

Finding Books

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

To search the **Classic Catalog**, click:

Books (Classic Catalog)

on the Library's home page.

Here are a few things you should know about the **Classic Catalog**:

- 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 the Catalog.
- You can request books from other CUNY libraries using the Catalog

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 the **Ask a Librarian** link on our home page and select **Email the Librarian**, or go to:

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.



Using the Library from Home



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

<http://library.laguardia.edu>

About the Library

The Library is an amazing place where you can do everything from finding a book, to getting help with your research, to using a computer. But did you know the Library can also help you from home?

That's right. If you have an Internet connection at home or at work, you have access to tons of Library resources:

- Entire articles from print publications like *The New York Times*
- Librarian help
- Research guides to help you find what you need
- Encyclopedias and dictionaries.

The power of the Library is always with you. To tap into it, just visit:

<http://library.laguardia.edu>

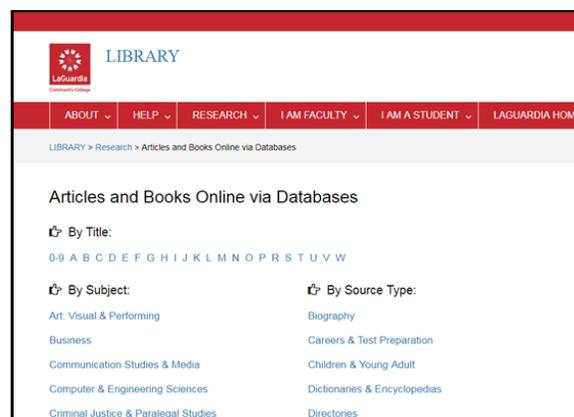


Finding Articles

To find articles, click the **Articles (Databases)** link on our home page or visit:

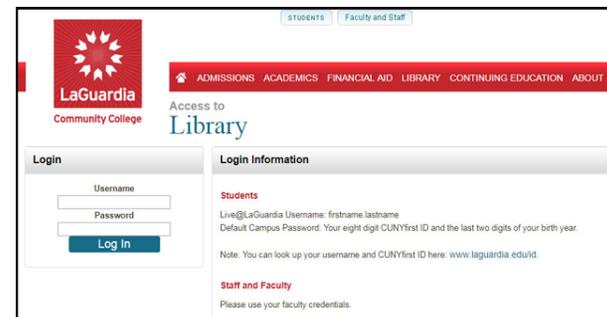
<http://library.laguardia.edu/research/articles>

Once you find a subject that matches your topic, choose a database to search. Most databases have a description that will give you more information about what kind of articles they have inside.



Accessing Databases from Home

When you access our databases from off-campus, you'll be asked for a login and password.



For students:

Login: firstname.lastname

Password: Your password is your CUNYfirst ID number and the last two digits of the year you were born.

If you don't know your CUNYfirst ID, you can visit www.laguardia.edu/id

Your password is always a 10-digit number based upon your CUNYfirst ID. It does not change.

For Faculty and Staff:

Use your Outlook login and password.