

## 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, ie Main Circulating Collection, Juvenile, etc)
  - If you see a "Access Online" link instead of "Availability," this means that the item is online through a database or is an eBook
    - Once you click "Access Online," you will various links listed as "View full text" or "View eBook" or "Access Online"
    - 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.