HOW TO FIND A BOOK IN THE LIBRARY

1. Go to utopia.ut.edu

2. Choose the link for Online Catalog.

3. Keep in mind that the search box of a database functions differently than an internet search engine. Use only a term or two when starting your search. Try using the database tools instead of using the search box over and over. One of the best tools to use on the Online Catalog is the Quick Limit. Limit your search to MAIN. Or, for more in-depth research, look in the Reference Collection.

4. Once you get your results list you can adjust your search by using the Sort By function to look for items that are recent or relevant (the default is relevancy, which is measured by the number of minarets shown next to the title).

5. Always click on titles.

6. Look for things like the Subject Header links (under the Bibliographic button) for new terms and links to subject categories.

7. If you find an item that is too old, or already checked out, visit that area of the library. We organize our books by subject so there may be something else on the shelf that can be useful. (Note that there may be two or three clusters in the collection that will be useful for your research.)

8. If you don't find anything useful check with a reference librarian to see if she or he can recommend a title, or an appropriate source of information.

9. If we don't have what you're looking for you can probably get a book through Interlibrary Loan.

10. Remember that you can use Interlibrary Loan to request books for entertainment and to feed your intellectual curiosity as well as requesting books to help you with your academic pursuits.

SEE: HOW TO INTERLIBRARY LOAN

Books can be checked out at the Circulation Desk. Checkout time is for six weeks or until the end of the semester (whichever is shorter).