

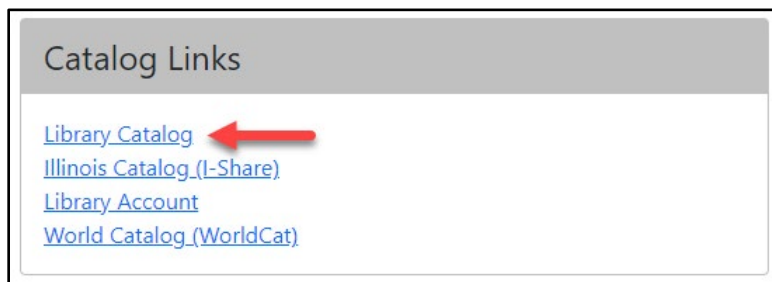
Search for Books

Searching for books in the Benner Library catalog is a critical skill for researching.

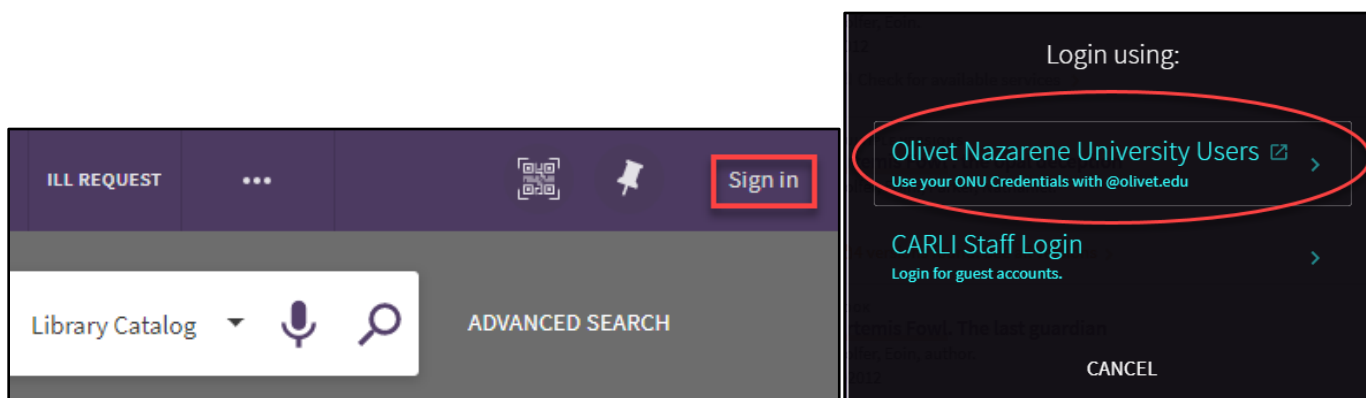
Navigation:

Step 1: Begin on Benner Library Home page, library.olivet.edu.

Step 2: Under the Books & Media tab, click on Library Catalog.



Note: Ensure that you are signed into your account and confirm that you are still searching in the library catalog.



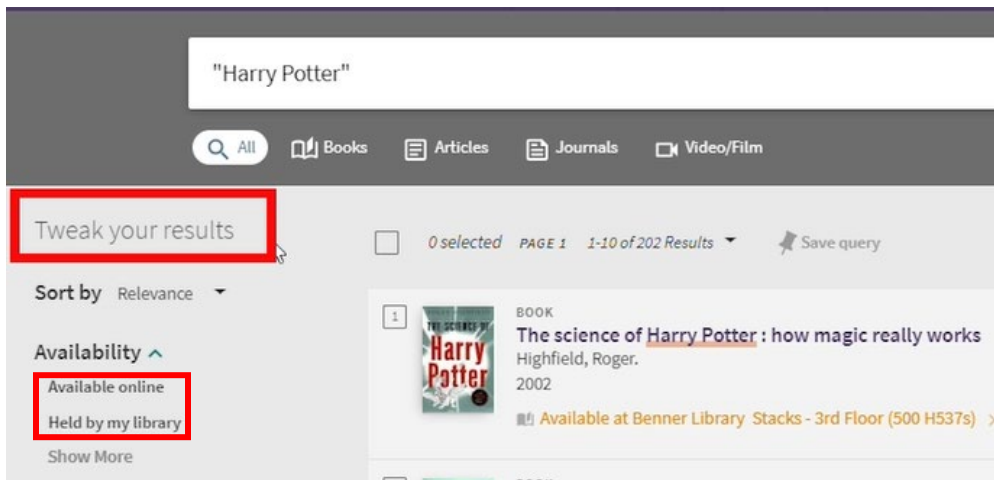
Searching for Books Online



Step 1: Type a title, author name, or keyword to describe the kind of book you want to find into the search bar. Use quotation marks if you want these exact words to appear in this exact order.

