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 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.

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.

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

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.

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

Phone 800-874-6500
Email 2020InfoRequest@realtors.org
Twitter @asknar
Skype narinfoservices
Facebook NAR Information Services
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:

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:

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

4. Next click “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.