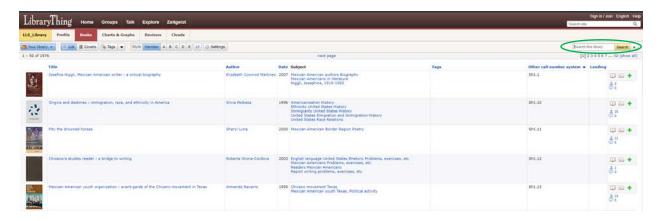
## The Latina/o Studies Department Lending Library: How to Locate and Borrow Books

The Latina/o Studies Department Lending Library is a collection of more than 1,500 books that have been donated by current and former LLS faculty. All books are located in Room 107 in the LLS Department building at 1207 W Oregon St, Urbana, IL 61801.

## **Browsing the Catalog Online**

The easiest way to check if the collection contains a specific book or books on a certain topic is to search the online catalog, located at <a href="https://www.librarything.com/catalog/LLS\_Library">https://www.librarything.com/catalog/LLS\_Library</a>. (You are also welcome to browse the physical bookshelves, but please note that the books are not sorted by subject.)



To search for books, input search terms into the "Search this library" box (circled in green on the image above), then click **Search.** The search will return all books that include your search term in the title, author, Library of Congress subjects, or tags for the book.

Note that the search treats accented and non-accented characters as the same character. For example, searching for "Jose Marti" will also return books that include "José Martí" in a field.



You can narrow your search to only return results from a particular field by using the downward-facing arrow to the right of the **Search** button. This is particularly useful for identifying books with the same subject heading as another book. For example, if you have located the book

"Eyewitness: A filmmaker's memoir of the Chicano Movement" and want to find other books like it, you could search for one of the book's subjects, such as "Chicano movement."



In the search above, note that the **Subjects** field is selected for the search.

You can also search book **Tags** in the same way. (Not all books include subjects, so we have manually added tags so that every book record includes some additional information beyond the title and author.)

## **Locating a Book**

Once you have identified a book you would like to borrow, you should first confirm that it is not already checked out. If a book is currently available, the **Lending** column will be empty. If a book is checked out, the **Lending** column will read "CHECKED OUT" along with the due date.

You can find a book's location on the shelves using the information in the **Other call number system** column. All books are assigned a call number that gives a shelf number and a position on that shelf. For example, the book with the call number Sh3.14 is the fourteenth book on Shelf 3. All books have a physical label with their call number as well.

## **Checking Out a Book**

Please consult with LLS staff to check out materials.