Basic Steps

Start here:
http://library.lamar.edu

Look for Library Catalog tab:
If the book is in the library note the location and call number to find it.

If you find an e-book, click the URL link.
If you find a book at LSC-Orange you may request it from Interlibrary Loan.
If our library does not have a listing for a book you need, use Interlibrary loan.

Have questions?
Get answers!
In person:
Library 1st Floor, Rm 108
By phone:
409-880-7264
Toll Free: 886-375-5565

Online Chat
Use Ask A Librarian at
http://library.lamar.edu

How do I Find Books on a Topic?
Search for words and phrases related to your research topic. Depending on how broad or narrow your topic is, use different searches for better results.

Keyword
Use keyword to search for topics with several search terms that overlap. The subject searches focus on subject headings. Keyword matches terms against titles, authors, subjects, table of contents, and other information. Keyword is looser than the subject searchers but it will work for terms not found in the subject headings. You can also use operators AND, OR, and NOT with the keyword search.

Subject keyword
Use subject keyword to search for one or two terms—especially if one term is a geographical or historical—such as gun control or 17th century literature. A subject keyword search matches your terms against subject headings and subheadings.

Subject Browse
Click the “author/subject” browse link for broad topics such as gun control or inorganic chemistry. A subject search produces a list of subject headings and subheadings. You can use the previous and next buttons to browse up and down the list of headings.
Locate materials in the library

After you run a search, you will get a list of records like those pictured at the left. To find a book listed in the Mary and John Gray Library, you need the location and call number (indicated in the picture). These will help you determine the floor and shelf location of the book.

For books at the Ron E. Lewis Library, request them through Interlibrary Loan.

Library Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Floor</th>
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</thead>
<tbody>
<tr>
<td>Archives</td>
<td>7th</td>
</tr>
<tr>
<td>Current Periodicals</td>
<td>2nd</td>
</tr>
<tr>
<td>Gov't Document</td>
<td>2nd</td>
</tr>
<tr>
<td>Media Services</td>
<td>7th</td>
</tr>
<tr>
<td>Reference</td>
<td>1st</td>
</tr>
<tr>
<td>Reserves</td>
<td>2nd</td>
</tr>
<tr>
<td>Stacks</td>
<td>3-5th</td>
</tr>
</tbody>
</table>

Call Numbers in the Stacks

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Floor</th>
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<tbody>
<tr>
<td>A-JZ</td>
<td>3d</td>
</tr>
<tr>
<td>K-QD 1 .C57</td>
<td>4th</td>
</tr>
<tr>
<td>QD 1 .C58-Z</td>
<td>5th</td>
</tr>
</tbody>
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E-Books

If a book has online in the call number and electronic resource noted in the title, it is an e-book. Each e-book has a URL link near the right side of the screen. That link will take you to the e-book.

E-books are duplications of printed books so the content is consistent page-by-page with the print edition. Most of our e-books come from E-library or e-Books in EBSCOhost. If you are off-campus you can access the books by clicking on the databases tab. Click on the A to Z list and then the letter E for the appropriate database. Sign in with your LEA username and password.

Online government documents

Many government documents are published online in pdf format. These, too, will also have URL links to access them.

Print editions with URLs – sometimes a book will have a URL when it is not an e-book. Usually, that link displays the table of contents information from the website of the Library of Congress.

Books from other libraries

Request the article through interlibrary loan.

If you cannot locate a book on your topic in the library, log into the databases and select Worldcat from the A to Z listing. This will allow you to search library catalogs all over the world.

If you locate a book you want, you can request it through interlibrary loan. The library’s interlibrary loan system, is available online via the Departments - Interlibrary Loan link on the library’s web site. This is a free service.

Use the link in the WorldCat record to Send Interlibrary Loan Request. Alternately you can also fill out the online interlibrary loan form located under the How Can I menu. Select get materials we do not have in this library to get the form.

This process usually takes a week to 10 days. We will notify you when your book(s) is ready to pick up. Items will be held at the second floor Reserves Desk for pickup and you must bring your Cardinal One card with you to check out the books.

For problems please contact the department directly at 409-880-8987.