How to Find Books in Calarco Library

Use the Calarco Library Catalog search box to find books on your topic. The search box is included on your class Libguide, and also on the Calarco Library home page. Here’s what it looks like:

To search for books, enter your search term(s) and click Go!

- **The catalog is not Google!** Keep your searches short (1-2 words).
- Check your spelling
- Searching your emperor’s name might not return enough results. Try other keywords:
  - country or empire (India, Ancient India, Mesopotamia)
  - continent (Asia, Africa)
  - Synonyms (empire, dynasty)

Sort results to find only non-fiction books located on the lower level of Calarco Library. Here’s how:

- Find the menu on the left side of the page
- Click the arrow next to Collection, then
- Click on NON-FICTION
- If NON-FICTION does not appear on the menu, there are no results for your search term. Try another keyword, like name of your empire, continent, etc.
Your search results will return a list of titles. Click on a title to see the book’s full record. The record includes the book’s shelf location, status, and often a summary of its content. Click “Browse Virtual Shelf” to see what other books are located nearby.

To find a book, use **Shelf Location at Calarco Library**

- Collection indicates which floor of the library
  - NON-FICTION is lower level
  - REFERENCE is upper level
- Shelf Location is the book’s “address”
  - Use the number to find the correct shelf
- **You need the whole Shelf Location number to find the book**
- Status lets you know if the book is actually on the shelf, or checked out
  - Since all H8 classes are working on this project, books can only be used in the library. They may not be checked out.

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**Shelf Location at Calarco Library**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Shelf Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-FICTION</td>
<td>950.1 D45</td>
<td>Checked In</td>
</tr>
</tbody>
</table>

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