How to search the Diné College Library catalog:

**Step 1:** From the library web page, click “Books, Movies and Music” OR the “Catalog” link on the top navigation bar.
Step 2: Select the type of search you want. Keyword searches are quick and easy, but may yield too many results – so choose carefully.

Step 3: Select any limits you might want (e.g. only material in Shiprock, or only videos).
Step 4: Type in your search term(s), then click “Search.”
**Step 5:** Review your results. Decide whether you want additional filters – if so, click the one you want from the list on the right. Keep in mind:

The relationship between multiple limit values of the same types is “OR.” This means that selecting Shiprock and Electronic Resource returns only records that are *either* in Shiprock *or* online.

The relationship between multiple limit values of different types is “AND.” This means that selecting Navajo and Audio Recording returns only records that are *both* recordings *and* in Navajo.
Step 6: Click on the record you wish to view. Look to see whether there is a copy in your location, and if it is checked out (“Charged”) or available (“Not Charged”). You may also click on the map link to get an approximate map to help you find the item.
Step 7 (a): If the item you want is not available at your campus, or you only take classes at one of the centers, you can request that the item be sent to your location. Click “Make a Request.”
Step 7 (b): You may log in using either your library barcode or your 5-digit student ID. You must use your last name either way.

Step 7 (c): Click on “Inter-Campus Delivery.”
**Step 7 (d):** Select the copy you want, then change the pick up location to your campus or center. Enter your barcode or ID number again, then click “Submit.” The item should be sent within 24 hours. Please allow up to a week for transport.

**Step 8:** Please contact the library for help with anything. That’s why we’re here! Good luck and happy reading!