

Find a book by title 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 know the title of a book and want to find out if it is available in our library?

The best place to start is searching our catalog. First, go to the library homepage, 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".

Now, in the search box you can type your search. If your title begins with "a", "and", or "the", you do not need to enter that. Also, you don't need to put all of the words in, just the first few words or particularly descriptive words in the title. I am going to look for The Reason of the Gift. I'm going to show you two ways to find this title. Let's say I only know the beginning of the title and because I don't need to enter the first word, which is "the" I enter, "reason of the" and then I would click on "Title begins with" because that's the beginning of the title. And see here it is The Reason of the Gift and if I click on the title I will see more information about the book. Now let's say that I remember that the title has something to do with reason and something to do with gift, so I enter "reason" and "gift" in this case I would click on "Keyword in Title" because those are two of the keywords in that title and again you see it brings me to the same book The Reason of the Gift.

Now, if I click on this I can see information such as the author, the call number, whether or not it's available, which it is, and where it's located. This book is located in the new book section of Jackson Library. If you don't know where that's at, you can click on the location chart or you can come into the library and ask one of the staff. If the book was not available, you would see a red due date here and underneath here would be the word request and you would click on that if you wanted to request the book.

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