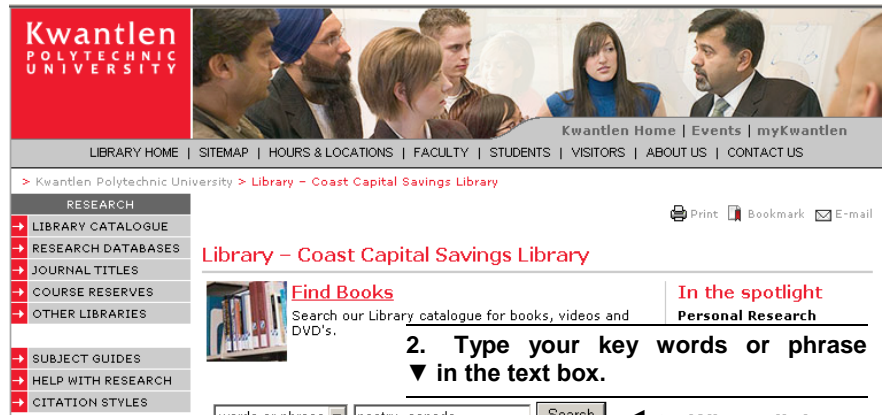


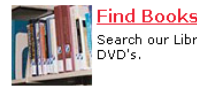
# Find Materials

Find books, journals and newspapers in the Coast Capital Savings Library from the Library Home Page:



1. Click on the drop down arrow to specify the type of search.

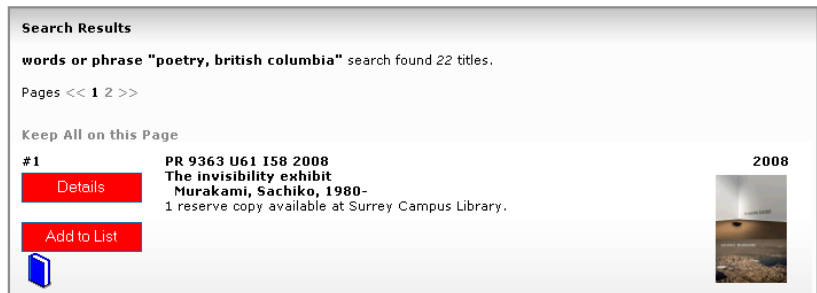
You may search by words or phrase, which is the default, or by author, title or subject.



2. Type your key words or phrase in the text box.

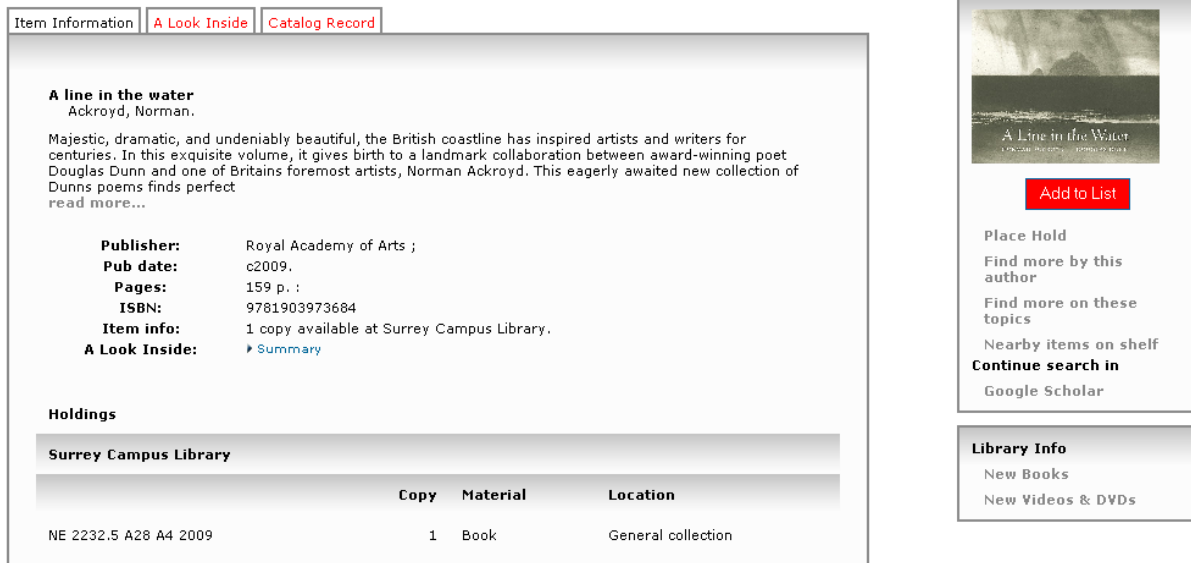
3. When all the necessary information has been selected, press the Enter key or click on Search.

A list of all items related to your search will be displayed.



4. To view an item in greater detail, click on the Details button beside the title of the item.

At this screen you are given the title of the item, the call number and the campus location. The item information tab shows holdings information, including whether the item is on loan and the due date.



5. Click on the Catalogue Record tab to see the full record including physical description, publication information and the subject headings.

6. Click on the New Search button to return to the Search the Library Catalogue Screen.

**IF YOU HAVE ANY QUESTIONS PLEASE ASK A LIBRARIAN FOR HELP.**