Finding Books in the Harold Washington College Library

Finding Books Using the Online Catalog

The online catalog is your gateway to the books and media held by the library. You can search by keyword, author, title or subject and you can combine terms. Results are displayed in two ways, multiple records in brief and one full record, one record at a time. Both display formats provide the call number and location within the library of the book. Full records provide additional information such as subject headings and, if available, tables of contents.

netLibrary e-books are available in the online catalog and if you wish you can limit your searches to the netLibrary e-book records by checking the limit to netLibrary eBooks box. See also how to access on use netLibrary e-books.

Searching for Books

1. Go to the library Web page
2. Select Find books in the HWC Library

The basic search screen defaults to keyword search. You can choose other types of searches, for example author or title, by clicking on the dark blue tabs at the top of the search area. For keyword searching you can enter a single word or phrase or combine terms, such as New York and guidebooks. When combining phrases or individual words, remember to use the word and in between your search terms. Keyword searches are more inclusive than author, title or subject. This is because you will retrieve results for records wherever your search terms appear. Title, author or subject searches are searches done only on those specific fields.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Title</th>
<th>Author</th>
<th>Subject</th>
<th>Call #</th>
<th>ISBN/ISSN</th>
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Type the keyword(s) in the box below then press Enter or click the Submit button.

New York, guidebooks
System Sorted: Harold Washington College

Limit to netLibrary eBooks

Type the keywords you want to find. For example:
• good to great
• Indian cooking

Search tips:

• Only use title searching when you have an exact title to search on.
• When searching by author, enter the last name first.
• Subject searches can be tricky. When you perform a subject search you will first be presented with a list of matching subject headings from which to choose. Once you click on the most appropriate subject heading you will be shown a list of books matching that subject.
• If you get stuck, cannot find what you are looking for or need help narrowing or expanding your results, please consult a librarian, (312 553-5784).

Locations and Call Numbers

In order to find a book on the shelves in the library you need to find out the call number and section of the book. There are four sections in the library:

1. Stacks (general bookstacks collection) - books that can be checked out
2. Reference - books that can be used only in the library
3. Reserve - library-use only, available by request at the circulation desk
4. Audio-Visual - library-use only non-book materials including DVD, compact disc, CD-ROM and film

The following image shows two results, one for a book located in the Stacks (general collection) and another for a book located in the Reference section. Arrows point section and call number information:

<table>
<thead>
<tr>
<th>Location</th>
<th>Call No.</th>
<th>Status</th>
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<tbody>
<tr>
<td>HW Stacks</td>
<td>[Stacks]:E77 .M55 2001 c.1</td>
<td>AVAILABLE</td>
</tr>
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<tr>
<th>Location</th>
<th>Call No.</th>
<th>Status</th>
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<tbody>
<tr>
<td>HW Reference</td>
<td>[Ref]:Q 127 .J6 57 2000 c.1</td>
<td>LIB USE ONLY</td>
</tr>
</tbody>
</table>

The call number and location information, along with more details about an individual book, are also available in full record view. You can view an item's full record by clicking on the title. Among other things, you can view the subject headings for a book by linking to the full record.

Consult a librarian if you have questions.

312 553-5784, or via the Web at http://hwclibrary.ccc.edu/forms/contact.asp.