HOW TO FIND BOOKS

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.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click on Books and Journals
- Enter your search under **POWER SEARCH**, *i.e.*, Word or Phrase, Author, Title, Subject, Series, Periodical
- Locate **TYPE** and select Book from the list of options
- Click on **Search**
- **SEARCH RESULTS** will list the number of titles found
- Each record will include: Title of Book, Author, and Year of Publication, Number of Copies Available /Location. *(SEE EXAMPLE BELOW)*
- Locate the CALL NUMBER/Go to Specified Floor

Find 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 REFERENCE READING ROOM</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.

Created by: M. Payne, Reference Librarian
How to Renew Books Online

- Go to the Library’s Website [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Under FIND Click on Books and Journals
- Locate My Account
- Click on Renew My Materials
- USER ID= BANNER IDENTIFICATION NUMBER (EXAMPLE: S01234567)
- PIN=CHANGEME
- Click on LIST CHARGED ITEMS
- Renew Your Books

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.