



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

LIBRARY CATALOG

Use the Woodruff Library's online catalog to find books and other materials owned by the Library, to find items placed on course reserve by AUC faculty and to check on the status of your library account.

Anytime, Anywhere Access

1. Go to the Library home page: <http://www.auctr.edu/>
2. Under the section entitled, "**FINDING BOOKS**," click on the following link: **Library Catalog**.

Exact Searching and Browsing

1. Use the default **EXACT SEARCH** interface when you know a specific title or author.
2. Choose the type of search (e.g. Title, Journal Title or Author).
3. Fill in the blank with the title of the book or journal or the name of the author.
4. Click on the **Search** button.

HINT: Skip the words **A**, **AN** and **THE** in the beginning of titles.
Type authors as **LAST NAME, FIRST NAME**.

Course Reserves

Course instructors may place books and other reading materials on course reserve for their students. These items are made available for check out at the **[Circulation Desk]**, and course reserve items may be used two hours in the Library.

1. Click on the **Course Reserves** tab.
2. Adjust the selection boxes with the name of your course instructor, the course and the section number (if needed).
3. Click on the **Search** button to display a list of the materials.
4. Copy the **call numbers** for each item and bring them to the **[Circulation Desk]**.

Get Materials Not Owned by the Woodruff Library

For books or journals that the Library does not own, **Worldcat** can help.


1. Go to the Library home page: <http://www.auctr.edu/>
2. Under the section entitled, "**FINDING BOOKS**," click on the following link: **Worldcat**

Basic Searching

1. Fill in the blank with a keyword, title of book or journal, name of author or ISBN.
2. Click on the **Search** button.
3. A list of records will appear.
4. Choose the record that you are looking for by clicking on the title.

Search in database:

	Search	Clear
	WorldCat	(Updated: 2007-07-11)
	OCLC catalog of books and other materials in libraries worldwide	
Keyword	<input type="text"/>	?
Author	<input type="text"/>	?
Title	<input type="text"/>	?
ISBN	<input type="text"/>	(format: NNNNNNNNNN) ?
Year	<input type="text"/>	(format: YYYY-YYYY) ?
	Search	Clear

- If the library owns the title  **ATLANTA UNIV CTR** will appear to the left of the record
- If the library does not own the title click on the following link: **Libraries Worldwide** to see a list of libraries that own the title
- To request the item through interlibrary loan click on the following link: **Send Request to ILLIAD**. You will be directed to an **Interlibrary Loan Request Form** on the Library's Website.
- Be sure to fill in the form as completely as possible. Incomplete forms can delay your request.

In most cases interlibrary loan materials are received within two weeks, but it may take longer. Plan to begin your research early to insure that books and other items requested arrive in time.

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