Library Assignment: Checking out a Book

Instructions: Search for, select, locate, and check out a book from UNO Library.

This assignment should take no more than 15 minutes. A tutorial showing how to search the Library’s online catalog is available at: http://www.screencast.com/t/Xs8sf53HYVi. If you have questions just ask for help at the Library Services Desk on the first floor of the Library.

Step 1

Search the Library’s online catalog (http://library.uno.edu) for a book on any topic that interests you. Write down the search terms you used and circle the type of search used:

**TOPIC OR SEARCH TERMS USED:** __________________________________________________________

**TYPE OF SEARCH USED** (Circle one): words or phrase author title subject

Step 2

Click on the title of the item you’ve selected to see the full record. Make sure that the item’s status is ‘Available’ (not checked out). Write down the item information:

**The title of the book**: _________________________________________________________________

**The call number of the book**: _________________________________________________________

**The location of the book (ex: Book Shelves, Services Desk, etc.)**: __________________________

Step 3

Use the Shelf Location Chart to find out where the book can be found. Write down the location:

**Floor** __________________________ **Aisle** __________________________

Step 4

Check out the book by bringing it and your UNO ID to the Services Desk, located on the first floor of the Library (across from the elevators).

Step 5

Bring the book and this assignment to your UNIV class on the date provided by your instructor.