Tips on navigating the library home page

1ab Selecting **Find Books & More** from the left-side menu or the **Find Books tab** will take you to CUNY+, the online catalog for books and other library materials.

2ab Choosing **Find Articles** from the left-side menu or the **Find Articles tab** will take you to online databases that include articles from newspapers, magazines, and scholarly journals. You can search for a specific database by name, browse the list of Popular Databases or the list of Databases Arranged by subject. You will be able to search across multiple databases at once if you select the Hound Hunt (multiple database searching).

3 Click on **Reserves** on the left-side menu to access readings on E-reserve and find out about other library materials (including textbooks) that have been placed on reserve for your class.

4 John Jay College Faculty will find information about all the library services and assistance available to them by choosing **For Faculty** on the left-side menu.

5 Select **Research Tools** from the left-side menu to access subject guides prepared by librarians, browse a list of selected resources on the Web, consult the Research Help wiki, and find out about library workshops.

6 To learn more about the library, its history, mission, and policies, and to find answers to FAQs, choose **About the Library** from the left-side menu.

7 To find out if the library has a specific journal in either electronic or print format, select the **Find Journals tab** and enter the journal’s title in the search box.

8 To access online subject guides, view the Research Help wiki, and learn about regularly held library workshops, click on **Get Help**.

9 Go to the **Contact Us** tab if you would like to get in touch with a reference librarian. You can call, email, or text us. Or come into the library - librarians are at the Reference Desk on the upper floor of the library.
A Quick Guide to the Lloyd Sealy Library

Find Books & More

Selecting Find Books & More from the left-side menu or the Find Books tab will take you to CUNY+, the online catalog for books and other library materials (periodicals, reports, government documents, videos, etc.) held by the City University libraries.

CUNY+ can be searched for John Jay library materials only, for materials held by all CUNY libraries, or for materials held at a specific library. When you use computers in the library, their default setting is John Jay College Library.

From off campus, you can search John Jay materials only by going to Select library and choosing John Jay College from the drop-down list. Once you have done this, at the top of the screen it should say You are searching: John Jay College. To search all CUNY libraries at once, select All CUNY libraries from the drop-down list.

The information you find in CUNY+ will allow you to locate a book in the library. On the results screen, look for the Holdings field on the right side of each item listed. Click the link that says John Jay College and look at the blue box at the bottom of the next page.

<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Call number</th>
<th>Description</th>
<th>Item Status</th>
<th>Due date</th>
<th>Due hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Jay College Stacks</td>
<td>KBP173.25 .D37 2008</td>
<td>Regular Loan Look On Shelf</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Jot down the call number. You will need it to find the book on the shelf.

Look on shelf means the item is in the library.

Location specifies the section of the library where the item can be found.

If the book’s location says Stacks and its call number begins with the letters:

- A through H - the book will be on the upper level of the library
- J through Z - the book will be on the lower level of the library

If the book’s location is not Reference, Reference Law, Periodicals, or Special Collections the book will be located on the upper level of the library.

You can borrow books from the Lloyd Sealy library by presenting your John Jay ID that has a library barcode affixed at the Circulation Desk on the 1st floor. Unless an item is on reserve, the loan period is 3 weeks. Fines are 10 cents a day. You can renew books online in CUNY+ by clicking on My Account/Renew.

You can borrow books from other CUNY libraries by taking advantage of CLICS (CUNY Libraries Inter-Campus Services). In CUNY+, click the Request a Copy button.

Find Articles

Choosing Find Articles from the left-side menu or the Find Articles tab will take you to online databases that include articles from newspapers, magazines, and scholarly journals. You can search for a specific database by name, browse the list of Popular Databases or the list of Databases Arranged by Subject. You will be able to search across multiple databases at once if you select the Hound Hunt (multiple database searching).

When you access online databases off-campus, you will be prompted for your John Jay email user name and password. Your user name is the letters preceding the @ sign in your email address. For example the email address for John Smith is john.smith@jjay.cuny.edu Enter john.smith in the user name box. Until you change your email password, the default one is the letters jj + the last 4 digits of your social security number i.e. jj1234.

Ask a Librarian

For help with your research, speak to a reference librarian at the reference desk on the 2nd floor of the library. You can also call the reference desk at (212) 237 8246 or text your query to (646) 256 5199.
To email a librarian, click on the links provided under the Contact Us tab.

MBI /updated 3/11