



## How to Find Books in the Kean University Library

- Go to the Library's home page (<http://library.kean.edu>).
- Click *Books, E-books, Videos & More* to access the *Kean Catalog*.
- Type appropriate keywords, title, author, or subject in the *Find This* search box.
- Limit your search results to particular types of records by selecting an option from the *Limit Your Search* menu.
- Select the appropriate search category from the *Find Results in* menu.
- Click *Search*.
- Scroll down to view the search results list.
- Make note of the location, call number, and status for any titles of interest. Information for select library location and status categories are explained in the tables below:

Library Location Categories	Explanation
Electronic Resource	The item is available online.*
Film	The item is available online.*
Juvenile Collection	This type of resource can be checked out.
Main Collection	This type of resource can be checked out.
Reference Collection	This type of resource can be used in the Library.
Reference Collection Annex	This type of resource can be used in the Library.
Reserve Desk	The item is located at the Circulation/Reserve Desk on the main floor and can be checked out for use in the Library.
U.S. Government Online Document	The item is available online.

\*Some resources may require you to log-in with your Kean Google e-mail username and password.

Status Categories	Explanation
Available	The item is not checked out.
Checked Out	The item is checked out.
Click on Title for Details	Click on title for more information.
Overdue	The item is checked out and past due.
Multiple Item Statuses	The Library has more than one copy of the item. Click on the title for more information.

**Note:** If you need help finding books in the Library, please see a librarian at the Reference Desk for assistance.

