

How to Find Books

The basics:

- Search the library's catalog at <http://library.lamar.edu> or click **Find Books and More** for more options.
- If the book is in the library, note the **location** and **call number** to find it.
- If you find an **e-book**, click the **URL** link.
- If you find a book at **LSC-Orange**, you may put it on **hold**.
- If our library doesn't have a listing for a book you need, use **Interlibrary Loan**.



Have questions?

Get answers!

In person

First floor of the library

By phone

Local: (409) 880-1898

Toll free: (866) 375-5565

Instant Messenger

lamar.reference on AIM

292071988 on ICQ

lamar.reference on MSN

lamar.reference on Yahoo

Mary and John Gray Library, Lamar University

<http://library.lamar.edu>

The library's catalog

The library's catalog is an inventory of all of the materials (books, CDs, DVDs, etc.) at the Gray Library at Lamar University and the Lewis Library at Lamar State College in Orange. The catalog also includes links to thousands of e-books and online government documents.

The library's catalog is online at <http://library.lamar.edu>. Use the search window labeled **Find Books and More in the Library Catalog**. For more search options, click the **Books and more** link in the **Find** menu.

The catalog with search options displayed.

The catalog with search options displayed.

What search do I use when I know...

...the title?	Title begins with
...part of the title?	Title keywords
...the author?	Author (last name first)
...the topic?	Subject, Subject keywords, or Keywords

How do I find books on a topic?

Search for words and phrases related to your research topic. Depending on how broad or narrow your topic is, use different searches for better results.

Subject

Use **subject** for broad topics such as *gun control* or *inorganic chemistry*. A **subject** search produces a list of subject headings and sub-headings. You can use the **previous** and **next** buttons to browse up and down the list of headings.

Subject keyword

Use **subject keyword** to search for one or two terms—especially if one term is a geographical or historical—such as *gun control europe* or *17th century literature*. A **subject keyword** search matches your terms against subject headings and sub-headings.

Keyword

Use **keyword** to search for topics with several search terms or those that overlap subject areas.

The subject searches focus on subject headings. **Keyword** matches terms against titles, authors, subjects, table of contents, and other information. **Keyword** is looser than the **subject** searches but it will work for terms not found in the subject headings.

You can also use **operators** with the **keyword** search. (See below.)

Keyword search operators:

AND focuses your search and finds fewer results. Use this for topics overlapping subject areas: *media and violence, steroids and sports*.

OR broadens your search and finds more results. Use this between synonymous terms: *dogs or canines, colleges or universities*.

NOT focuses by excluding a term. Use this to eliminate irrelevant results: *media not television, pets not dogs*.

Catalog Browse by Subject: "texas history"	
Texas--Historiography. Catholic Church	1
Texas--History.	247
Texas--History--17th century. France--Colonies	1
Texas--History--17th century. Indians of North America	1
Texas--History--18th century.	1
Texas--History--18th century. Cattle trade	1

A sample subject heading list from a **subject** search for *texas history*.

Locate materials in the library

Library Locations

Archives	7th Floor
Current Periodicals	2nd Floor
Gov't Documents	2nd Floor
Media Services	7th Floor
Reference	1st Floor
Reserves	2nd Floor
Stacks	3rd—6th Floors

Call Numbers in the Stacks

A—HD	3rd Floor
HE—PN	4th Floor
PQ—QD	5th Floor
QE—Z	6th Floor

After you run a search, you will get a list of records like the one pictured at right. To find a book listed in the **Mary and John Gray Library**, you need the **location** and **call number** (circled in the picture). These will help you determine the floor and shelf location of the book.

For books at the **Ron E. Lewis Library**, click the **details** button then click the **place hold** link. Use your student number and birthdate to put the book on hold. It will be delivered to us the next weekday. You can also put a hold on a book if it is currently checked out.

#10	E169.04.D8313 1998
<input type="button" value="Details"/>	The werewolf complex : America's fascination with violence Duclos, Denis.
<input type="button" value="Keep"/>	1 copy available at Mary & John Gray Library in Stacks

A book record. The **location** and **call number** are circled.

#8	P96.V5 M43 1999
<input type="button" value="Details"/>	Media violence : opposing viewpoints Dudley, William, 1964-
<input type="button" value="Keep"/>	1 copy available at Ron E. Lewis Library in Stacks

This book is at the **Ron E. Lewis library at LSC-Orange**.

#4	HV6789 .E54 2003 (ONLINE)
<input type="button" value="Details"/>	Understanding violence [electronic resource] 2nd ed. Englander, Elizabeth Kandel.
<input type="button" value="Keep"/>	2 copies available at Mary & John Gray Library ▶ URL

This is an e-book.

E-books

If a book has **online** in the call number and **electronic resource** noted in the title, it is an **e-book**. Each e-book has a **URL** link near the right side of the screen. That link will take you to the e-book.

E-books are duplications of printed books, so the content is consistent page-by-page with

the print edition.

Most of our e-books come from Netlibrary. After you click an e-book's URL link, you can use the **create a free account** link at the Netlibrary site to set up a personal account there. You should do this because it makes using e-books from home much easier.

If you are off-campus, you can only access the e-books by first signing into the library's databases (call the reference desk at 880-1898 for help) or by using your personal Netlibrary account.

Online Gov't Documents

Many government documents are published online. These, too, will

also have URL links to access them.

Print editions with URLs

Sometimes a book will have a URL when it is not an e-book. Usually, that link displays the table of contents information from web site of the Library of Congress.

Books from other libraries

Use the library's catalog to find books and other materials available at the library. If you need a book that is not listed in the library's catalog, you can request the book through **interlibrary loan**.

Request forms are available online at the library's web site. Just go to <http://library.lamar.edu> and click the **Interlibrary Loan** link in the **Services** column. This is a

free service.

The interlibrary loan process usually takes a **week to ten days**. The books are delivered by mail from another library. You will be notified when they are available for pick-up on the second floor.

You can keep an interlibrary loan book for as long as the lending library allows. This is usually two to four weeks.

Course textbooks cannot be or-

dered through interlibrary loan.

Worldcat

If you would like to expand your research beyond the Gray Library's holdings, you can search Worldcat. Worldcat is the collective catalog of thousands of libraries worldwide. You can search the public version of Worldcat at <http://www.worldcat.org>. However, more options are available in our subscription version of Worldcat. (Among other features,

the subscription version has a built-in interlibrary loan form that comes directly to us.)

You can access our version of Worldcat through the **Find Articles and More** link at <http://library.lamar.edu>. Just sign in with your student number, select **list all databases**, jump down to the **W** section, and click into **Worldcat**.