



Finding Books

If a patron is looking for a specific book, the best way to do this is to check the library policy page, find their catalog, and do a search there. But sometimes the library doesn't have the book, or all copies are checked out. In those cases, you have a few options:

1. Waiting List / Holds

If all copies are checked out, there may be a way for the patron to be put on a waiting list (which may also be called "placing a hold"). Check the library policy page to see if this information is available. If not, look at the catalog to see if there is any such option listed along with the book citation. This may not be a workable solution for all patrons, depending on how soon they need the book.

North Country Library System – <http://www.nclsweb.org/>

#4	801.953 CLAR
Details	Mark Twain's Huckleberry Finn Claro, Joseph.
Keep	1 copy available at Other Libraries in Riverview Correctional Facility
Place Hold	

SUNY Oswego - <http://www.oswego.edu/academics/library/>

Call Number	Circulating Collection, 3rd Floor / PS3566.I372 V36 2005
Library Holdings	Is it here?
Author	● Picoult, Jodi, 1966-
Title	● Vanishing acts / Jodi Picoult.
Edition	Washington Square Press trade pbk. ed.
Publisher	● New York : Washington Square Press, 2005.
Description	xii, 418, [8] p., ; 21 cm.
Series	● SUNY Oswego
Notes	"WSP readers club"—Cover. Includes readers club guide (p. [419-426]).
Subject Headings	● Young women — Fiction. ● Adult children of divorced parents — fathers — Fiction. ● New Hampshire — Fiction. ● Arizona — Fiction.
ISBN	0743454553
Sys. no.	000373654
Library Holdings	Is it here?

A date in the "Due date" column (for example, 04/02/08) means that the item is on loan to another person. Click on "I want it next" to have the item held for you when it is returned.

Request Hold	Item status	Due date	Due hour	Collection	Call #	Vol./No.	Holds	Barcode
I want it next	Regular	03/26/09	11:00 PM	Circulating Collection, 3rd Floor	PS3566.I372 V36 2005			30263008830273

2. Other versions

See if another version of the book is available in the catalog, such as:

- a large print edition (not ideal for everyone, but better than nothing)
- a CD audiobook
- downloadable audiobook
- an e-book (from vendors such as NetLibrary)

Many libraries that have downloadable audiobooks offer them in a section of the website that is separate from the catalog (using a vendor such as OverDrive) so you may need to look around the website to find this.

Example:

Richmond Memorial Library, Batavia – <http://www.batavialibrary.org/>

The screenshot shows the website interface for Richmond Memorial Library. On the left is a vertical navigation menu with icons and text: TEEN CORNER, ADULT SERVICES, MEDIA SERVICES, REFERENCE DESK, LOCAL HISTORY, SAGE, GRO, FRIENDS of the LIBRARY, COMMUNITY INFO, and CONTACT US. In the center, there is a schedule of events: May 21, 6:30pm Pajama Primetime 6:30pm; May 22, 10:00am Baby Bounce 10am; and May 27, 12:00pm Books Sandwiched In. Below the schedule is a blue 'Ask Us 24/7' chat button with the text 'Chat With A Librarian'. To the right of the chat button is a section titled 'Have a question?' with a sub-section 'Ask Us 24/7' that says 'Get live answers, 24 hours a day, 7 days a week'. Below this is a 'download audio books' section with an image of a smartphone and text describing the OverDrive Audio Book service: 'Browse for your favorite titles in OverDrive Audio Book format from the comfort of your own home. Titles are available for download to your personal PC, laptop, or compatible MP3 player.'

3. Free Online Versions

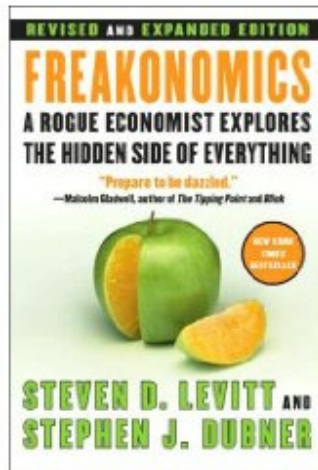
If the book is out of copyright (for example, classic literature), you can often find a free copy of the text online. Either do a web search for the title, or try Project Gutenberg at <http://www.gutenberg.org>, or Google Books at <http://books.google.com>

4. Other nearby libraries

Check other libraries near the patron to see if they have the book – for example, if they are a college student, check the public library system in their area. You can also have the patron go to WorldCat – <http://www.worldcat.org> – and enter the book title and their zip code, for a list of nearby libraries that carry it.

5. Excerpts

If all else fails, you could try to help the patron locate an excerpt or portion of the book. Again, not ideal, but better than nothing.



Amazon – <http://www.amazon.com>

A “search inside this book” function is available for some books, which allows you to view a few pages, as well as search for terms in the book.

Customer image from [Nathan O'Keefe](#)



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Google Book Search - <http://books.google.com>

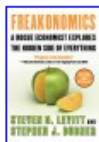
There are a few different levels of availability for books:

- No preview – only a basic citation is available.
- Limited preview – you can view a few pages, as well as search for text in the book, similar to Amazon’s “search inside this book” feature.
- Full view – the entire book is available (usually only public domain works).



[Advanced Book Search](#)
[Google Book Search Help](#)

Books Showing:



[Freakonomics](#): [a rogue economist explores the hidden side of everything](#)

by Steven D. Levitt, Stephen J. Dubner - [Business & Economics](#) - 2005 - 242 pages

In this book, they set out to explore the hidden side of everything.

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