Find a book in the library

1. Go to the Gateway Library Homepage
   www.gwcc.commnet.edu/library.aspx
2. In the “Find books and more” box, enter your key word(s):
   --if using a phrase you must put quotes around it (for example, “gun control”)
   --if using two key words you must put a plus sign (+) in front of each one (for example, +children +nutrition)
3. Click “Search” (titles will display in reverse chronological order)
4. Scroll down the list to find the most relevant items (the catalog also includes videos, audiobooks, etc.).
5. Check the status and location to see if the item is available and where it is located.
6. Click on the title to get more information about the item.
7. Write down the call number and go to the shelves to retrieve the item (ranges are posted on the endcaps of the rows).
8. Ask a library staff member if you would like to place a hold on an item that is currently checked out.

See a library staff member for assistance