Find a book using Library Search

1. To find a book, we recommend that you start your search on the Library website. In this example let’s look for the book by Pears and Shield on referencing.

2. Enter the author’s surname and a couple of key words from the title, then click [Submit].

3. There is more than one edition of this book. Let’s select the most recent one.

4. At the top you’ll see the publication details you will need for your bibliography or reference list.
5. The item information beneath shows you:

![Table showing item information]

- **Location** link to see where the books are in the Library.
- **Classmark** will help you find the book on the shelves.
- **Loan Type** tells you whether you can borrow them and how long for.

In this case there are four available standard copies and one short loan copy.

6. If you are not sure where the book is in the library click on the location link. You will see that anything beginning with a PN classmark is located on the Floor three. Click again on [Floor 3] to see the map of that particular floor.
7. If all available copies are out on loan you can request a hold or you could book the short loan copy for a specific day.

8. Alternatively you could use the hyperlinks to look for other books by the same author or on the same subject.