   a. Go to [http://www.menlo.edu/library/](http://www.menlo.edu/library/) (the Library home page)
   b. Using the search tool labeled “Search for a Book, Audio or Video”, search either by author or title to locate the book:
   ![Library Search Tool](image)
   c. If the title is specific or accurate enough, you should be directed to the exact book record, if the library has the book (see sample record below). The call number tells you where in the library stacks the item is located.
d. If the library does not have your book, the search results will offer similar titles. See the results for “Origin of Species” title search below.

![Book & Media Catalog](image1)

- If the library does not have your book, the search results will offer similar titles. See the results for “Origin of Species” title search below.

![Book & Media Catalog](image2)

2. If you do not have a particular book in mind, but would need to find something for your topic, you can use “Keyword” or “Subject” searching. Subjects are Library of Congress subject headings. Imagine you have to write a paper on Women in business.

- You could try a keyword search like “Women Business”. Below are the results you would get:

![Book & Media Catalog](image3)
b. Or, you could try a Subject Search, which would return subject headings along the lines of what you are looking for. If we enter “diversity workplace” in the subject search, here is what will come up:
c. As you can see there are some interesting subject headings that come up with this approach. Clicking through on a subject heading will either give you an option to narrow further or will bring you directly to a list of books.