

TIPS FOR USING THE MNGS CATALOG

Go to mngs.org, click on “Library” on the left and then “Library Catalog”. A search box appears.

1. Diacritics such as æ, ø, å, ä, etc, are not searchable. Use alternatives such as ae, o or oe, aa or a. The alternatives should be common replacements.
2. The search results are marked with icons to indicate the type of item.

Book - Link - Map - CD - Periodical



3. Begin a search with fewer words. If there are too many results, be more specific.
4. Call numbers indicate the specific collection where the item is located. The library is organized by sections for each of the branches and for areas or subjects within the MGS collection. A diagram is available at the registration desk. Books with N-AGA in the call number are on the shelves designated for N-AGA.
5. Click on “Details” for more information about an item and at times for the call number.
6. CDs, Microfilm, Microfiche and “RB” (Rare books) are stored in locked cabinets. Ask the librarian or volunteer attendant to retrieve what you want. Log the item on the sign-out sheet and record the return.
7. Return books you have used to the cart by the work desk. Ask the librarian or volunteer if you have any questions.
8. Items with a web address (URL) can be accessed from home. Just click on the address to see it.