

## Find a book by keyword script:

Hi, I'm Irma Minerva at the UNCG University Libraries. I hope this tutorial helps you but remember that you can always "Ask Us" if you have questions.

What do you do when you want to find a library book about a specific topic but you don't know where to start?

The best place to start is searching our catalog. First, go to the library homepage, [library.uncg.edu](http://library.uncg.edu). There you have two options. You can look for the box labeled, "Research" and click the "Library Catalog" link or use the short cut box, here. If you use the short cut box, be sure to click the tab labeled "Catalog" and then on the link labeled "Advanced Search Options".

Then, if you have an idea about what kinds of books you are looking for, think of a keyword that describes important subjects in that book. I am interested in books that discuss symbolism in fairy tales so I will enter "symbolism" and "fairy tales". The "Keyword Anywhere" button should be highlighted so you can simply click enter. If for any reason it is not highlighted, click "Keyword Anywhere". You can see here that this gives us 13 results. Scroll down the list until you find books that look interesting. You will also be able to see if that book is currently available or when it is due back to the library if it is not available. Once you find a title that looks useful click on that title to get more information.

You can read notes about it to see if the book is what you are really interested in; you can even look at subject headings to see if the book is about what you are looking for and I see here "symbolism in fairy tales", which is exactly what I was looking for. If the book is available you can simply go the floor and pick it up and check it out, if you do not know how to get to the floor you can click on the location chart or you can come in and ask a staff member. If it is not available, here you would see the due date in red and underneath here would be the word request and you could request the book.

Just a little tip, if you see a subject heading that includes keywords that you didn't search but might be useful in finding the book you need, click on that subject heading. That will show you the heading you clicked on and other related subjects. Clicking on the subject heading again will show you a list of books that the library carries on that subject.

And remember, if you need help with this or anything else in the library you can always "Ask Us".