Using the Library Catalog, Part 1

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Introduction

By the end of this tutorial, you will learn:

• how to locate an item in the catalog by keyword, title, or author
• how to find and request items from USMAI libraries
• how to access e-books

As a user of LNDL, you have access to over 9 million books and 300,000 ebooks. We are a member of the University
System of Maryland and Affiliated Institutions (USMAI) which means our users can borrow books from 16 other
university and college libraries in the state. And best of all, you can browse those libraries’ catalogs within the LNDL
catalog, and books will be delivered to LNDL for you to pick up!

This tutorial will walk you through using the catalog and find books from LNDL or other libraries.

You can access LNDL and our partner libraries’ catalogs from the middle of the library homepage.
Locate an Item in the Catalog by Keyword, Title, or Author

To search for books at LNDL and other libraries, select Catalog from above the search box.

You will see a new search box.

On the left of the new search box, you can use the drop down menu to search for words anywhere, title beginning with, title words, author beginning with, author words, subject beginning with, subject words, and call number.
If you want to begin your search in just the LNDL catalog, then select “Search LNDL Only” beneath the search box.

Let’s say you need a copy of The Great Gatsby by F. Scott Fitzgerald. Type in the name of the book in the search box. Omit “a”, “an”, or “the” from the beginning of the title.
Pull down the arrow on the left and choose “title beginning with”. Then click the search button to the right of the search box.

Next, you’ll see a list of entries and how many items with that title are in the catalog. Locate the entry that best matches your title and click on the entry name. The next screen is the results list.
Each listing will show you the full title, author, edition, year the book was published, format, and location. Locate your title and click on it. If the book is available at LNDL, the library’s name will be listed first beside Location.

Let’s go back and try searching for books on a particular topic, like Prohibition.
You can simply type in the term and hit search. When you do this, the catalog will perform a keyword search—this means that it is looking for the words that you type anywhere in the information it has about each book—the title, author, subjects and even the name of the publisher.

This is a broad way to search, but it is an easy way to get started. Be careful, though; often keyword searching will pull up results that have nothing to do with your topic.

If you need help limiting your results or searching in the catalog, you can always Ask a Librarian!
Request an Item from a USMAI Library

If you see a book that you want that is not available from our library, but is available at another library, you can request it and have it delivered to LNDL. You can also visit that library, with your Loyola or Notre Dame ID, and pick the book up. Note: you can only request and check out non-reference books from the other libraries.

Let’s look at #8 to see how the requesting process works in the catalog. In order to request this copy of the Great Gatsby from St. Mary’s College of Maryland library, click on the title.

8. The great Gatsby / F. Scott Fitzgerald
   - author: Fitzgerald, F. Scott (Francis Scott), 1896-1940.
   - published: 2004
   - format: Book
   - subject: Long Island (N.Y.) -- Fiction.
             Traffic accidents -- Fiction.
             More--see full record
   - location: Frostburg State University( 1/ 1)
               SU Guerrieri Academic Commons( 1/ 1)
               St. Mary's College of Maryland( 1/ 0)
               UMBC Library( 2/ 0)
Then, click Availability next to All Locations.

Next, verify that its status says “On Shelf” and select “Request”.

"St. Mary's College of Maryland" is on shelf.

Updated 2/10/17
On the following screen, click on your school – either Loyola University or Notre Dame of Maryland University.

On the next form, select your pickup location from the drop-down menu. Choose either Loyola Notre Dame Library or the Loyola Columbia or Loyola -Timonium campus.

Updated 2/10/17
Note: If you choose to have books delivered to the Loyola Columbia or Loyola Timonium campuses, delivery will take an extra 1-2 days.

To submit your request, click the yellow “send” button. You’ll receive an e-mail about a week after your request that your book is ready. Borrowing periods and fines are different depending on the library, so definitely check out our page about USMAI borrowing policies and procedures.
Sometimes, you might want to search for only books that are in LNDL rather than the entire USMAI system. To limit your results so that you only see books available at Loyola Notre Dame Library, scroll to the bottom of your results page. Under Choose Catalog, select Loyola Notre Dame from the drop-down menu. Then, click Send.

You can also start your search in just the LNDL Catalog by selecting “Search LNDL Only” from the library’s homepage, located under the catalog search box.
When your results are limited to the LNDL catalog only, you will see “You are here: Catalog – Loyola Notre Dame” at the top of the page.

Results for Titles = "great Gatsby"

Sorted by: Year, then Author  Sort options:  Year/Author  Author/Year  Title/Year  Format/Author

Records 1 - 10 of 17

1  The great Gatsby [videorecording] / an A&E Network and Granada Entertainment production in association with Travellers Rest Film McNeill ; screenplay by John McLaughlin ; directed by Robert Markowitz.  find it
   author  Markowitz, Robert.
   published 2000
   format  Videos/Films (all)
       Videos - DVD
   subject  Fitzgerald, F. Scott (Francis Scott), 1896-1940.
       Novelists, American -- Biography.
       More... full record
   location  Loyola Notre Dame Library( 1/ 0)

2  The Great Gatsby : a documentary volume / edited by Matthew J. Bruccoli.  find it
   series  Dictionary of literary biography ; v. 219
   published 1999
   format  Book
   subject  Fitzgerald, F. Scott (Francis Scott), 1896-1940. Great Gatsby -- Criticism, Textual.
       Fitzgerald, F. Scott (Francis Scott), 1896-1940. Great Gatsby.
   location  Loyola Notre Dame Library( 1/ 0)

3  F. Scott Fitzgerald, The great Gatsby / edited by Nicolas Tredell.  find it
   author  Tredell, Nicolas.
   series  Columbia critical guides
   published 1999
   format  Book
   subject  Fitzgerald, F. Scott (Francis Scott), 1896-1940. Great Gatsby.
   location  Loyola Notre Dame Library( 1/ 0)

Look at the third result.

3  F. Scott Fitzgerald, The great Gatsby / edited by Nicolas Tredell.  find it
   author  Tredell, Nicolas.
   series  Columbia critical guides
   published 1999
   format  Book
   subject  Fitzgerald, F. Scott (Francis Scott), 1896-1940. Great Gatsby.
   location  Loyola Notre Dame Library( 1/ 0)
How will you know where this book is located? First, click on the title. Then, select Availability.

Verify that the book's status is On Shelf. To get this book, write down the call number. The first letter of the call number will tell you where to go in the library to find the book. Click here to view floor maps.

Note: You can check out anything that says “Stacks,” under Collection but you can’t take out reference books, which are labeled “Reference.” We have a free scanner you can use to email pages of a reference book to yourself.
Access E-books

Besides the 9 million print books available to you, our catalog also has ebooks available for checkout or download. Let’s go back to our Results list to see how you can access LNDL ebooks.

Look at #6. This is an e-book. You can tell because the words “electronic resource” are listed besides format. To open an e-book, click the yellow Find It! Button beside the title.

On the next page, select the link under Read full text at.

On the next screen, select how you want to view the ebook from the options on the left. Different ebooks will have different viewing options.