How to Find Books and DVDs in the SDZG Library Catalog

Do you want to know how to find and check out a book or video from the San Diego Zoo Global Library? This quick guide will help you get started. If you need more assistance, call your librarians (x5736) and we will be happy to help!

Where Do I Start?

**Step 1.** Go to the Library’s website: [http://library.sandiegozoo.org](http://library.sandiegozoo.org)

**Step 2.** Click the "Catalog" button under Quick Links. It will open our catalog in a new page. The catalog provides a searchable database of books, conference proceedings, husbandry manuals, studbooks, and other printed materials, as well as videos and recorded seminars.

How Do I Search the Catalog?

**Step 1: Search Options.** Select the search type in the dropdown menu. The default (All Words) looks for words anywhere in the item record. Add specificity by selecting Title, Author, or Subject.

**Step 2: Search Bar:** input appropriate search terms: keywords, author name, title, or subject terms.

**Step 3. Search:** Click the "Search" button to return a list of catalog records that fit your search criteria.
**What Do the Search Results Tell Me?**
Each catalog listing includes information that can be used to locate the item in the library or to request that it be delivered to you via interoffice mail.

![Image of catalog listing](image)

**Availability**, **Call Number**, **Title & Author**

**How Do I Find Out Where an Item is Located?**
Most of our collection is in the main Library, but some items are housed elsewhere. To learn more about a particular item and find out where it is located, click on the title to open the full record. The bottom line lists the item’s availability (status), location, and call #.

![Image of catalog listing](image)

**Availability**, **Location**, **Call Number**
How Do I Check Out Items?

SDZG staff and volunteers are welcome to visit the main Library and check out non-reference books and videos during our regular business hours (see below). If that is not convenient, we are happy to send items through interoffice mail. Click the Request Hold button in the item record to use the request form, or e-mail your request to library@sandiegozoo.org, including the following information:

- Item information: call number, author, and title
- Your information: employee ID number, department location, and e-mail
- Address (personal e-mail is fine if you don't have a Groupwise account)

Library Information

Location: 2nd floor of the Beckman Center, Escondido
Hours: M – F, 8:00 am – 4:30 pm
Email: library@sandiegozoo.org
Phone: (760) 747-8702 x5736
Website: http://library.sandiegozoo.org