



USING THE LIBRARY FROM HOME



A Guide to Getting High-Quality Information from the Comfort of Your Living Room

<http://library.laguardia.edu>

Help with Your Research from Anywhere

Whenever you're in the Library and have a question, you can walk right up to the Reference Desk and ask a Librarian for help.

But if you're not near the Library (or just shy!), you can still get help with your research. Just use the **Ask-A-Librarian** email service. It's easy.

Just go to **Ask a Librarian** on our home page in the right navigation and select the **Chat** or the **Email the Library**, or go to:

<http://library.laguardia.edu/ask>

Fill out the form and send in your question. A Librarian will write you back with an answer, often within less than 24 hours.



Finding Books

You can use **OneSearch** to search for books from home. This way, you can see what we own before you get here. Plus, you can use **OneSearch** to search collections at any CUNY school.

To search **OneSearch**, go to the Library's home page and navigate to the **OneSearch** search box in the center of the page.

Here are a few things you should know about **OneSearch**:

- If a book has a due date, that means it is checked out to another person.
- If a book has a location of **Reserves** or an Item Status of **Reserve Loan** it can be requested by title at the Check-Out Desk and can be used in the Library for two hours at a time.
- If a book has a location of **Reference** or an Item Status of **Non Circulating**, it cannot be taken out of the Library.
- You can renew books in **OneSearch**.
- You can request books from other CUNY libraries using **OneSearch**