Find a book in print at Madison College Libraries [image: student with artistic book sculpture]

Text Captions: Find a Book in Print @ Madison College Libraries

If you would like to locate a book at any of the Madison College campus libraries, begin at the Libraries' home page. [image: libraries home page and URL http://library.madisoncollege.edu]

Searches for materials in our collection begin in the center of the home page.

Image: Center of library home page.

On the 'Books/AV' tab, click on 'Advanced Search'. Image: Books/AV tab with 'Advanced Search' highlighted. Click Advanced Search to continue.

Text Captions: CLICK here to continue!

If you want your results to include only printed books, rather than e-books or videos, change the dropdown menu for 'Type'...Image: Advanced Search options, highlighting choices for 'type' of materials.

So that it displays 'Book'. Image: "Drop down menu for 'type' is highlighted to 'Book'. Text Captions: Choose 'Book'!
Slide 7 - Fiction Highlighted
You can also specify which type of content you would like, such as 'fiction' works… Image: Location drop-down menu is highlighted for choice of ‘fiction’. Text Captions: Choose 'Fiction' or…

Slide 8 - Non-Fiction Location
Or ‘Nonfiction’ books by changing the ‘location’ menu. Image: Location drop-down menu is highlighted for choice of ‘non-fiction’. Text Captions: …Nonfiction

Slide 9 - Subject: Politics
Now we can do a subject search to find what nonfiction books we have politics. Image: Advanced Search 'subject search' for 'politics'.

Slide 10 - Subject Search
Image: Mouse selecting the 'Search' button. Text Captions: SEARCH!

Slide 11 - Results Information
Our search has turned up more than 200 books on the subject. Image: Catalog search results of more than 200 books on the subject of 'politics'.

Slide 12 - Selecting a Record
Let’s say you are interested in this book, The American Way of Poverty. If you click the title… Image: Forth item in results highlighted.
Slide 13 - You will find a more detailed record about the book. Make certain you note which library holds the book, in this case the Truax Library, and write down the entire call number before trying to retrieve it from the shelf. You will find a more detailed record about the book. Make certain you note which library holds the book, in this case the Truax Library, and write down the entire call number before trying to retrieve it from the stacks.

Image: First page of catalog record for selected item, The American Way of Poverty. The call number is highlighted.

Image: Detailed record

Slide 14 - Catalog Record You can also click the ‘Catalog’ record for most books...

Image: First record page for book with the ‘Catalog Record’ highlighted.

Slide 15 - Contents and Abstract

To find out what topics are covered in the books contents.

Image: Detail page shows the table of contents for the book and gives an abstract summarizing the book’s contents.

Slide 16 - Finding a Book On the Shelf. To locate the book, find the shelf area that corresponds to the call number you have identified. Images: End of library shelving shown along with book call numbers highlighted on books spines. Text Captions: CALL NUMBERS!

Slide 17 - Book on shelf

And here’s your book! Images: The American Way of Poverty book cover and spine with call number shown.

Slide 18 - Fiction Shelving

Audio versions and printed works of fiction are shelved alphabetically, by author’s last name. Image: Fiction books and audio books on the shelf.
Slide 19 - Book at Another Campus
If you find a book that is located at a different Madison College library, like this book, Quiet, which is at the Watertown campus… Image: Catalog book record with the 'Watertown' campus location highlighted.

Slide 20 - ILL Form Link
Please ‘Click’ on the Interlibrary Loan link on our home page and then open up the Interlibrary Loan request form. Images: Link to Interlibrary Loan from Library home page, and the link to the request form.

Slide 21 - Completing the ILL Form
Fill out the information about you and fill the book fields as completely as you are able. Image: Interlibrary loan request form.

Slide 22 - Ask Us Options
And remember, if you need help with this or any other research question, contact a Madison College librarian. We are here to help. Image: Screenshot of Libraries' contact information.

Text Captions: ASK US!

Slide 23 - HOWLER Thanks
Image: HOWLER logo of wolf, and book and the moon.
Text Captions: THANK YOU!