Searching for books in UWB/CC Campus Library …. and beyond!

1. Start at the Campus Library home page: [http://library.uwb.edu/](http://library.uwb.edu/)
2. In the search box, first click the tab that says “UW Libraries Search (Beta).”
3. Enter one or two keywords that describe your topic (for example, immigrant rights).
   a. Hint: don’t type in whole sentences or questions, just one or two words that really describe your topic.

Make sure you click the tab that says “UW Libraries Search (Beta).” Later, this will allow us to limit our results to items in the UWB/CC Campus Library!

Next, you’ll see a listing of all your results. These include books, journal articles, DVDs and more.

For this exercise, we’ll focus on how to find books available online or in the Campus Library.
4. At the top of the screen near the search box, click the drop down arrow next to ‘Articles, Books, and More.’ Select ‘UW Bothell/CCC Library’ instead, and click ‘Search.’

5. Limit your results by clicking on ‘Books,’ under ‘Refine My Results – Resource Type.’

Take a look at your results to see if anything looks relevant to you. If you are still getting a lot of results, you can continue to use the links on the left side of the screen to limit the number of books. There are lots of options – here are some that are really useful:

‘Available in the library’ means that the book is on the shelves and is not checked out already.

Selecting ‘Full Text Online’ along with ‘Books’ means that you will only see electronic books.

‘Publication Date’ means when the book was published. You can limit your results to books published in the last few years, for example.
6. Once you find a book that looks interesting, click on the link for ‘Item details’ to learn more about it. Often, there will be a table of contents (a list of chapter titles) under Description to tell you what the book is about. This screen also provides you with all the details you need to cite the book in your reference list (author, title, publication date, publisher and place of publication).

7. Want to use this for your research? Click on the ‘Availability & Request Options’ link to see details of where to find the book on the shelves.

The ‘Share/Save’ link provides more options for keeping track of your sources.

Click ‘E-mail’ to send yourself a record.

Click ‘Permalink’ to copy the permanent URL for this record.
You also have access to all the books and resources at UW Seattle and Tacoma Libraries! Want to see what other books you might want that aren’t at UWB/CC? Try this:

At the top of the screen near the search box, click the drop down arrow. Select ‘UW Libraries’ instead, and click ‘Search.’ This will show you books throughout the whole system.

From your list of results, you can click on ‘Availability & Request Options’ for a book that looks relevant for your research. You’ll see a list of libraries where the book is held in the UW System. You can see this one isn’t held at UWB/CC Library.

In order to request a book, you first need to log in with your UW Net ID and password. Click on ‘UW Libraries users log in for all request options.’

After you log in with your UW Net ID, Click on the ‘Request’ button, select your pickup location, and click ‘Submit’. You’ll receive an email letting you know when the book is ready for you to collect.

Questions?
You can contact the library by phone, email, or 24/7 chat:
http://library.uwb.edu/askus.html