Find a Book in the NJIT Library Storyboard

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**Script**

Welcome to the NJIT Library Lesson

Find a specific book or textbook using the NJIT Library Catalog.

After watching this video you should be able to
1. Find a book in the library
2. Recognize the online catalog link.
3. Sort your results, 4. Refine your search,
5. Identify the location and a call number of a book by looking in the catalog.
And 6. Understand NJIT’s textbook policy.

This Library Lesson demonstrates the procedure to search for a specific book. This is the same procedure to search for a course textbook.

As a general rule, the NJIT library does NOT have course textbooks. See the policy below

To search for a specific book at NJIT, you must first to start at the library website = library.njit.edu

When you are at the library homepage, you may use the short cut box in the middle. Click on Find books. Enter your search terms, select the appropriate field and click search.

http://library.njit.edu/aboutus/policies/textbooks.php
To start at the full Online Catalog with all the options, click on Research & Resources on the left hand menu.

Then Click on Online Catalog

We will start from here.

The book we are looking for is introduction to logic design. Type the title in the search box and click search.
Too many results
If you find you have too many results like I have, you can sort your results on the right hand side. Sort by relevance, author, title or date.
or you can go back with your browser to refine your search.

Refining
There are many options we have now to refine this search
One Option is to add the author’s last name to the search box
Another option – place quotes around the search phrase (title)
Yet Another option – select Title Field in this pull down menu.
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Another option is to put quotes around the title phrase.

A third option is to choose the title field from the pull down menu.

This returned two results. The 2nd matches my title and author. Click on the title to see the full record.
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Important things to check are:
Location directs you to a specific section of the library
CALL NUMBER Call numbers assign a unique number to each book. A call number is like an address: it tells us where the book is located in the library.

This places the book at a specific location on the shelf. Call numbers appear on the spine or front of the book.

Status – Whether the book is available or not.

If you need searching the library catalog, go to the top of the page and click on Ask a Librarian.

Librarians are available to help you, in person, by email, chat, phone. or stop by. Our typical hours are listed here. Find our contact information here.

Thank you for watching this library lesson.

Heather Dalal, Information Literacy Librarian dalal@njit.edu. Updated 8/11/2011