HOW TO FIND BOOKS

Use the Library’s Catalog to find books and periodical titles owned by the College's Library, as well as items on Reserve.

Select one of the following options for your search:

**KEYWORD**
Use the keyword search if you are not sure of the title of a book. The keyword search looks for words anywhere in a record. Use significant words or phrases. **Do not use** common words such as *a, an, if, it, of, the, with, etc.*

Use the * symbol to search for plural and alternative forms of a word or if you are unsure of the word’s spelling. [For example: crim* will retrieve crime, criminal, crimes].

**TITLE**
Use the title search to find books by title. Only use this search when you are sure of the title. It is **not** necessary to include *a, an* and *the* when they appear at the beginning of a title.

**JOURNAL TITLE**
Use the journal title search to find periodicals (journals, newspapers, or magazines) by title.

**AUTHOR**
Use the author search to find books by author. An author can be a person, corporation or organization. When searching for a personal author, please enter the name of the person *last name, first name*. When looking for a corporation or organization, enter the name in the order that it usually appears.

**SUBJECT**
Use the subject search to find books on a particular subject. The library uses the *Library of Congress Subject Headings (LCSH)*. The subject headings also suggest broader and narrower subject headings that you can use.

**CALL NUMBER**
Use this search if you know the call number of a book and want to know where it is located in the Library or to supply parts of the citation. [For example: missing author or publisher.] Our Library uses the Dewey Decimal System.

**COURSE RESERVES**
Use this search to retrieve material by *course name* or by the name of the *professor*. 
OTHER SEARCHES

Advanced Keyword Search
Use the advanced keyword search option to narrow your search results by library location, material type, or publisher. You can also use this option to search in multiple fields [For example: the author and subject or the title and notes fields].

Author and Title Search
Use this search to find a book that has a common author or title AND when you know both the author and title.

Journal/Magazine/Newspaper Title Search
Use the journal/magazine/newspaper title search to find periodicals (journals, newspapers, or magazines) by title.

Course Reserves
Use this search to retrieve material by course name or by the name of the professor.

ISBN/ISSN Search
Use this search if you know a publication’s standard number and want to find out whether our library owns it.

MORE HELP

LIBRARY CATALOG HELP
The LIBRARY CATALOG HELP link in the far right box provides additional help in searching the catalog, OR ask a librarian!

HOW BOOKS ARE ARRANGED ON THE SHELVES

Books are arranged on the shelves using the Dewey Decimal System
According to this system, books are grouped by subject into ten classes:

000-099 General Works (including Reference, encyclopedias, almanacs)
100-199 Philosophy, Psychology
200-299 Religion, Mythology
300-399 Social Science
400-499 Language
500-599 Pure Science (including mathematics, biology, chemistry)
600-699 Technology (including medicine, nursing, engineering)
700-799 Arts (including painting, music, photography)
800-899 Literature (including poetry, plays, essays)
900-999 Geography and History

Locations

<table>
<thead>
<tr>
<th>Section</th>
<th>Where Located</th>
<th>Circulates? [Can be checked out?]</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATLAS</td>
<td>The first floor of the Library. The atlas section is located on the bottom shelves in the Reference section just past the Information Desk.</td>
<td>No</td>
</tr>
<tr>
<td>ESL/NEW READERS</td>
<td>The first floor of the Library, East Side, down the hall from the Photocopier Room.</td>
<td>Yes</td>
</tr>
<tr>
<td>FOLIOS</td>
<td>The first floor in the back of the Library. Oversized books are located here.</td>
<td>Yes</td>
</tr>
<tr>
<td>LEISURE BOOKS</td>
<td>In the front of the Library.</td>
<td>Yes</td>
</tr>
<tr>
<td>MAIN STACKS</td>
<td>The first floor of the Library in the section after the computers. Books with call numbers from 001 through the 700s are located here.</td>
<td>Yes</td>
</tr>
<tr>
<td>UPPER LEVEL</td>
<td>The second floor of the Library. Books with call numbers from 800 through the 900s, including biographies, are located here.</td>
<td>Yes</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>The first floor of the Library in the section just past the Information Desk - on either side of the computers.</td>
<td>No</td>
</tr>
<tr>
<td>REFERENCE FOLIO</td>
<td>The first floor of the Library on the bottom shelf opposite the Information Desk in the Reference Section. Oversized Reference books are located here.</td>
<td>No</td>
</tr>
</tbody>
</table>