

Using the Library Catalog

1. The library owns over two million items. Not just books, but also CDs, DVDs, newspapers, magazines, and much more. To find what you're looking for, you need to use the library catalog.
2. You can search the catalog directly from the library's homepage, library.sjsu.edu.
3. Simply type your search term into the search box and click Go.
4. In the top right corner of the screen, click "Login" to log in to your library account. You'll need your library card number or student ID number and pin to log in.
5. In the left column next to the search results, there are several "facets" you can use to narrow your search.
6. "Available" will show you the number of items either in the library (such as books, CDs, DVDs, etc.) or online (such as Ebooks or downloadable audiobooks).
7. Under "Found In," you can choose whether your search term will be found in the subject, title, or author field. For example, when searching for "Shakespeare," if you want a book *by* Shakespeare, you would click Author, but if you were interested in books *about* Shakespeare, you would select Subject.
8. Under "Format" you can specify whether you want Books, Ebooks, DVDs, Spoken Records, Music Scores, and more.
9. Using "Location," you can choose where your results are located – the Children's Collection, the King Library, the branch libraries, etc.
10. You can select more than one facet in most categories. Clicking on both subject and title, for example, will narrow your search results down to only those in which the word "Shakespeare" appears in both the subject AND title fields.
11. Let's click on the title of a book to see the book's record in the catalog.
12. You can request the item, which means it will be delivered to the branch library you choose and held for you. This is useful for example when the book is at one of the branch libraries but you want to pick it up at the King Library, or if all the copies of the book are checked out and you want to place a hold on it.
13. If you click on the author's name, you'll see all titles by that author.
14. Under Location, you can see where the book is located – either the floor it's on if it's in the King Library, or the name of the branch library.
15. Clicking on the location opens up a floor map for the King Library or the website of the branch library.
16. You'll use the call number to find the book on the shelf.

17. Under Status, you can see whether the book is currently available, or, if it's checked out, when it's due. If there are no copies available of a book you need, you can search for it on Link+.
18. Under Details, you'll see the list of Subject Headings assigned to the book. You can click on one of these links to find all items in our library on that subject.
19. There is a world of information at the King Library and the catalog is your gateway. Enjoy the search!