

## How to Find a Book in the Library

[00:00:04] [Beginning of Recorded Material]

[00:00:04] Sped-up footsteps and intermittent squeaking sounds, like fast-forwarded noises

[00:00:31] Tires screeching to a stop

[00:00:32] Male Speaker: Whoa, whoa, whoa, let's slow things down a little. Let's go through this at a normal pace. While there are a few different ways to find out if our library has a book, let's start with maybe the most straightforward way of finding out. First, you go to the library website and click on the "Books and Media" tab. It's going to give you a nice, big search box where you can put, let's say, the title of the book. In this case, let's look for a book called *Understanding Comics*. [00:01:00] Pretty simple, pretty straightforward, and immediately, there at the top of the results list, is our book, *Understanding Comics: the Invisible Art*. Now, sometimes the book we're looking for may not be the very first title on the list. In this case it is, but we can see that there are other books, videos, things, down below in our list of results. Now, maybe we're confused about why those things are included, or maybe we're interested in one of those options. If you want to find out a little bit more about it, [00:01:30] all you have to do is click on the title. So, *A Companion to Film Noir*: why is that coming up? And you'll find the word "comics" and the word "understanding" included in the description of the book. Now, sometimes you might know exactly what you want, and you don't need to see any of these other options. In this case, you can do a title search for understanding comics. When we do that, we only get [00:02:00] those options where the title of the book is directly related to our search. So, this first option for understanding comics is a TED Talk called *Understanding Comics*. The second option is the book that we're actually looking for, *Understanding Comics: The Invisible Art*. So, once we've found the book that we want, we can click on that title, and as you can see, we get a lot more information about it. We might be able to get a [00:02:30] table of contents, we might be able to find out if the book has a newer edition. We can also use these subject terms to

find other books that are similar to the one we were looking for, so maybe we're interested in cartooning technique as an area of research. If we click on this link, it's going to take us to a list of subject headings where we can find [00:03:00] four books that are on a related topic, so then maybe we can browse those and find additional options. But today, we're really focusing on Understanding Comics, so once we've figured out that the library has it, we need to figure out how to get ahold of it. The first thing we need to do is find out where it's located in the library, and in this case the book is located in the stacks. Sometimes it may say media collection, special collections, or some other part of the library. Most often [00:03:30] though, it's going to say stacks, and stacks just means shelves, alright, so when you see the word stacks, it's just saying it's on a shelf in the library. If you click on that link for stacks, it'll even show you the floor and the layout of the floor where your book is located. Now, once we figure out what floor we need to go to, in this case we're going to go to the fourth floor, we need to use this [00:04:00] call number. It's kind of like a code to find the book on the shelf. That's a really long call number; we would probably want to write it down, maybe print it out or something, so that we made sure that we had it in hand when we went looking, but don't be daunted by the length of the call number. If you kind of break it down, it's pretty easy to find the book on the shelf. The first thing you're going to do is go to the PN area of the library. As I said, that's located up on the fourth floor. Then, you're going to find the 6000s, [00:04:30] located in the PN area. Pretty quick, you're going to find the 6700s, and you'll find 6710. There'll be a number of books all in the PN 6710 area, and they're organized by the author's last name. We don't have to worry about that though, because we have this letter M and the numbers 335 to help guide us towards that particular volume. [00:05:00] Now, be sure when you find it, because this is the book we really want today, make sure that you look around on the shelf right there, maybe on either side of that book, maybe on the shelves above or below it. If you do that, you may find that there are other books on a similar topic or close enough that they may be helpful to the research or the reading that you're doing. Now, once we find the books that we want, we can check these out at the front desk in the library. [00:05:30] This is also a great place to ask questions when we have difficulty finding something or if we're not certain where to begin. When we check out our book, the staff member will let us know when the book is due. And don't feel greedy if you take two,

ten, or 20 books out of the library. There's no limit to the number of books we can check out. If you have further questions about this topic, visit the library's front desk, email [askLib@trinity.edu](mailto:askLib@trinity.edu), or click on the help button on the library website. [00:06:00]

[00:06:00]

[End of Recorded Material]