

FINDING BOOKS IN OMNI

OVERVIEW

In this video we'll find out how to search the Omni library catalogue to find books, improve search results, and request books from other libraries.

LAURIER LIBRARY BOOKS

The Omni search box is on the library's main web page. Type your search into the box and click on Search Omni.

Omni searches for both articles and books. To see only the books, look under Resource Type in the left column and click on Books & ebooks. You may have to click on Show More first to see this limit.

The status of each book is below the title. If it's on the shelf it says Available, and if someone else has borrowed it says Not available.

The location is after the status. This book is at the Laurier Library, at the Waterloo Campus. Other locations include WLU Brantford and WLU Social Work.

To locate books on the shelf, you need to know the call number, which is in brackets after the location.

Find out more about a book by clicking on the record. The Details often gives you a table of contents or listing of chapters in the book. You can also see the subjects that describe the main topics of the book, and can click on one to find other books on that subject.

For online books, you'll see links to view the book here under View Online.

You can also get a citation to the book, email the book information, and pin the book to your favorites list. You can see all the books you've pinned by clicking on the Favorites icon on the main page. If you sign into your Omni account, your favorites will stay there until you remove them.

REFINING SEARCH RESULTS

You will see options on the left to filter your search results. Click on any of the options there to only see the items in your results that match that option.

For example, you can see only the books in your results located in a specific campus library, like Brantford. To do this, click on Laurier Location in the left menu then click on Brantford Collection.

You can limit only to books that are on the shelf and not checked out by clicking on Available under Availability. You can also limit to a specific date range, language, or format, like online books only.

Once you've clicked on an option in the left menu, it shows up at the top of the left column. Click the x next to a limit to remove it.

One of the most useful limits is Subject. Click on Subject to see a list of terms that describe the topics of all the results in your search. Check the box to the left of a subject to include it, or show only the books in your results that have that subject. Click to the right of a limit to exclude it, or remove results with that subject term. When you're finished, click Apply Filter. This is a useful way to improve the relevance of your results.

BOOKS FROM OTHER LIBRARIES

Omni also contains books from 13 other university libraries in Ontario. When you type your search, three options come up below the search box: Laurier only, Laurier plus Guelph and Waterloo, or Laurier plus all other Omni libraries. Click one of these to include those libraries in your search. If you don't, by default Omni searches for books from Laurier, Guelph, and the University of Waterloo.

If both Laurier and another library own the book, Laurier's information will display. If Laurier doesn't own the book but another library does, the status will say *Check for ways to get it*.

You can modify which libraries you see in your results after you've searched. Click on the dropdown menu next to the search box at the top of your results to see the same 3 options. To see books from Laurier only, or from all Omni Libraries, choose that option and click Search.

If you want to see titles from a specific library, like Guelph, first include that library in your search. Next, click on the Other Omni Libraries limit in the left column, and click to limit to the library you want.

You can request books located at other Laurier campuses or at other university libraries for pickup at your Laurier library. You need to sign in with your Laurier network login before you can place a request. To request a book, click on the record to see the full display, then look under Get It and click on the option you see there to get the request form. See our video on Requesting books from other libraries in Omni for more details.

QUESTIONS & FEEDBACK

If you have questions, ask us at library.wlu.ca/help/askus.

Let us know whether or not this video was helpful. Click on the button or go to library.wlu.ca/videofeedback to give us feedback and help us improve.