Finding Books

- Books often give more background information and context for your topic because they are longer than articles. Books can help you get a better grasp of the whole of your topic and bring subtopics to your attention.

- Search the McCartney Library catalog for books, audiovisual materials, and more. You’ll find helpful tips for using the catalog underneath the search bar.

- You can search by keyword, title, author, or subject. A simple keyword search is the default, but an advanced search will allow you to tailor your search. You will have the option to specify where and what to search, as well as being able to apply filters such as language, publication year, and more.

In the example above, I selected ‘Advanced Search’ from the initial page, and am now searching for books on the Vietnam War. I limited the format (Material
Type) to books, the language to English, and I set the Publication Date to see results that have been published within the last five years. I can add additional search fields (such as a specific author) to the search if I choose.

- In addition, I selected to search the Library Catalog, so that I would locate books held here at McCartney Library, in addition to open access materials and online book and journal content. The ‘Everything’ scope will expand your search even more, and can be helpful when you’re not finding enough sources for your topic. ‘Course Reserves’ will find reserve materials for classes. I recommend using the library catalog to search for books, and the Find Articles (Databases) for journal articles, as that directly links to Geneva’s databases.

- Once you click ‘Search,’ you will see your first page of results. There are additional limiters on this page, on the right, to narrow your search (Refine Results).

- Once you click on a title, you will see the record, below:

  - This book is available for checkout, and the call number is given. You also have the option to see a citation for the book, or you can email the information to yourself. Further down the page you will see a description of the book, as well as
a virtual shelf browse, so that you may see other books with similar topics. In order to go back to the results, just click on the large ‘X’ to the left of the record.

- If you live more than 30 miles from the Geneva campus, you can have up to five titles from McCartney’s collection mailed to you each month. This is a free service, but you are responsible for the books, including mailing them back to us or returning them in person prior to their due date. In order to request titles mailed to you that we have in our collection, just fill out the Ask a Librarian form. Include your name, Geneva ID#, email and mailing address, and the books that you wish to borrow.

- Need a book or article that we do not have? We can get it for you via InterLibrary Loan from another library. Simply complete the Interlibrary Loan form. If you live a distance from our campus, we encourage you to use your local library for Interlibrary loan services. Your local library will most likely offer Interlibrary Loan services, and this will be quicker and more efficient for you than us requesting the books, and then mailing them to you.

- Journal articles through Interlibrary Loan can be sent through email; they do not count toward the five items per month limit and do not need to be returned.

- Remember, if you need assistance, Ask a Librarian!