

Searching for Books and Articles

Start your searches from the Century College Library Homepage: <http://www.century.edu/library>

Searching when you have a citation	
Books	Articles
<p>1. Search Century Library Catalog by Author, Title, or ISBN</p> <ul style="list-style-type: none"> • If found, note the call number and locate the book on the shelves 	<p>1. Click “Journal and Newspaper Titles”</p>
<p>2. If not found in Century Library - search all MnPALS Libraries</p> <ul style="list-style-type: none"> • Display an individual record • Log on • Click “Request” • Fill in the required fields in the request form - the fields with asterisks must be filled out • Click “Create ILL Request” • Be sure you get a confirmation number – this indicates you have successfully submitted your ILL 	<p>2. Determine if the journal is owned by Century College</p> <ul style="list-style-type: none"> • If it is, go to the circulation desk and check it out <p>3. Determine, from the same link, if it should be a full-text article</p> <ul style="list-style-type: none"> • If so follow the link into the correct database and search for the article by date, author, or title
<p>3. If still not found, see Interlibrary Loan (ILL) staff for options</p>	<p>4. If not, submit an Interlibrary Loan (ILL) request</p> <ul style="list-style-type: none"> • Click “Patron info” • Log on • Click on “Interlibrary Loan” • Fill out the form as completely as you can The fields with asterisks must be filled out • Click “Go” • Be sure you get a request number – this indicates you have successfully submitted your ILL
Searching when you have a topic	
Books	Articles
<p>1. Search Century Library Catalog by: All Fields or Subject</p> <ul style="list-style-type: none"> • If found, note the call number and locate the book on the shelves 	<p>1. Choose a periodical database to search</p> <ul style="list-style-type: none"> • If you find a full-text article you like, print it • If the article you want is not full-text in the database you are searching, proceed as described above to locate the article
<p>2. If not found in Century Library- search all MnPALS Libraries</p> <ul style="list-style-type: none"> • Display an individual record • Log on • Click “Request” • Fill in the required fields in the request form - the fields with asterisks must be filled out • Click “Create ILL Request” • Be sure you get a request number – this indicates you have successfully submitted your ILL 	
<p>3. If still not found, see ILL staff for options</p>	