

WRIT 101: Library Instruction Session: Locating Books

Begin your search on the library web page: <http://www.ben.edu/library>

You may begin your search here...

... or here if you wish to perform a simple title, author, or subject search.

Find books
At Benedictine University | At other I-SHARE libraries
Shortcut to "MyAccount"
Quick catalog search:

Title

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Quick catalog search:

Title

Enter your search term(s) and click on **Search**.

Here are the results of this search:

#	Title	Full Title	Author
<input type="checkbox"/> <u>1</u>	The Encyclopedia of religion /	Encyclopedia of religion / [editor in chief, Mircea Eliade ; editors, Charles J. Adams ... et al.].	1986
	Library Location: 5th floor (except 700s & 900s - 4th floor) Call Number: 200.3 E56		Status: Multiple item statuses. Click for details.
<input type="checkbox"/> <u>2</u>	The encyclopedia of religion	Encyclopedia of religion [electronic resource] / Lindsay Jones, editor in chief.	2004
	Library Location: Electronic Item	Call Number: Online resource	Status: Click for details
<input type="checkbox"/> <u>3</u>	Encyclopedia of religion /	Encyclopedia of religion / Lindsay Jones, editor in chief.	2005
	Library Location: Reference - 2nd floor (Non-circulating)	Call Number: R 200.3 E56 2005	Status: Multiple item statuses. Click for details.

Link to additional information

Link to the online version.

Note that **Reference Books** may not be removed from the library.

This is how we would compose and **author search** to look for a book written by Terrence Kardong called *The Benedictines*.

Find books

At Benedictine University | At other I-SHARE libraries
 Shortcut to "MyAccount"
Quick catalog search:

Enter the author's name (last name first) and select **Author**

#	Number of Titles	Heading (Click to see titles.)	Heading Type
1	5	Kardong, Terrence	Personal Name

Our library owns **5** books written by this author. Click on this name to see the titles.

If our library does **not** own the title you are looking for, click on **Repeat search in the I-Share catalog** to see if it is available for loan from another academic library in Illinois.

Now Searching: Benedictine University Library

You Searched: Author = kardong, terrence

Search Results: Displaying 1 through 5 of 5 entries. [Repeat search in the I-Share catalog?](#)

#	Author Heading	Full Title	Date	Format
<input type="checkbox"/> 1	Kardong, Terrence	Benedict's Rule : a translation and commentary / Terence G. Kardong.	1996	Book
Library Location: 5th floor (except 700s & 900s - 4th floor) Call Number: 277.047 K18B Status: Available				
<input type="checkbox"/> 2	Kardong, Terrence	Commentary on the Rule of Saint Benedict / Smaragdus of Saint-Mihiel ; translated by David Barry ; introductory essays by Terrence Kardong, Jean Ledercq, Daniel M. LaCorte.	2007	Book
Multiple holdings. Click title for details.				
<input type="checkbox"/> 3	Kardong, Terrence	Day by day with Saint Benedict / Terrence G. Kardong.	2005	Book
Library Location: Abbey Circulating Collection (must be paged) Call Number: 277.047 K18d Status: Available				
<input type="checkbox"/> 4	Kardong, Terrence	Life of Saint Benedict / by Gregory the Great ; translation and commentary, Terrence G. Kardong.	2009	Book
Multiple holdings. Click title for details.				
<input type="checkbox"/> 5	Kardong, Terrence	Saint Benedict's holy rule for public reading : male and female versions / translated by Terrence G. Kardong.	2003	Book
Library Location: Abbey Circulating Collection (must be paged) Call Number: 277.406 E5 2003 Status: Available				

#	Number of Titles	Heading (Click to see titles.)	Heading Type
1	9	Kardong, Terrence	Personal Name

There are **9** books written by this author in the I-Share catalog. Click on this name to see the titles, locations, and availability of the books.

- The book *Benedictines* is owned by Wheaton College and Catholic Theological Union. You may
- go to one of these libraries and borrow the book with your Benedictine University ID card **or**
 - you may have the book delivered to our campus via Interlibrary Loan.

#	Author Heading	Full Title	Year	Type
<input type="checkbox"/> 1	Kardong, Terrence	Benedictines / by Terrence Kardong.	1988	Book
		Library Location: Catholic Theological Union	Status:	
<input type="checkbox"/> 2	Kardong, Terrence	Benedictines / by Terrence Kardong.	1988	Book
		Library Location: Wheaton College	Status:	

In either case, click on the title to see if **the book is available for loan.**

Institution: Wheaton College
Location: Main Stacks - Buswell Library
Call Number: 271.1 B434k → [Text me this call number](#)
Copy: 1
Status: Available

In this example, the book is on the shelf at Wheaton College. The call number is provided.

To borrow the book on Interlibrary loan, click on the **Request** button.



Your session will expire in 07:36

- New Search
- Share Libraries
- Headings
- Titles
- Renew Books/My Account
- Request
- New in I-Share
- Quit
- Help

Complete the form that appears on the new screen. Be sure to select **Benedictine University** as your **Home Library**.

You'll find your **Library Borrower ID** number printed on your BU ID card. It is a 14-digit number that begins with **2281100**

Select Your Home Library: Benedictine University ▼

Library Borrower ID ▼

Last Name:



Your session will expire in 09:21

- New Search
- I-Share Libraries
- Renew Books/My Account
- Logout
- Request
- New in I-Share
- Quit
- Help

When this screen appears, select **OK** to request the book.

Login confirmed. Click "OK" to continue.
 Note: In order to place a request, you must have JavaScript enabled in your web browser.

Request first available copy

OK Reset

I-Share Request: Request first available copy	
Title:	The Benedictines / by Terrence Kardong.
Instructions:	<p>Re-supply your borrower ID below, select a pick-up location, and press "Submit Request."</p> <p>Use this I-Share form to request materials from libraries other than your own (or, materials from your own library that you want to pick up somewhere else). To request materials from your own library and pick them up there, place your requests in your own library's catalog.</p>
Library that owns the item (Choose item on line below):	<p>Wheaton College</p> <p>33124005049761 B Circ Book</p>
Library Borrower ID:	<input type="text"/>

Once again, you'll be asked to enter your **Library Borrower ID** number.

You may **track** your request using the **My Account** feature. You may **renew** items here as well.



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- Quit
- Help



Circulation Desk
 630-829-6050 | 877-575-6050
 E-mail the Circulation Desk

Reference Desk
 630-829-6057 | E-mail the Reference Librarian

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You may also link the **My Account** feature from the library home page.