

Script for Video Clip –

Quick Search: Limit Results & Find Available Items

Use QuickSearch to search for items at all 3 Reynolds campus libraries including books, articles, and videos. To access QuickSearch, type your search terms in the search box from the library's home page.

Let's search for **ZOMBIES!**

When the results screen appears, items will include books, articles, and videos.

Let's say we are only interested in books. You can limit your results to books by clicking on this item from the **Limit My Results to: Resource Type** menu on the left.

When the new set of results appears, items will include online books as well as print books available at Reynolds libraries.

If the item is an **online book**, the record will indicate **Available Online**.

To access online books click on **View Online**. You can browse an online book's table of contents from QuickSearch.

If you decide to read any chapters or pages, it is recommended that you open the book in a new window.

If the item is a **print book**, the record will include the specific campus location – **Downtown, Parham, or Goochland**; the specific collection such as **Circulating** or **Graphic Novel**; as well as **Library of Congress** call number which indicates where the book is located on the shelf.

Let's say you are only interested in **print books** available at the **Parham Road campus** library.

You can limit your results further by clicking on **JSR Parham** from the **Limit My Results to: Library** menu on the left.

If a print book is already checked out, the record will indicate **Checked out from JSR**.

If a print book is available, the record will indicate **Available at JSR**.

This concludes this tutorial.