HOW TO FIND BOOKS USING THE ONLINE CATALOG

The online catalog is an electronic database that helps patrons locate books, journals, magazines and other resources in the library’s collection.

TO FIND BOOKS

▪ Go to the library’s Website: http://www.subr.edu/library
▪ Locate FIND
▪ Click on Books and Journals
▪ Locate EVERYTHING, Click the drop-down menu and select Book

The search option is set at EVERYTHING default. Click the drop-down option to limit or focus your search by searching the following options: Book, New Book, eJournals, eReader, Media Equipment, Magazines, Audio, DVD, Newspaper, Federal Government, Reference Book, Sound Recording, Reserve Material, Archives & Manuscripts, Shade Collection Book, Theses & Dissertations, eTextbooks.

All Fields options can also be focused to limit your search using the following search options: Author, Keyword in the Author Heading, Title, Subject, Keyword in Subject headings, ISBN.

▪ Enter your title or keyword(s) in the box and click SEARCH. If your search returns results, you will see the number of results returned
▪ Click on the book or book title from the results list to view the complete item detail for the title.
How to locate the call number

Scroll-down and locate SHELF NUMBER (Please note the call number is listed under the shelf number. LOCATION (If the library has more than one copy of the title all copies will be listed along with the status and location).

<table>
<thead>
<tr>
<th>Available:</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Material Type</td>
</tr>
<tr>
<td>John B. Cade Library</td>
<td>Shade collection books</td>
</tr>
</tbody>
</table>

Locate books in the Library according to the 1st letter of the call number.

<table>
<thead>
<tr>
<th>1st Floor</th>
<th>2nd Floor</th>
<th>3rd Floor</th>
<th>4th Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Books</td>
<td>Call Numbers A-H</td>
<td>Call Numbers J-P</td>
<td>Call Numbers Q-Z</td>
</tr>
</tbody>
</table>

CHECK-OUT/ RETURN BOOKS at the CIRCULATION DESK on the 1st Floor of the library. If you require further assistance Ask a Librarian at the Ask Here Desk, or by phone (225)771-2841.

How to Renew Books Online

Click on MY ACCOUNT. You will be prompted to enter your Username and Password. (USERNAME= Banner Number, Password=CHANGEME). Locate and Click on CHECK-OUTS. Select the book(s) to be renewed.

If you encounter any problems, or need further assistance please contact the Circulation Desk at (225)771-2855 or the Ask Here Desk at (225) 771-2841.