

# Finding Materials

Find books, video/DVDs, periodicals and newspapers in the Coast Capital Savings Library.

1. From the **Library Home Page**:

The screenshot shows the Kwantlen Polytechnic University Library website. The header includes the university logo and navigation links like 'LIBRARY HOME', 'SITEMAP', 'HOURS & LOCATIONS', etc. A sidebar on the left lists search options: LIBRARY CATALOGUE, RESEARCH DATABASES, JOURNAL TITLES, COURSE RESERVES, OTHER LIBRARIES, and SUBJECT GUIDES. The main content area is titled 'Library - Coast Capital Savings Library' and features a 'Find Books' section with a search box containing 'poetry, british columbia' and a 'Search' button. A dropdown menu is open below the search box, showing options: 'words or phrase' (selected), 'author', 'title', 'subject', 'series', and 'periodical title'. To the right of the search box, there is a 'In the spotlight' section and a 'Find Books' section with a description: 'Search our Library catalogue for books, videos and DVD's.' Below the search box, there are links for 'Alphabetical', 'Subject', and 'Journal Titles'.

1. Click on the drop down arrow ► to specify the type of search.

You may search by words or phrase, which is the default, or by author, title or subject.

2. Type your key words or phrase ▼ in the text box.

3. When all the necessary information has been selected, press the Enter key or click on Search.

A list of all items related to your search will be displayed.

The screenshot shows the search results page for the query 'poetry, british columbia'. The page title is 'Search Results' and it indicates that 15 titles were found. The results are listed in a table with columns for item number, call number, title, author, and year. The first three items are:

#	Call Number	Title	Author	Year
#1	PR 9058 M62 2001	Mocambo nights : poetry from the Mocambopo poetry reading series	Lane, Patrick, 1939-	2001
#2	PR 9256 O968 L6 1995	Low water slack	Bowling, Tim, 1964-	1995
#3	PR 502 C62 1994	The Columbia history of British poetry	Woodring, Carl, 1919-	1994

4. To view an item in ► greater detail, click on the Details button beside the title of the item.

At this screen you are given the title of the item, the call number and the campus location. The item information tab shows holdings information, including whether the item is on loan and the due date.

The screenshot shows the 'Item Information' page for the book 'Mocambo nights : poetry from the Mocambopo poetry reading series'. The page is divided into two tabs: 'Item Information' (selected) and 'Catalogue Record'. The 'Item Information' tab displays the following details:

**Mocambo nights : poetry from the Mocambopo poetry reading series**  
Lane, Patrick, 1939-

**Publisher:** Ekstasis Editions,  
**Pub date:** c2001.  
**Pages:** 125 p. ;  
**Copy info:** 1 copy available at Richmond Campus Library.  
1 copy total in all locations.

**Holdings**  
**Richmond Campus Library**

**Copy Material Location**

Call Number	Quantity	Material Type	Location
PR 9058 M62 2001	1	BOOK	General collection

5. Click on the **Catalogue Record** tab to see the full record including physical description, publication information and the subject headings.

6. Click on the **New Search** button to return to the Search the Library Catalogue Screen.

**IF YOU HAVE ANY QUESTIONS PLEASE ASK A LIBRARIAN FOR HELP.**