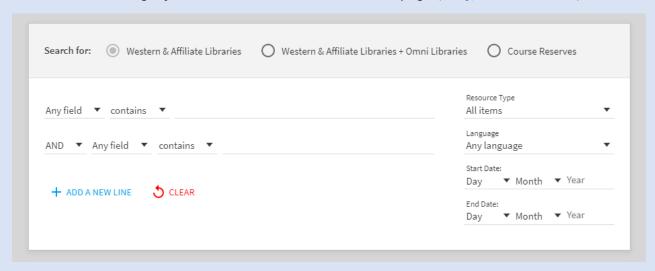
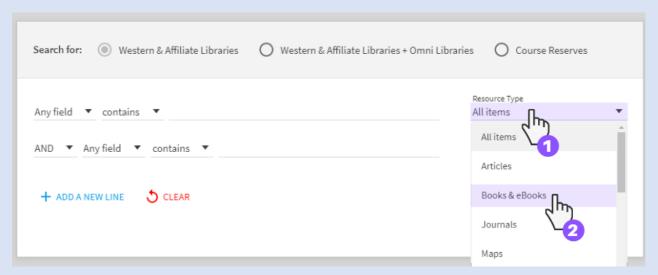


#### How to Find Books in Omni

1. Begin your search on the Advanced Search page (Bit.ly/OmniAdvanced)



2. Select "Books & eBooks" from the Resource Type dropdown list

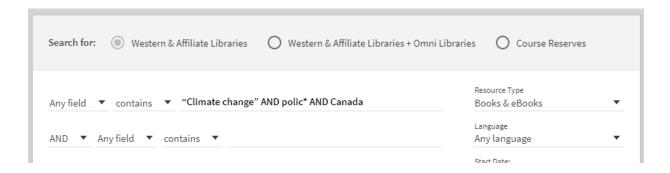


3. Build your search by entering search terms in "Any field" or a specific field. The templates below suggest different ways to build a search.

## Finding Books by Topic

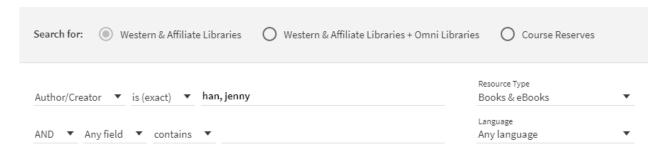
"I'd like to find a book for my paper on climate change policies in Canada"

Break your topic down into major concepts
Example: Climate change, policy, Canada
Enter major concepts as separate search terms in "Any field", connecting the concepts with "AND"
Example: Climate change AND policy AND Canada
Apply search techniques to account for alternative spellings of search terms
Example: "Climate change" AND polic* AND Canada
(Using the truncation symbol * allows the system to simultaneously search for "policy" and "policies". Using quotations "" around "climate change" allows the system to search "climate change" as a single phrase)



## Finding Books by Author

"I'm looking for books written by Jenny Han"



Click on the "Any field" dropdown list and select "Author/Creator". Click on the "contains" dropdown list and select "is (exact)". Search the author's name.

Example: Han, Jenny

### **Finding Similar Books**

"I'm looking for books similar to the one I just read"

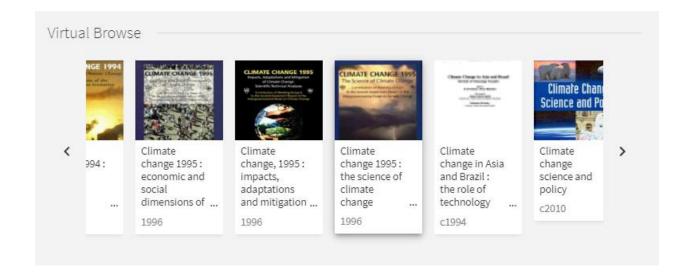
Click on the "Any field" dropdown list and select "Title". Input the title of the original book to find the Omni record for the original book.

Example: Climate change 1995: the science of climate change

Click on the book title in the results list to open up the detailed view



Scroll down to the "Virtual Browse" section to see similar books

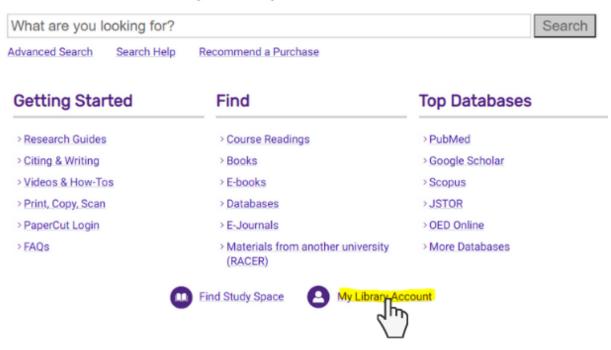


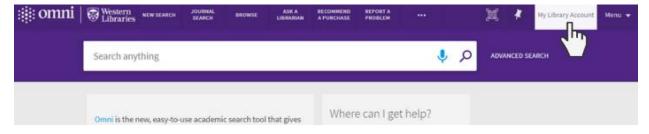
#### Getting Physical Books from the Brescia Stacks

