

Look Up an Item

- Go to our catalog [here](#)
- Type in the title of the item you are looking for (in quotations) and click search (the magnifying glass)
 - If you're not sure of the title, or are looking for a certain subject, click "Advanced Search"
 - Here, you can search by keyword, subject, or author
 - You can also narrow the search by year and/or format (i.e. eBook, Journal, or Article)
- Once you've found an item you like in the search results, check the call number (the location and code listed beside of "Available")
 - The call number is what we use to find an item in the library (& we also need to know the location!)
 - If you see a "View Full Text" link instead of "Availability," this means that the item is online through a database
 - Once you click "View Full Text," you will see a dropdown of various links all listed as "View full text"
 - Click on each of the links until you find the best result for what you're looking for
 - If you're not sure how to use this feature, ask a staff member
 - If you'd like to find out if we have a physical copy of the item, ask a staff member.