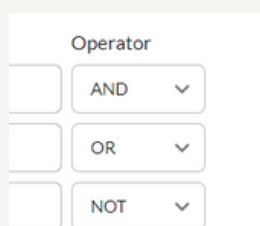
# 04 Advanced Research

The **Advanced Search** option in the IEU Library catalog allows users to perform more precise and efficient searches, helping them locate materials that best fit their academic or research needs. This tool is especially useful when looking for specific resources, combining several topics, or filtering results by different criteria.



The screenshot shows the 'Advanced search' interface. It has a title 'Advanced search' and a section 'Search for'. Below this, there are two columns: 'Search index' and 'Search terms'. Under 'Search index', there are three dropdown menus labeled 'Keyword (kw:)', 'Title (ti:)', and 'Author (au:)'. Each dropdown menu has a small downward arrow icon. To the right of each dropdown menu is a corresponding text input field for 'Search terms'.

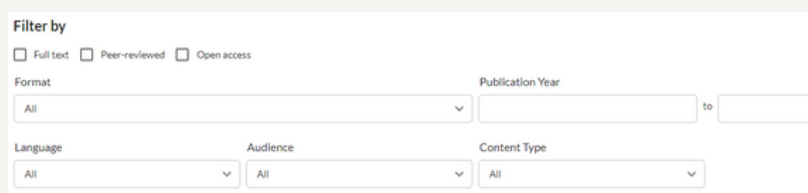
The advanced search form includes multiple search boxes that can be combined using **Boolean operators** such as **AND**, **OR**, and **NOT**. These operators make it possible to connect or exclude terms to refine the search results. For instance, using **AND** will narrow the search by including only results that contain both terms, while **OR** will expand it by including resources containing either one. **NOT**, on the other hand, can be used to exclude specific concepts or subjects that are not relevant to your research.



The screenshot shows a section titled 'Operator'. It contains three rows, each with a small square input box on the left and a dropdown menu on the right. The dropdown menus are labeled 'AND', 'OR', and 'NOT' respectively, and each has a small downward arrow icon.

Additionally, users can specify where the catalog should search for each keyword by selecting a particular field, such as **Title**, **Author/Creator**, **Subject**, or **ISBN/ISSN**. This feature is particularly helpful when searching for known items or when trying to focus on a specific aspect of a topic.

A wide range of **filters** are also available to refine search results further. These include **material type, language, subject, and publication date**. The Publication Date filter allows users to limit their search to specific years or to define a **custom date range** based on their personal research needs. For example, you may wish to focus only on recent studies published in the last five years or, conversely, include older materials for a more historical perspective. Adjusting this range ensures that your search results are as relevant and up-to-date, or as comprehensive, as required for your topic.



Filter by

☐ Full text ☐ Peer-reviewed ☐ Open access

Format: All

Publication Year: [ ] to [ ]

Language: All

Audience: All

Content Type: All

Once the search has been completed, results can be **sorted by relevance**, title, or date, allowing users to browse them in a way that best suits their needs. Each record provides detailed information about the resource, including its availability, location, and access options (print or online).

The Advanced Search option is therefore ideal for conducting in-depth research, combining multiple criteria, and identifying high-quality academic materials efficiently within the IEU Library catalog.



# 05 Manage your profile

## What I see in my profile?

Within the IEU Library Catalog, the Manage Your Profile section allows you to view and personalise all aspects of your library account. It helps you keep track of your activity, manage your loans, and ensure you receive important updates about your materials and requests.

Here's what you can do from this section:

- **Checkouts:** View all your current loans, including due dates and renewal options. This is the easiest way to keep track of the books and materials you have borrowed.
- **Requests:** Monitor the status of your Interlibrary Loan submissions. You can check whether your request has been approved, shipped, or is ready for pickup.
- **Sanctions:** During Sanction Days, your borrowing, renewing, and reserving privileges will be temporarily suspended..
- **Search Activity:** Access a record of your previous searches in the catalog. This is especially useful when you want to revisit a search or refine a query you ran earlier.
- **Borrowing History:** Review a list of your previous loans, helping you remember titles you've borrowed before or cite them later in your research.
- **Profile Settings:** Keep your contact information up to date and activate notifications to receive alerts about due dates, holds, or new materials available for pickup.

By regularly checking your profile, you can make the most of the IEU Library Catalog, stay organized with your loans and requests, and ensure you never miss an important update.

# CONTACT

## Location

Madrid

### **María de Molina Campus**

C/ Maria de Molina 31 bis, floor -1, corner with C/ Núñez de Balboa.

### **IE Tower**

C/ Castellana 259E, 6th floor librarian desk.

Segovia

### **Segovia Campus**

C/ Cardenal Zuñiga 12, Santa Cruz la Real Convent, 2nd floor.

### **Creative Campus**

C/ Trinidad, 3, 1st floor

## On-Site Library Support

### **María de Molina 31bis -1 floor:**

- Monday to Friday: 10 am – 8 pm

### **IE Tower 6th floor:** (next to 6.12 Library corner)

- Monday to Friday: 11 am – 2 pm / 3 pm – 7 pm

### **Segovia's consult desk:**

- Monday to Friday: 1 pm – 2 pm

### **Creative Campus:**

- Monday to Friday: 10.15 am – 2 pm / 3 pm - 6.45 pm

## Online Help Desk

### **Monday to Friday:**

- 10 am – 8 pm

### **Saturday:**

- 10 am – 2 pm



+34 683 70 12 86



[biblioteca@ie.edu](mailto:biblioteca@ie.edu)



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