



### **How to Search the LIBRARY CATALOG (Basic Title, Author, or Subject Search):**

1. To perform a simple search in the catalog, type any word or phrase in the blank box and press “Enter” or click the “Search” button. (This performs a general keyword search to locate any books with your search term in the title, as a subject or as an author).
2. To perform a more specific search, click on the blue “SEARCH” button, select your search criteria from the drop-down menus then type in your word or phrase.  
  
Ex.) Find: “Titles or Subjects” that “contain” *Practical Nursing*  
Ex.) Find: “Authors” that “begin with” *Hemingway*
3. A list of search results will appear that contain your search word or phrase. Book titles that display Call Numbers, Location, and Availability represent print books physically housed in the Macon and Milledgeville Campus libraries. Book titles that include the description [Electronic Resource] or [Computer File] represent eBook titles (electronic books online).
4. If the Title, Author or Subject results list does not display the Call Number, Location, Availability, [Electronic Resource], or [Computer File] designation then click on the blue underlined Title in your list and detailed information will display.
5.
  - a. Detailed catalog records for eBooks will display all bibliographic information in one large frame and include an “Electronic Resource” web link to the online full-text of that entire book.
  - b. Detailed catalog records for print books will display the book Title, Author, and Subject information along with Publisher’s Imprint and Notes. Also displayed are the “Location Information” with the Macon or Milledgeville designation, followed by the item’s location within the Library (ex: General Stacks, Reference, etc.), then the Call No., and finally the item’s Availability, listed as either: “Available” or “Checked Out” or “Overdue”.
6. Additional Library Catalog Search capabilities can be accessed by selecting the “Limit Search”, “Browse”, or “Combination Search” features (blue oval buttons) located on the home page of the Library Catalog. Within a search, click either the white “Search” button at the top of the screen or the red “Set Limits” button to refine your search.