

Title: How do I find a book on my topic at Baker?

Slide Description	Transcript
Title Slide Image of students, reading on lawn	When you've decided you need to find a book
Collins Library home page	start at the Baker library's web page.
Find books and more	Under Find Books and More, we'll select Baker Library Catalog
Library home page – 4 images of catalog contents	You can find more than just books in the Baker Catalog. It contains access to government documents, maps, CD's, DVD's, music scores, and more.
Catalog search screen-- typing	Let's say you need to find some information on green marketing. This is a pretty new topic that reflects some of the environmental issues facing lots of businesses.
Catalog search screen – Images of author, title, periodical title, and keyword	First of all, note that you can search by keyword, author, title, periodical title, or subject. Title and Author are self explanatory, but here's a tip on the other choices. Periodical title means you will be looking for titles of magazines and newspapers, not books. The keyword tab will search for the appearance of your words anywhere in the results, no matter which field. The subject tab will only find the official subject heading that has been assigned to that record. If you aren't sure what the official heading may be, it's always safe to search by keyword first. We'll show you how to find the official subject heading in a minute. There is a more thorough discussion of subject headings in the module titled, "What if I find a book that is relevant and I want more like it?"
Catalog Results Screen	After searching by keyword, we find four results in the catalog.
New Economy - Details	The second title looks promising. On this screen, you can find brief information about the book. Note the message that let's you find out right away whether the book is on the shelf or checked out. To see more detailed information, click directly into the title.
New Economy – "Item Info" tab	When the record comes up, you can see that you have a choice of three tabs. The first tab will give you the basic publication info about the book along with the call number and a note to let you know if you can expect to find the book on the shelf or if it is checked out. Next, we'll click on the tab marked "A Look Inside" to see more.
New Economy – "A look inside" tab	This area can include a summary of the book and/or a review and/or the table of contents or even a biography of the author.
New Economy – "Catalog Record" tab	By selecting the Catalog Record tab, you'll find the official subject headings that have been assigned to this book. Consider these the bread crumbs that can lead you on to even better search results.
"Request Item" tab	If you're on the Baldwin campus, go to the third floor and find your book. If you're not on the Baldwin campus and would like to get this book, slide over to the left and click on the Request item link.
"Request Item" request form	On this screen, you will fill in your Baker Library card number and pin. If you're not a Baldwin Campus student, we'll mail the item directly to your

home. Just leave the pick-up location as Baker University Library. When you are done with it, you'll have to mail it back to us at your expense. You may find it more appealing or efficient to pick up the item from another Kansas City Public Library location. This is a good option if you are not on campus. Just be aware that if you pick up the item from a location other than Baker, then you'll have to return it there, as well. Finally, just click on the Request Item tab to complete your request.