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 [Request an Item] (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 [Login]
6. From the drop-down menu:
   - select Recall if the item is Checked Out
   - select Request Item if it is Available
7. Click [OK]
8. Type Patron ID.
9. Add any comments/instructions to Circulation staff.
10. Click [Submit Request]
    The Catalog will confirm your request with:
    Your Request was successful.
11. Click [Exit & Logout] 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.
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
          pablo 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.)]
Select  [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)
          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,
  Select option (e.g. language) from the drop-down menu
  Click  Limit your Search

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:
          after 1905:
          before 1905:
date range, 1905-1945:

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.