Transcript for Davis Library’s Video Tutorial:

1. From the library’s home page [www.rio.edu/library]... click where it says "RioCat" under the heading "Find Books."

2. Next, use the buttons or tabs above the text box to select your search type. For an "Author Search" enter last name first. No comma or capital letters are necessary.

3. When ready, click the "Search" button.

4. From our results, we see that Davis Library has 9 items by this particular author in their collection holdings.

5. Besides the title and publication information, the brief records listed here provide some additional details on each item. Click book cover images to get content information.
6. Item "Location," "Call #," and "Status" information are here too.

7. Click the "Title" to access the item's "Full Record," where more details such as "Subject Headings" are available.
8. The item's "Call #" acts as a type of address.

9. This special coding system helps organize library materials according to their subject matter.

10. Have questions?

   "Ask Us!"
   1.800.282.7201, ext. 7005
   refdesk@rio.edu

11. Each item has a unique number that helps you to find it on the shelf.