1.2.2. Searching the catalogue to locate a book:

I want to see if the library holds a book called “Ethical theory in Business”, which was edited by Beauchamp, TL & Bowe, NE. I need the 7th edition, which was published in 2004.

- From the USQ website, click on the link for the Library
- From the library website, under the “Find It” heading, ensure the “Books, DVD’s and more” tab is selected
- Use the drop-down arrow in the option box to select the field “title”

Type in the title of the book: “ethical theory in business”

- Click on “Find” to start the search
- Note that there are three records with this title
- Look at the edition and publication date details to the right of each record
- Locate the book which has the “2004, 7th edition” details
- Click on the hypertext title link for that book
- This will take you to a screen which gives you holdings or location, details for the book
- In this case, the book is held in one location: “Toowoomba Main Collection”
- The shelf number “174.4 Eth”
- It will also tell you if the book is available

- If it is on loan, it will tell you when the book is due to be returned to the Library