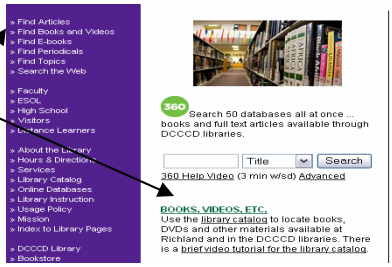
Easy Steps to Locate the Book You Need

1. Begin at the Richland College Library Homepage, and click on **Books and Videos.** Either one of these links will take you to the library catalog.



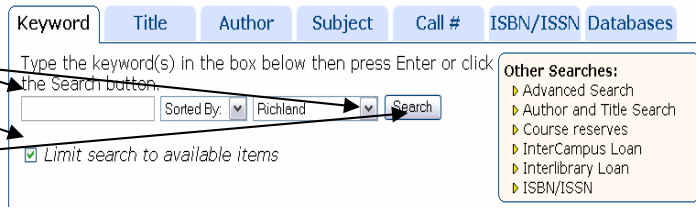
2. Click on **KEYWORD**.

3. Type your keyword(s) here

4. Limit **LOCATION** to **RICHLAND**

5. Check box for "Limit search to available items"

6. Click on "**Search**"



7. Your results will appear on a **BROWSE SCREEN.**

Icons indicate if the item is a **Book**, an **E-Book**, a **Web site**, a **Video**, etc.

Be sure the **STATUS** says "**AVAILABLE**."

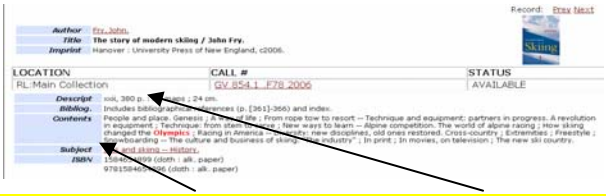
Here, you can see that the book is located in the **RL (Richland) Main Collection** (this means that you can check it out, and that **it is in the stacks in the lower level area downstairs**). Write down the **Call # (call number)** that tells the **book's shelf location.**

If the CALL # is **GV 854.1 .F78 2006**, you will go downstairs into the stacks and look for the range of shelves that include section GV. Then, find the shelves that have books with call numbers GV 800 through GV 900. Your book should be in its exact place

Note: If "**LIB USE ONLY**" is in the **STATUS** box, it means that the item is a reference book, located on the library's first level, and that it may be photocopied and used only in the library (no check-outs).

*8. If you want to know more about a book, **click on the title**, to see the RECORD SCREEN.

This is what the **RECORD SCREEN** will look like:



Here you'll see more details about the book, like subject headings, number of pages, etc.

9. To return to the list screen, click on the "**Return to List**" button near the top.

10. You can repeat from STEP # 8* if you want to take a more detailed look at other titles.

Be sure to write the **Title** and **Call #** on the **"Find Your Book"** form (located in the wooden box on the counter nearby) before you go downstairs to find your book. .

If you are unsuccessful, let a librarian know that you need help.