

## Introduction to the Library Finding Books

Leonard Lief Library Information Guide #18



## Finding Books in CUNY+

**CUNY+** is the online catalog of the entire CUNY library system. It can tell you what books (as well as eBooks, journals, videos and many other items) each library owns. You can search the entire CUNY system or limit to Lehman College Library holdings. Here's how to begin:

- 1. Go to the Lehman College Library website at www.lehman.edu/library
- 2. Use the Search Our Resources "Find Books" box to search the CUNY+ Online Catalog
- 3. Click on the <u>pull-down menus</u> to Select search type and Select Library (the default is Lehman)
- 4. Use a Keyword search when exact title, author or subject is unknown; for example "fashion" or "fashion history".
- 5. Use **Begins with (title, author, subject begins with)** search when you know the exact information; for example **Title begins with** *culture of fashion*.

(You must leave out the initial word The) See image below.



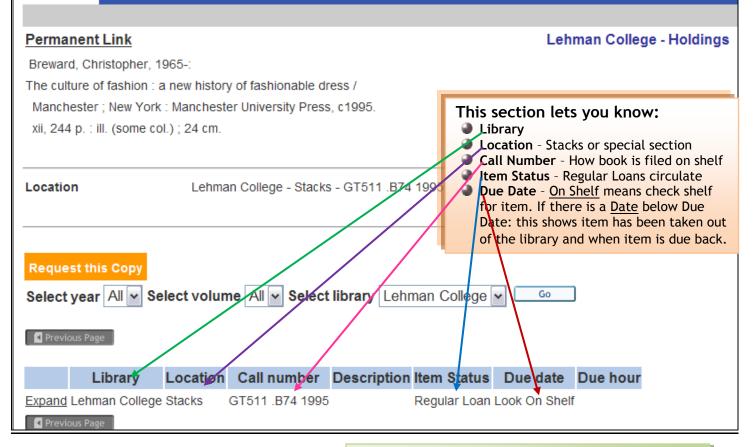
You can use **Guided Search** for advanced searches, such as those limited to **Record Type** (book, electronic, etc.) or combination searches: **ex. Author:** Smith and **Title:** Chemistry.

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Search Results L



	Leonard Lief Library		
COLLEGE	Call Number Floor Guide		
A, B, C, D	2 <sup>nd</sup> Floor South		
E, F	2 <sup>nd</sup> Floor North		
G, GV, H, J	3rd Floor North		
К	3rd Floor South - East		
	3rd Floor South (Education)		
M1 - M2198	2 <sup>nd</sup> Floor North (Fine Arts)		
ML1 - MT1375	2 <sup>nd</sup> Floor North		
N	2 <sup>nd</sup> Floor North		
Р	3 <sup>rd</sup> Floor North		
Q, R, S, T, U, V	3 <sup>rd</sup> Floor South - East		
Z	2 <sup>nd</sup> Floor North		
Education Books & Periodicals	3 <sup>rd</sup> Floor South - West		
Reference Books (Except Education)	1 <sup>st</sup> Floor South		
Govt. Docs.	1 <sup>st</sup> Floor Ask Reference		
Music Scores, Audio & Videos	2 <sup>nd</sup> Floor (Fine Arts)		
Periodicals (Except Education)	Basement		
Reserve, Quick Ref, Ready Reference	1 <sup>st</sup> Floor		
Special Collections	2 <sup>nd</sup> Floor North - Room 230		



## HINT about locating book

Stacks = Open Shelves. Book may be borrowed Reference = In Library use only Reserve = In Library use for a limited time Quick Reference = Seven Day Loan

## Locating Books in the Library

- When you get search results, you must click "Lehman" to see the call number for a book. Use the Call Number Floor Guide chart pictured at left to locate the book in the building.
- Need more books on a topic? Books are grouped on shelves according to topic so try browsing nearby titles. Also Subjects of a book can be searched in the catalog for additional books on the topic. Example: the Subject "clothing and dress" is hyperlinked to other books on this topic.