

HOW DO I REQUEST A BOOK?

First, you must have a Patron ID number, available at the reference desk.

1. In the Research Library Catalog, display the full record for the item you wish to request.
2. At the end of the record, under Status, see whether the item is Checked Out or Available.
3. Click (top of screen).
4. In the first box, type your Patron ID (e.g., r9999, g4321).
In the second box:
 - Plaza Readers: type Patron ID again.
 - Stack and Extended Readers, staff, Getty scholars: type last name.
5. Click .
6. From the drop-down menu:
 - select Recall if the item is Checked Out
 - select Request Item if it is Available
7. Click .
8. Type Patron ID.
9. Add any comments/instructions to Circulation staff.
10. Click .
The Catalog will confirm your request with:
Your Request was successful.
11. Click when you are finished.

MAY I TAKE BOOKS HOME?

- Readers: No. Checked-out materials are kept at reserve shelves or assigned carrels.
- Getty staff and scholars: Contact the Circulation or Reference Desk to take material off site.

RESEARCH LIBRARY

The Research Library at the Getty Research Institute contains extensive holdings relevant to the history of art and architecture in its general library, special collections, and photo study collection.

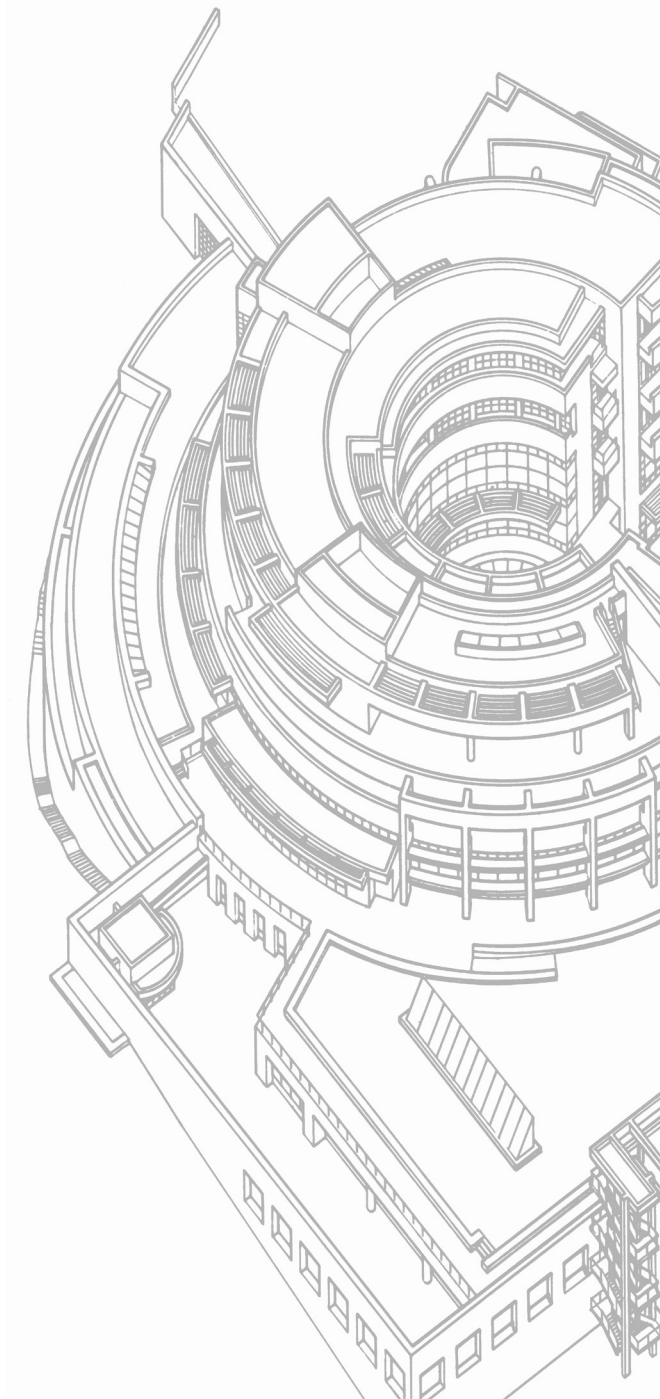
www.getty.edu/research/library

REFERENCE DESK
(310) 440-7390



THE GETTY RESEARCH INSTITUTE RESEARCH LIBRARY

LIBRARY CATALOG QUICK GUIDE



The Getty Research Institute
Research Library

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Los Angeles, CA 90049-1688
Tel (310) 440-7390
www.getty.edu

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Searching by KEYWORD

Search for word(s) or a phrase anywhere in a record.

Select **Basic Search**

Type word(s) in any order
Type a question mark to truncate a word.

Select **Keyword(s)** (Words in any order)

Click **Search**

Examples: berenson aesthetics
picasso raisonne?

See Search Tips for additional search strategies.

Searching by TITLE

Search for titles of library materials.

If you know the beginning of a title:

Select **Basic Search**

Type title, beginning with the first word
Omit initial article (A, The, Der, L', etc.).

Select **Title** (Start of title. Omit initial article: The, L', etc.)

or **Journal Title** (Start of title. Omit initial article: The, L', etc.)

Click **Search**

Examples: age of vasari
art journal

See Search Tips for additional search strategies.

Searching by AUTHOR

Search for personal and corporate name(s).

Select **Basic Search**

Type last name, then first name or initial
Do not invert corporate names.

Select **Author List** (e.g., Panofsky, Erwin)

Click **Search**

Examples: panofsky erwin (or panofsky e)
j paul getty museum

See Search Tips for additional search strategies.

Searching by SUBJECT

Search for items about a person or topic.

Select **More Search Options**

Type subject word(s) in any order

Select **all of these** from the drop-down menu

Select **Subject** from the drop-down menu

Click **Search**

Examples: gogh arles
faberge exhibition?

Words must be listed in the Library of Congress Subject Headings. See reference librarian for more information.

See Search Tips for additional search strategies.

SEARCH TIPS

TOO MANY RESULTS?

- Use more search words.
- Limit your search. From the list of titles,

Click **Limit your Search**

Select option (e.g. language) from the drop-down menu

Click **Apply Limits**

LIMITING BY DATE

From the list of titles,

Click **Limit your Search**

Fill in the date or date range

Click **Apply Limits**

Examples: exact date, 1905: = > < Range

after 1905: = > < Range

before 1905: = > < Range

date range, 1905-1945: = > < Range

TOO FEW RESULTS?

- Use fewer words.
- Re-do the search in Keyword(s).
- Truncate search word(s) using a question mark.
Example: photogra? searches photograph, photographs, photography, photographie, etc.

Please [contact a reference librarian](#) for additional search strategies.