

To locate all BOOKS in the Harvey Collection

(or other collections such as Browsing):

In the FIND box, select Physical Items

Select Advanced Search (right side of screen)

There are now 3 boxes across beneath the FIND Box

In the first box select "Current Location"

In the second box select "Equals"

In the third box select Suhr Library, Harvey Collection (or another collection such as Browsing)

Search

If a printed list is wanted:

After doing the steps above,

Click on icon "Export List" (near top of list, right side of screen)

Click on Excel

The Excel file can then be opened by clicking the file displayed in the lower left corner of the screen.