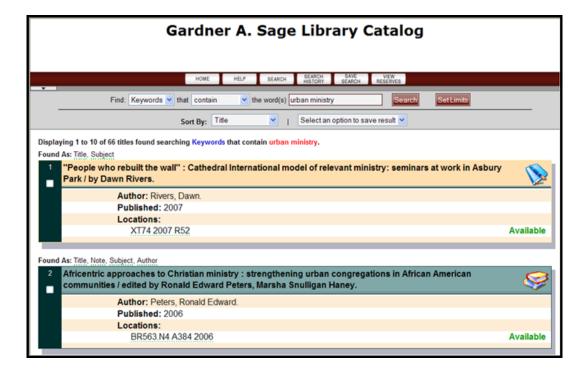
Navigating the Online Catalog

www.nbts.edu/sagecatalog

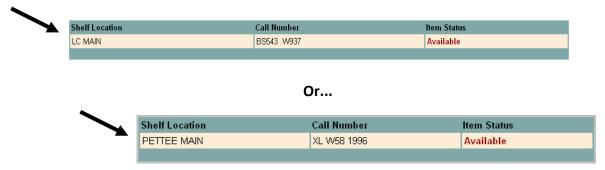
In this example, I have typed "urban ministry" in the search box and then clicked "Search".

Gardner A. Sage Library Catalog		
	HOME HELP SEARCH RESERVES	
	To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search." Find: Keywords v that contain v the word(s) urban ministry Set Limits Return 10 v per page. Available Items Only	
Sage Library		

This is the top of a results page. To see information about where a book is located, click on the title.



In order to find a book, the first thing you need to know is its Shelf Location. Most Shelf Locations start with either LC or PETTEE. The Shelf Location will also tell you if the book is in the MAIN section of the library (as depicted below) or in a special section of the library, such as RESERVE, REFERENCE, or FOLIO (oversized).



In order to find the book in its location, you need its call number. Call numbers are like alphanumeric "labels" that tell you where the book can be found on the shelf. Sometimes they can be confusing at first. If you would like help, don't be afraid to ask!



The Item Status will tell you whether the book is currently AVAILABLE in the library (as in the above example) or CHECKED OUT (below).



The catalog will also list multiple copies of a book. In this example, one copy is on reserve. The other copy is in the main section, but unfortunately is checked out and is overdue.

Shelf Location	Call Number	Item Status
LC MAIN	BV4011.3 .W495 2008 c.2	Overdue
LC RESERVE	BV4011.3 .W495 2008	Available

If you have any questions or need help, you can call the library at 732-247-5243, or email sage@nbts.edu.