How-To: Use the Library Catalog to Find Books!
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First, you need to get to the Library’s website. You can type in the URL, www.greensboro.edu/library.php, or you can navigate to it from the College’s homepage. Scroll to the bottom and click on Library.

Scroll all the way down the page to Search the Jones Library’s Collection. Click on Advanced Search. Search the Jones Library’s Collection

You can search different and multiple fields, including Title, Author, and Subject. If you do not have a specific book or writer in mind, the subject field is your best bet. Be sure to select Subject in the drop down box(es).

Tip: if you are searching a phrase, put it in quotes. This ensures the catalog searches for the words as a unit rather than individually.

Click Search!
Since you are looking for books, you will want to limit the results by **Format**. You can do this in the menu bar on the left side of the screen.

Want to further **Refine Your Search**? Scroll down! In this case, options include **Author**, **Year**, and **Topic**.

You can also choose how your results are sorted at the top right of the results list. **Relevance Only** and **Date (Newest First)** are my favorite options.

eBooks can be accessed immediately from your computer. Click on **View Now** and then **View eBook**.

Print books are going to be located in the stacks. Click on **Availability**. You will locate the book using the Library of Congress call number.
Reading call number can be tricky, so ask a librarian if you need help!

Also, don’t forget that a perk of being a GC student is the ability to check out books from other Triad Area Libraries! To search their holdings, change the Libraries to search field to TALA.

In your results, click on a book’s title to see what libraries own it. Next, click on check availability for this item to see if it’s available. You can easily walk to UNCG’s library; you will just need your PrideCard and be able to log-in to Empower. If a book is located at a library farther away, you can Request Item through Interlibrary Loan. Click on the button and fill out the form. The book will be mailed to our library and you should be able to pick it up within a few days.