

How to Search our Catalog



1. Go to our website: 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." Put your search term into the search bar.

Simple search terms work best.



On the search results screen, you need to check:

- **Location - red arrow:** You will want 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.
- **Format - circled in blue:** You will be looking for books.
- **Status - circled in yellow:** 'Available' means available. A due date means the item is checked out.

Title: Fallout : spies, superbombs, and the ultimate Cold War showdown /

Author: Sheinkin, Steve,

Publisher: Roaring Brook Press

Date: 2021

Format: Book (1 of 1 Available)

Location: Saxton B. Little - Main - YOUNG ADULT NONFIC

Call Number	Barcode	Status
YA 972.91064 SHEINKIN (BOOK)	31023001428791	Available

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.

Once you have found the books you want for your topic:

1. Write down the **TITLE, AUTHOR,** and **FULL CALL NUMBER (circled in green above).**
2. Find the book(s) on the shelf.

You must have a Library card in good standing in order to check out books.

If you can't find a good resource for your topic, see Megan.

1. We can reserve books that are checked out, however you risk not getting your materials in time.
2. **Interlibrary Loaning (ILL):** If you cannot find what you need here we can try to order books from other CT libraries. Materials can take up to 2 weeks to be delivered, and libraries can say no to lending. **Interlibrary Loaning is NOT a good option for last minute searching.**

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

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

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

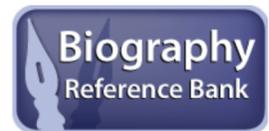
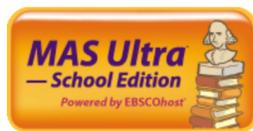
Under the researchIT CT paragraph click on "Resources for Middle Schoolers."

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!

Contact Megan at 860-228-0350 or mquigley@columbiactlibrary.org with any questions.