**What am I searching?**

The Reed Library Catalog has 4 "scopes" (i.e., filters) that allow a user to search different parts of the system.

*Use:*

- **Articles, Books, and More** to search the collections of Reed and Summit libraries, and many of the databases and journal packages to which Reed subscribes.
- **Reed Library Only** to find materials held at Reed.
- **Reed Library and Summit** to search the collections of Reed and Summit libraries.
- **WorldCat** to search libraries worldwide.

**How to read a book/av record:**

Everything needed to find the item in the library is available from the search results screen:

- The availability, location and call number for the item are displayed. If it is an electronic resources go to "View It" to view the item.
- The format of the item is displayed.
- Use 'Details' tab to view the full catalog record for the item.

**What’s with the dots?**

- The item is available to check out or view.
- The item is held by at least one Summit library. Use the ‘Get It’ tab to submit a Summit request.
- Our copy is unavailable. Use the “Get It” tab to request via ILL.

**Tip #2: Sign Out!**

Because we are now using Kerberos logins, it is important that you log out AND close the browser if you are using a public machine.

**Tip #3 Browsing is your friend!**

The Browse option is a great way to find the EXACT item you are looking for from Reed's holdings.

**How to read a journal article record:**

Article title

- **Journal, year, volume & pages of article**

Availability

- Use the ‘View it’ tab to see your options for accessing the full text of an article.
- Use the ‘Details’ tab to see more information about the article (abstract, keywords, etc.).

When full text isn’t available, use the ‘Get it’ tab to search Reed’s print journal holdings or to make an ILL request.