Due to COVID-19 precautions, the bookstack areas of the library are currently closed to patrons. However, you can still obtain physical books by placing a hold on the item or asking library staff for assistance at the service desk.

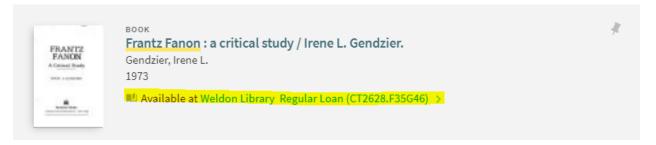
To place a hold on a book, begin by logging into your Western Libraries account with your UWO username and password. You can access the login page by going to lib.uwo.ca and clicking on the "My Library Account" link. Click on "My Library Account" again on the following Omni search page, which can be found in the upper right-hand corner.

# Search for Articles, Books, and More

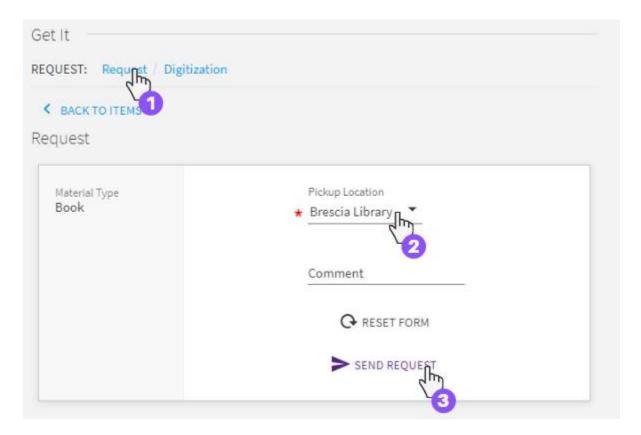




Physical books are marked by the item's physical location, followed by its call number in brackets. You are able request any physical book catalogued in Omni, regardless of location. Click on the title to open the item record.



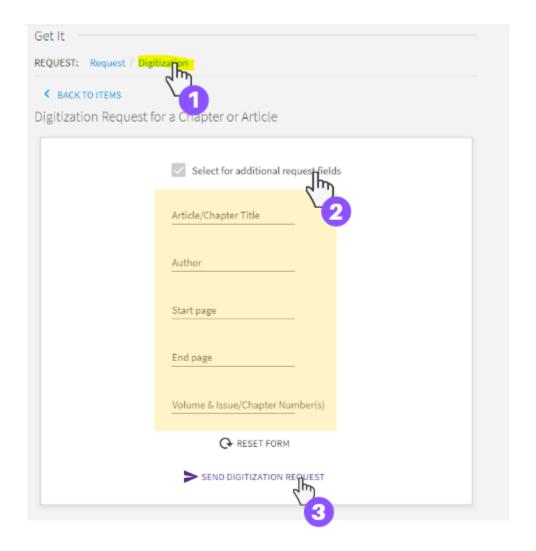
Scroll down to the "Get It" section. Click "Request" and fill in the form with your desired pickup location. The book will be delivered to the Western Libraries branch of your choice for pick-up within 7 days if the item is available. You will receive a notification in your UWO email inbox when your hold is ready for pickup.



#### Getting Digitized Versions of Physical Books

If you are looking for a specific chapter or section of a physical book, digitization is a contactless, free-of-charge alternative to picking up the book in-person. To submit a digitization request, login into your library account as detailed above in the instructions for requesting a physical item. Find your item and open the item record by clicking on the title.

Scroll down to the "Get It" section. Click "Digitization". Be sure to fill in the form with as much information as possible about the section you are looking to get digitized; a page range would be best. Due to copyright restrictions, you can only request up to 10% of your book to be digitized, which usually takes the form of a single chapter, essay or article. You can click on the "Select for additional request fields" checkbox to see more fields. You will receive your digitized PDF via UWO email within a week of submitting the digitization request.



#### How to Access eBooks

eBooks are indicated by "[electronic resource]" in the title and/or the "available online" link. Click on the book title to open the detailed view pane and scroll down to the "View Online" section to find links to the eBook.