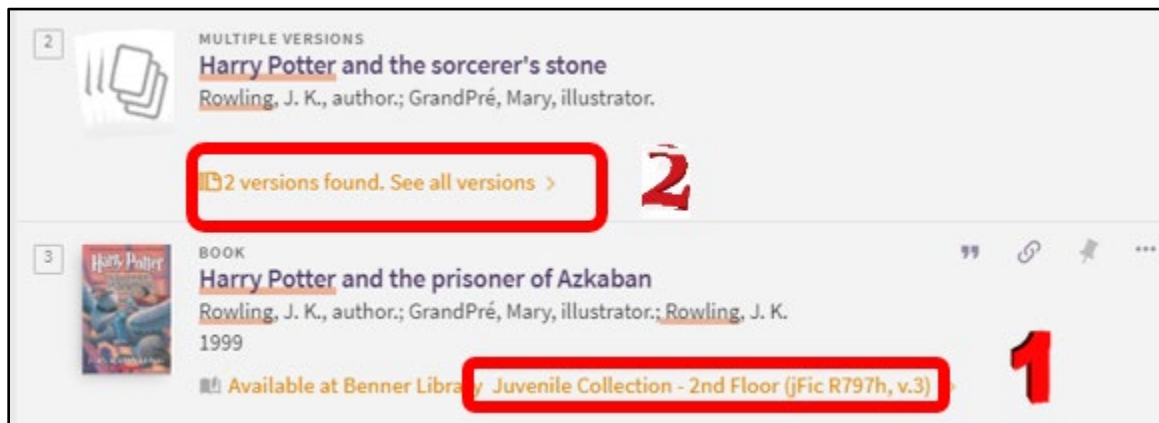
Step 2: Click the search icon.

Step 3: Use the "Tweak your results" options on the left side of the screen to choose from multiple limitations in order to narrow your search.

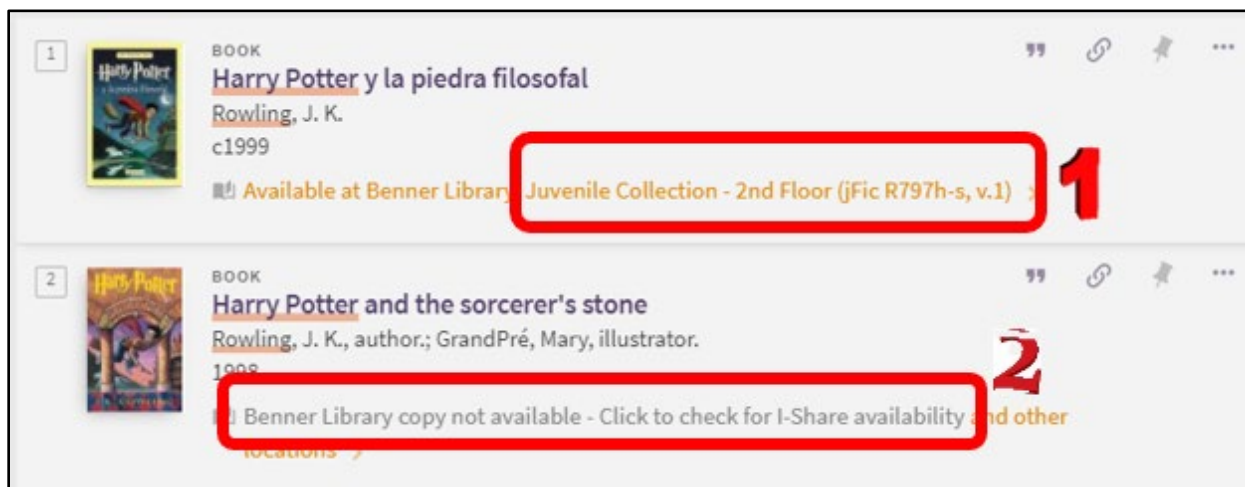


Note: “Held by my library” can be selected to further limit your search results to titles held by Benner Library, and “Available Online” can be selected to limit your search by looking for eBooks.

Step 4: Once you find a book that interests you, you may immediately see the call number listed under the title. If there is more than one copy or version, you may have to click to get the details.



Step 5: Click on the orange link to see the details for the book listed, or for each specific version, if multiple versions are listed.



