



## Finding a Book

1. On the Chaffey College Library Homepage ([www.chaffey.edu/library](http://www.chaffey.edu/library)), click on the “Catalog” link.

2. Type in search words in the blank boxes in the left area of the search screen. Click on the down arrow to reveal the pull-down menu and make a

selection. Then, click on the **Search** button.

### Research:

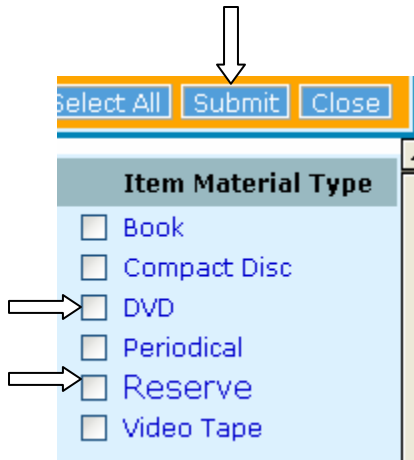
- Find Books, Videos: [Catalog](#)
- Find Articles, eBooks, eRes (Electronic Reserves): [AGent](#)
- [Database List](#)
- [Internet Resources by Subject](#)
- [Other Libraries](#)

### Library Services:

### Searching Tips:

- **Searching for an exact book?** Try the following strategy: Type in the keywords of the title in one search box and select **Title** from the pull-down menu to the right. Then type in the author’s last name in another search box and select **Author** from the pull-down menu to the right of this search box.
- **Subject:** If you do not find a match for your subject, try searching terms that are **synonyms** or **broader words** that fit your topic. For example, if there are no matches for “**Death Penalty**”, try “**Capital Punishment**” instead. If you get too many results back, you might want to **narrow** your topic by adding some words to your search. For instance, “**Capital Punishment**” returns over a 100 results, so adding a term such as “**history**” or “**laws**” will reduce the amount of results.
- **All Headings:** Searches all categories. Use **All Headings** if you do not receive any results using **Subject**.

If you still do not receive any results on your topic, **ask a librarian for assistance**.

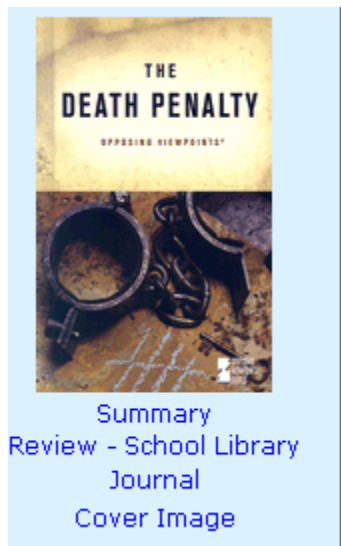


6. You can also place limits by **material type** on the search page, which is very useful if you are searching for **reserve books, videos, or DVDs**. Click on the button labeled **Material Type** in the right area of the search page. A pop-up window will appear. In the right area of this window, click on the box next to the type of material that you want in order to select, then click on the Submit button at the top and close the window to return to the main search page.

7. Results appear in publication date order with newest publication date first. If the status of an item is **Available**, then the item is available for use. Is the status **Due**? Then, you may be able to place a hold on the item at the **Circulation Desk**.

Image	Location	Call Number	Status
	Chaffey Library - General Collection	128.5 P96 c.4 (Book)	Available
	<b>Capital punishment / Harry Henderson ; Henderson, Harry, 1951- ; Facts on File, ; New York :</b>		
	<b>Location</b>	<b>Call Number</b>	<b>Status</b>
	Chaffey College Library - Chaffey Library - General Collection	364.6 H49 c (Book)	Available
	Chaffey College Library - Chaffey Library - General Collection	364.6 H49 c c.2 (Book)	Available
	Chaffey Library - General Collection	128.5 P96 c.4 (Book)	Available
	<b>Capital punishment : cruel and unusual? / John W.Weier. ; Weier, J ; 2006 ed.; Gale Group, ; Detroit, MI :</b>		
	<b>Location</b>	<b>Call Number</b>	<b>Status</b>
	Chaffey College Library - Chaffey Library - General Collection	364.6 C24 i (Book)	Available

8. The **Call Number** indicates where an item is located in the Library. There is a [map of the Library](#) showing where the call numbers are located on the Library website and at the Reference Desk.



9. You can also click on the title or image of an item to find out more about it. Links to Table of Contents, summaries and reviews of the item when available are accessible in the window that pops up from the results page.

***If you need additional help, please call (652-6808), email ([library@chaffey.edu](mailto:library@chaffey.edu)), or come in to the Reference Desk at the Chaffey College Library.***