



Library



# REALTOR® University Library Catalog

A quick start guide to library catalog basics: creating an account, searching, and borrowing materials

## What's in the library catalog?

- 12,000 books, reports, and guides
- 150+ journals in print
- 6,000+ digital journal titles via EBSCO (log in to EBSCO to access the full-text)
- 4,500+ industry-related digital books and audiobooks

## Create an Account

Click on **Log in to Your Account** (at top-right) to log in.

Browse or search the catalog without logging in. To check out print materials or create personalized lists, email [infoservices@realtors.org](mailto:infoservices@realtors.org) to request an account. Include name, office, location, and phone in your request. Circulation staff will create your account within one business day, and notify you via email when your account is activated.

## Basic Searching

The default is to search by title in the library catalog. Narrow or broaden search parameters by making a selection from the *Search* drop-down menu at top left. As not all items have ISBN, Series names, or standard Call Numbers, we suggest not using these items in a basic search.

## Basic Search Tips

Results **sort** by *Relevance*. To sort by a different category—author, call number, date, or title—make an alternate selection from the drop-down menu at the upper right after running a search.

**Filter** results based on criteria at the left side of the page. Filters include availability, authors, format, series, and topic.

If you find an item that fits your search, be sure to see the **related subjects** in the item record, or for print materials, **browse shelf** under holdings to see what related items are shelved nearby.

## Advanced Searching

Use the features below either by typing directly into the text search box at the top of any page of the catalog, or click [Advanced Search](#) at top left to use these features via the drop-down menus.

Feature	Example	Explanation
or	green <i>or</i> sustainable	Use <i>or</i> between search terms to expand search results. The example to the left will generate results containing either word.
and	green <i>and</i> sustainable	Use <i>and</i> between search terms to limit search results. The example to the left will generate results containing both words.
not	green <i>not</i> sustainable	Use <i>not</i> between search terms to limit search results. The example to the left will generate results that include only documents in which the word <i>green</i> appears but the word <i>sustainable</i> does not.
Wildcard search using question mark	green?	Use a question mark ? after a word or part of a word to return variations of that word. The example to the left will generate results for green, greens, and greening.
Quotation marks	"green living"	Use quotation marks around a pair of words or phrase to generate results that match your phrase exactly.
Publication date range	1999-2001 2010-	Search for a specific date range using the date range text box on the <a href="#">Advanced Search</a> page. Enter a year range using a hyphen, or enter a year followed by a hyphen for everything published that year and later.

## Contact Us

Monday-Friday, 8:30am-4:00pm CST



Phone [800-874-6500](tel:800-874-6500)



Email [2020InfoRequest@realtors.org](mailto:2020InfoRequest@realtors.org)



Twitter [@asknar](https://twitter.com/asknar)



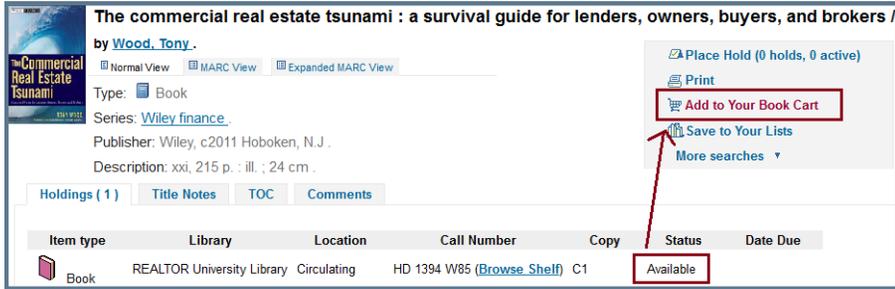
Skype [narinfoservices](https://www.skype.com/narinfoservices)



Facebook [NAR Information Services](https://www.facebook.com/NARInformationServices)

## Requesting items from the library

1. When you have found an item that you would like to checkout—such as a book, CD, journal, or report—click “Add to Your Book Cart” at right::



**The commercial real estate tsunami : a survival guide for lenders, owners, buyers, and brokers /**  
by [Wood, Tony](#).

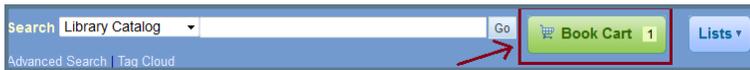
Normal View | MARC View | Expanded MARC View

Type: Book  
Series: [Wiley finance](#)  
Publisher: Wiley, c2011 Hoboken, N.J.  
Description: xxi, 215 p. : ill. ; 24 cm.

Holdings (1) | Title Notes | TOC | Comments

Item type	Library	Location	Call Number	Copy	Status	Date Due
Book	REALTOR University Library	Circulating	HD 1394 W85 ( <a href="#">Browse Shelf</a> )	C1	Available	

2. When you have finished selecting items from the catalog you would like to checkout, click on Book Cart at the top of the catalog:



Search Library Catalog Go **Book Cart 1** Lists v

Advanced Search | Tag Cloud

3. A pop-up window will open—check the check boxes for the items you would like to check out and click “Place Hold”:



**Your Book Cart**

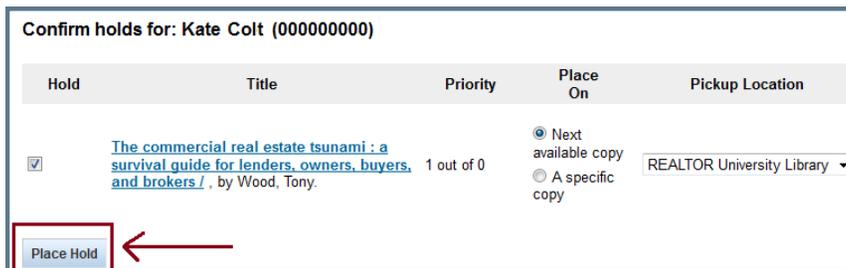
More Details | Send | Print | Empty and Close | Hide Window

Select All | Clear All | Selected items : Remove | Add to a list |

**Place Hold**

Title	Author	Item Type	Location
<a href="#">The commercial real estate tsunami</a> ; Wood, Tony.	Wood, Tony.	Book	REALTOR University Library Circulating (HD 1394 W85)
<input checked="" type="checkbox"/> - Wiley, Hoboken, N.J. : - xxi, 215 p. : 24 cm. Includes index.			
<a href="#">The complete guide to real estate finance for investment properties</a> Berges, Steve.	Berges, Steve.	ebooks	REALTOR University Library ebooks.realtor.org (HD1387 .B397 2004eb)
<input type="checkbox"/> - John Wiley, Hoboken, N.J. : - ix, 271 p. : 24 cm. Includes index.			

4. Next click “Place Hold”:



**Confirm holds for: Kate Colt (000000000)**

Hold	Title	Priority	Place On	Pickup Location
<input checked="" type="checkbox"/>	<a href="#">The commercial real estate tsunami : a survival guide for lenders, owners, buyers, and brokers /</a> , by Wood, Tony.	1 out of 0	<input checked="" type="radio"/> Next available copy <input type="radio"/> A specific copy	REALTOR University Library v

**Place Hold**

5. One of our library staff members will contact you within one business day to confirm your request and receive your \$10 shipping payment information.