How to use the catalog

If you are looking for a book in our library you first have to click on FILTER and then choose which search option that you want (Author, Title, etc.)

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	Grose, M. W.	Old Er literatu	nglish ure		London		Evans Bros	1973	820 "7/10" (03) EDL 423	Literature of the British Isles	A
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	Swanton, Micha	ael Beow	ulf		Mancheste U.K. : New : New York	er, York	Manchester University Press ; Distributed	1997	820 "7/10" BEO 7 EDL 880	Literature of the British Isles	A

Then write the search term in the appropriate category (in this case "Hemingway") and click on FIND.

File Edit Tools Help	Rows 1 -	E Cards 1	Map of Lo	ecation +	
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	G	rose, M. W.	Old English literature		London
	ĸ	irby, lan J	Bible translation in Old Norse		<mark>Genève</mark>

You will see on the right side all the books we have in the library that match to your search word. Now, take the call number and go to the indicated shelf to get the book (the last columns)

File Edit Tools Help	Rows 1	▼ ⊟[Cards 1	Map of Location	+						
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		Hemingway, Ernest	A farewell to arms		New York	Grosset & Dunlap	1929	820 (73) "19" HEM FAR 7 EDL 573	Literature of the U.S.A.	E
		n. mingway, Ernest	For whom the bell tolls		London	J. Cape	1941	820 (73) "19" HEM FOR 7 EDL 711	Literature of the U.S.A.	

Be careful! If you open several search categories on the FILTER button and then only use one while keeping the previous searching word, you will not find the book you are looking for.

For instance, here I opened the TITLE category and wrote "Hamlet". Because "Hemingway" is still written in the AUTHOR OR EDITOR category, there will be no results! So you have to erase "Hemingway" and do a new search by using **only** "Hamlet".

	Help	Rows	1 -	⊟{ Ca	rds 1	Map of Lo	ocation	•		
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