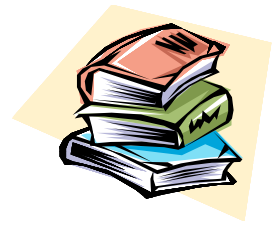


The Basics of Finding Books



George Mason University Libraries

George Mason University's Library Catalog

The Library Catalog allows you to search for materials owned by the George Mason University Libraries, including books, periodicals, videos, CDs and other resources.

Accessing the Library Catalog

- Go to <http://library.gmu.edu>
- Click **Library Catalogs**
- Click on **George Mason University's Library Catalog**

Searching the Library Catalog

There are several ways to search for books and other items. The default search option is the **Simple Search**.

A screenshot of the George Mason University Libraries Library Catalog search interface. The page has a green header with the library name and a navigation menu with options like Database, Search, Headings, Titles, Patron, Login, Request, History, and Help. Below the header, there are search options: Simple Search (selected), Guided Keyword, and Course Reserve. A search box is labeled 'Find:' and a dropdown menu is labeled 'Find Results in:' with options: Keyword, Title, Author (Last First), Call Number, Subject, Journal Title, and Search ISBN. There is also a 'Quick Limit' dropdown set to 'None' and a '15 records per page' option. Search and Reset buttons are at the bottom.

To begin searching, highlight a specific search option in the **Find Results In:** box, type your search term(s) in the **Find:** box, then click Search. Each search option has specific search instructions, see the following for more details.

- Keyword search**— Use if you do not know the title or the author. To search, combine keywords using Boolean operators (**and**, **or**, **not**), and enclose phrases in quotation marks.
Ex. Internet **and** privacy
Ex. "united states" **and** economy
- Author (Last First)** – Enter in the last name then the first name.
Ex. steinbeck john
- Title** – Enter in as much of the title you know and omit initial articles such as **the**, **a**, **an**.
Ex. grapes of wrath
- Journal Title** – Omit initial articles such as **the**, **a**, **an**.
Ex. atlantic monthly

From the list of titles, click on a specific title to view the **Bibliographic** record. This record gives you information needed to find the item(s) in the Mason Libraries.

Finding the Book in the Library

Three pieces of information are needed from the library catalog record to locate the book in the library.

They are:

- Location** – Tells you in which library the book is located.
- Call Number** – Tells you where in the library the book is shelved.
- Status** – Tells you if the book is checked out or not checked out.

When the book is not here

Sometimes a book is not available at your campus library. If the book is at another George Mason University Campus or outside of the Mason Libraries system, please note the following ways the book can be obtained.

They are:

- InterCAMPUS Lending** – This service transfers books available at one Mason Campus library to another Mason Campus library (*Prince William, Arlington or Fairfax*).
- Consortium Loan Service** – This service is for books located at one of the Washington Research Library Consortium Libraries. If the item is not available at Mason, search **ALADIN** (*the WRLC catalog*), for the item. You can request books or articles over the Internet from any WRLC school.
- Interlibrary Loan Service** – This service is for books that are not in the WRLC or at any of the Mason Libraries.

Visit <http://library.gmu.edu/requests/requests.html> for more information and e-request forms.

For more information about requesting books or help with searching the library catalog, please see a member of the reference staff for assistance.