FINDING ITEMS IN THE LIBRARY CATALOG

Want to check out a book or video from the library but not sure how? Use this handy guide to get started. Feel free to contact the librarians (x5479) if you need more assistance.

1.0 Accessing the Catalog

Step 1: Start at the library’s homepage http://library.sandiegozoo.org/index.htm
Step 2: Click “Books” in the menu located at the bottom of the page.

Step 3: Click the “Go To Catalog” button. The catalog button will open the San Diego Zoo Global book catalog in a new page. (You will also find videos and journals in the catalog.)
1.1 Searching the Book Catalog

The catalog has various search functions to help you in your search. You can search for words anywhere in the item record (“All Words”), the title, author, or subject.

Step 1: Start by selecting the type of search you would like to conduct in the search function dropdown menu. An “All Words” search is the default setting.
Step 2: Input the key words, name of author, title, or subject in the search bar.
Step 3: Click the “Search” button to begin your search.

1.2 Reading Search Results

After you click “Search”, you will get back a list of materials that meet your search criteria. Each item (book, video, journal, etc.) returned will include the following information which can be used to locate the item in the library or request that the item be delivered to you via Interoffice Mail.
1.3 Determining an Item's Location

Some items in the catalog are housed in a location other than the library at the Beckman Center in Escondido. To determine an item’s location, click on the title in blue which will take you to a new page. The item’s location is found at the bottom of the record.

![Activity patterns of the Mexican free-tailed bat](image)

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<td>QL757 .CS C7 1967 MAIN</td>
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1.4 Checking Out Materials via Interoffice Mail

If you are unable to physically visit the library at the Beckman Center in Escondido, you may request an item (book or video; journals can't be checked out) be delivered to you through Interoffice Mail by sending an email to the librarians.

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Include in your email:

Call #
Author
Title
Employee ID #
Department location
Your email address (Non-SDZG email address if you don't have a Groupwise account)