Availability Tutorial

This tutorial is going to show you how to check the availability and locations of items in the library catalog.

So starting from the library homepage, library.uncg.edu, I’m going to select the “Catalog” tab in the red search box.

Since I know the title of my item, I’m going to enter it in quotations into the search bar; so say I’m looking for Harry Potter.

I see all the Harry Potter books are listed, but I just want ‘Harry Potter and the Prisoner of Azkaban’, which is second on the list. I want to know if it’s on the shelf or not, so I’m going to just click the “Availability” link at the bottom of the record.

One of the copies is on hold, meaning it’s checked out and another person has reserved it for when it’s returned. The other copy is available, so I’m going to check the available copy’s location on the left.

This copy is in the Teaching Resources Center, which is in the School of Education building.

Now that I know my book is on the shelf in the Teaching Resources Center, I can just jot down the call number on the far right.

Notice how the books in the TRC follow a different call number system than the books in the Jackson Library, a good indication they’re housed somewhere else.

Now I have my book’s call number and location, I can head over to the TRC and check out my book.

We have other collections like this example that are housed in other libraries and locations.

For example, items whose call numbers begin with an M belong to the Schiffman Music Library.
We also have locations within the Jackson Library, such as the Audiobook Collection, Current Literature Collection, Government Documents Collection, and BB&T collection.

Remember, if you still have any questions, you can always ASK US!