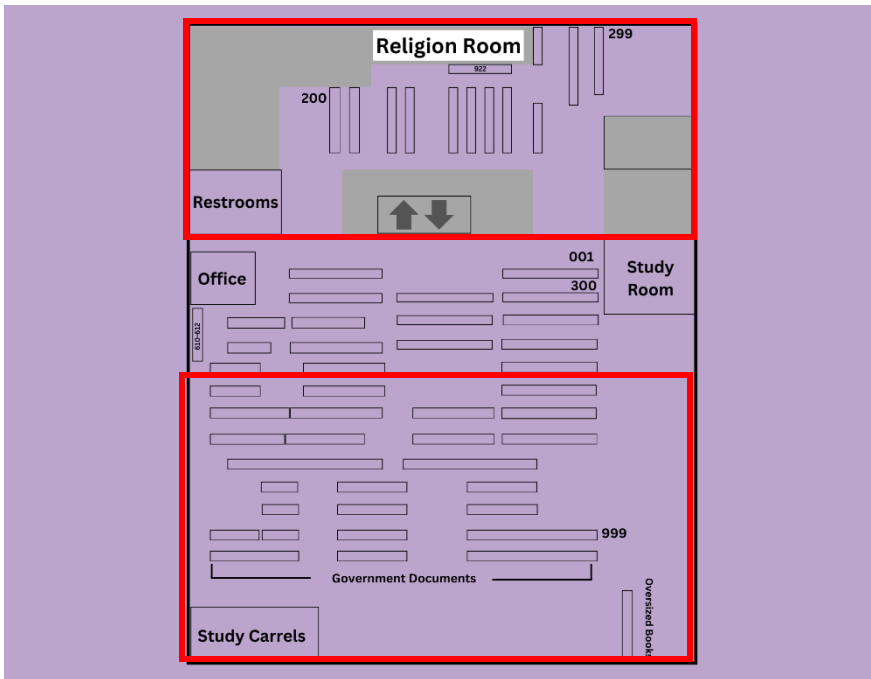
Note: In this example, the first version is available on the second floor. You can tell by the title that it is in Spanish.

The second result is currently checked out, as the record says, “Benner copy not available.” Watch the lesson “Requesting books in I-Share” to see how to get this book from another library in Illinois since ours is unavailable.

Locating books in the building

Most of the books that can be checked out are shelved on the third floor.

The Religion Room, on the north side of the building, behind the elevator, houses books with call numbers in the 200s and biographies of religious figures.



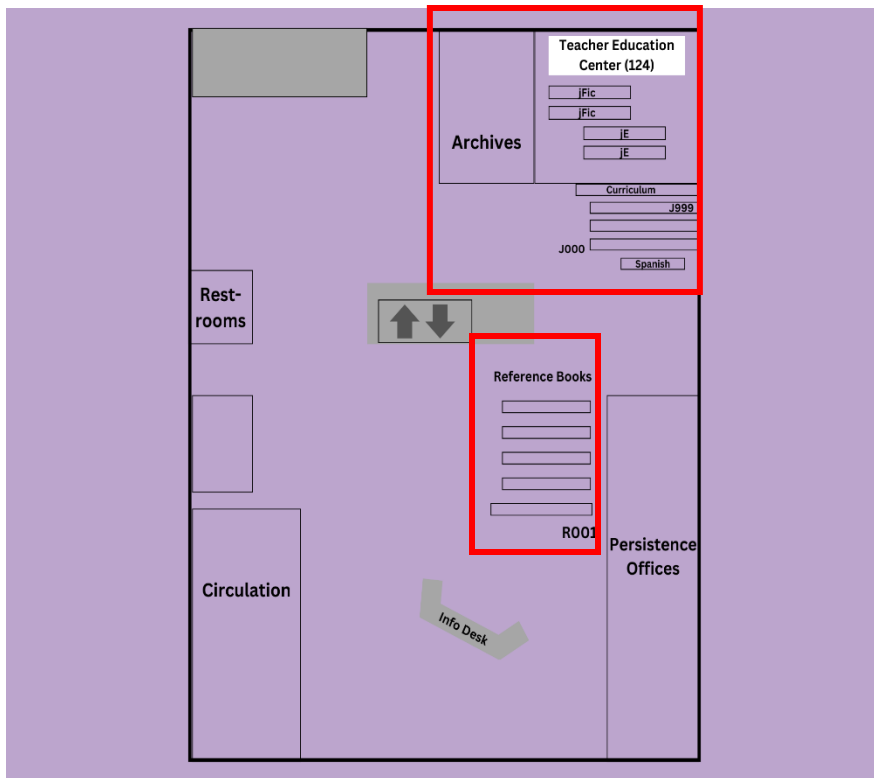
All of the other books are shelved starting at the elevator with the zeros and one-hundreds, then going toward the windows for the 900s.

Reference books cannot be checked out and are only to be used in the library. You can often find a duplicate copy of these books in the Religion Room that *are* available for checkout.

The first floor of Benner Library contains reference books including many Biblical Commentaries, Juvenile books, and select Spanish titles.

Select Spanish titles and Children's Nonfiction books are located just outside of room 124, the Teacher Education Center.

Inside the Teacher Education Center are fiction books for Children and Young Adults.



Checking out books

To check out a book, bring the item and your Tiger Card to the Circulation Desk on the 1st floor of Benner Library, near the main doors.

For questions about using the Library Catalog, contact the INFO Desk. For questions about checking out, renewing, or other item-specific issues, contact the Circulation Desk.

Questions?

INFO desk number: 815-939-5354

Circulation department number: 815-928-5441