HOW TO FIND A BOOK IN THE LIBRARY

1. Go to utopia.ut.edu.

2. Choose the link for Online Catalog.

3. **Search!** Type your terms into the search box. Remember, the search box of a database functions differently than an internet search engine. **Tips:** Use only a term or two when starting your search. Use the database tools instead of using the search box over and over.

4. Once you get your results 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). **One of the best tools to use on the Online Catalog is the Quick Limit.** (Example: Limit your search to MAIN.)

5. **Always click on titles.** By clicking on titles, you will access vital bibliographic information that may help with the next steps of searching. Look for things like the Subject Header links (under the Bibliographic button) for new terms and links to subject categories.

6. **If you find an item that is too old, or already checked out, it is still useful to visit that area of the library.** We organize our books to be clustered by subject so something else on that shelf may be useful. There may be two or three clusters in the collection that will be useful for your research.

7. If you don't find anything useful **ask a reference librarian** to recommend a title, or an appropriate source of information. If we don't have what you're looking for you can probably get a book through Interlibrary Loan.* (We cannot borrow electronic books.)

8. **Check out books at the Circulation Desk.** Checkout time is for six weeks or until the end of the semester (whichever is shorter). Your student ID serves as your library card.

*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.*