

# How to Search our Catalog



1. Go to our website: [www.columbiactlibrary.org](http://www.columbiactlibrary.org). Click on the maroon 'Search Catalog' button on the top of the webpage, above the green search bar. You can go straight to a quick or advanced search.
2. Our catalog defaults to a search under "All Headings," but you can specify your search in a number of ways by clicking on the drop-down menu. Put your search term into the search bar.

**Simple search terms work best.**



## On the search results screen, you can see:

- Where the item is located in the Library (Location - **circled in red**).  
You will want to look for items that are located in *Adult or Young Adult Non-Fiction*, or *Adult or Young Adult Biography* if you are researching a person. *Some Juvenile Non-fiction or Biographies* may be appropriate, but not all.
- The item's format (Format - **circled in blue**).  
You will be looking for books.
- If the item is available (Status - **circled in yellow**). If there is a Due Date under 'Status' the item is currently checked out.

Libraries

Saxton B. Little Free... 1

Subject

Author

Material Type

Date

Location

Publisher

Title

Sort Group By

Related:- Title: [The Manhattan Project and the atomic bomb in American history /](#)

**Title: The Manhattan Project and the atomic bomb in American history /**

Author: Gonzales, Doreen.

Publisher: Enslow Publishers

Date: 2000

(1 of 1 available)

Location (1)	Format	Call Number	Barcode	Status	Details	Hold	List	SMS	Edit Item
Saxton B. Little - Main - YOUNG ADULT NONFIC	Book	YA 355.825119 GONZALES (BOOK)	31023000836648	Available	i	👤	📄	📱	Edit Item

**Still not sure if the book will be a good resource?** Click on the photo to read a summary, Goodreads reviews, and even virtually browse the other books near it on our shelves.

# Requesting Books & Curbside Pickup



**Once you have found books for your project you will email me directly to arrange a curbside pickup.** You must have a Library card in good standing in order to check out books.

1. Email me (Megan Quigley) at [mquigley@columbiactlibrary.org](mailto:mquigley@columbiactlibrary.org).

2. Your email **MUST** include **ALL** of the following information:

- Your full name
- The **TITLE** and **AUTHOR** for each book you'd like to check out.  
If you've had trouble finding specific books tell me your topic.
- You must select a curbside pickup time, **giving at least 24 hours notice** (see options below). Come pick up your materials during your selected window. Books that are not picked up will be re-shelved.
- **Important:** Put '8th Grade Research Project + Your Name' in the email subject line.
- I will reply to your email to confirm your order.

## Curbside Pick-up Hours:

Monday: 2:00-4:00pm

Tuesday: 1:00-3:00pm | 5:00-7:00pm

Wednesday: 11:00am-2:00pm | 4:00-7:00pm

Thursday: 12:00-2:00pm | 2:00-4:00pm | 6:00-7:00pm

Friday: 10:00am-2:00pm

Saturday: 11:00am-4:00pm

## **When Picking Up:**

- Items will be in a cabinet outside the Library entrance in a bag with your first initial and last name written on it.
- Please be considerate for others: wear a mask, allow six-foot social distancing, and do not handle materials that are not yours.
- Returned materials **MUST GO IN THE OUTSIDE BOOK DROPS.**
- Returned items will remain on your card for one week while they are in quarantine.
- **Important:** If you do not return your materials you will be billed for replacement costs! You will not be able to check out materials from the Library until the bill is paid.

# researchIT CT Databases



**Go to our website: [www.columbiactlibrary.org](http://www.columbiactlibrary.org)**

Find 'Teen' on the green bar across the top of our homepage.

Select 'Teen Reading Resources' on the drop down menu.

Under the researchIT CT paragraph click on "Resources for Middle Schoolers."

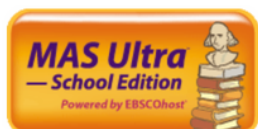
**You will have to sign in using the barcode on your library card.**

Use the OneSearch box below to search all of researchIT CT at once.

**To search all the databases at once,  
click on the OneSearch button:**

You may want to search the individual databases for your research paper.

Try Middle Search Plus, MAS Ultra School Edition, Explora, and/or the databases listed under the 'History and Biography' heading:



## A few tips:

- Always check the box for **full text** articles.
- If OneSearch gives you too many results, narrow down your choices by searching one of the individual databases instead.
- If you are researching a person use the Biography Reference Bank or the Biography Reference Center.
- If you aren't getting the results you want, try changing your search terms (i.e.: instead of 'atomic bomb' - try 'nuclear weapons'), or click on 'Advanced Search' to add terms (i.e.: 'gold rush' AND 'California').
- Once you start a search, you can refine your results using the choices given in the left hand column.
- Once you have found an article you want to use you can use the 'Tools' to print, email, save, cite, and more.
- **Remember - get the citation** (usually found across the top or in the right hand column under 'Tools') for every article you are going to use, but always check to make sure is in the correct format!