

Hospitality & Tourism Research:

Finding Books

Universal Orlando
Foundation Library

This guide is designed to answer your questions about finding books and other research materials in the Universal Orlando Foundation Library. For more assistance, visit our website below, call us at 407-903-8100, or come see us in person.

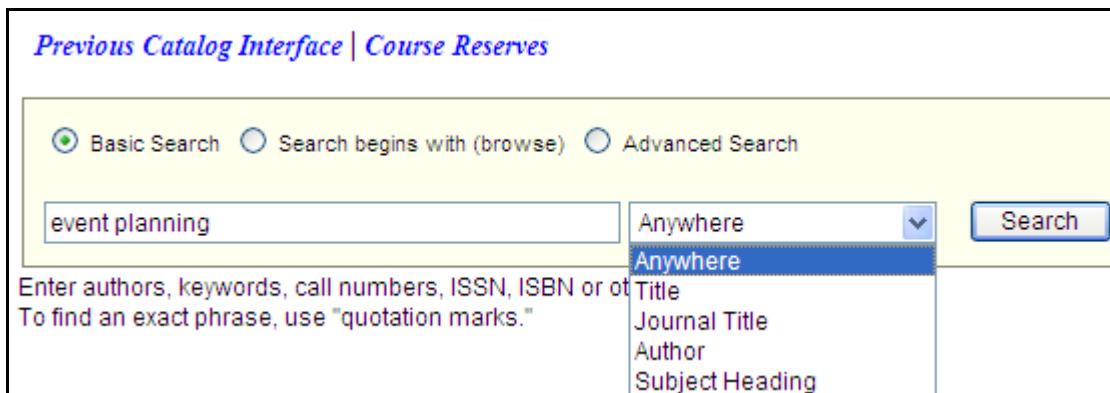
Where Do I Look for Books?

Use the library's online catalog. The UCF Library Catalog is available through a link on the Universal Orlando Foundation Library homepage (located at <http://library.ucf.edu/rosen>). The catalog can be used to find:

- Books
- Videos, DVDs, and other audio-visual materials
- Electronic (online) resources, such as E-books
- Periodicals (volumes, not individual articles--articles are found by using databases)
- And much more!

How Do I Find the Books I Need?

- To **search by topic**, simply enter a couple of **keywords** in the basic search box, leave the drop-down box set to "**Anywhere**," and click **Search**.
- To **search for a particular book**, just enter the **book title** in the basic search box. You may select "Title" from the drop-down box, but it is usually not necessary.
- Use **quotes** to search for an **exact phrase**.
- You can use the **Advanced Search** option to search for multiple terms.
- If you misspell a word, the catalog will offer you an alternate **spelling**.
- If your instructor has sent you to the library to look at something he or she has put on reserve, click on the **course reserves** link at the top left of the page to see if the item is available (search by instructor's last name), or ask for help at the circulation desk.



Previous Catalog Interface | Course Reserves

Basic Search
 Search begins with (browse)
 Advanced Search

 Anywhere ▾

Enter authors, keywords, call numbers, ISSN, ISBN or other numbers.
 To find an exact phrase, use "quotation marks."

Anywhere
 Title
 Journal Title
 Author
 Subject Heading

How Do I Narrow My Search Results?

Once you have a list of search results, use the **selections in the left-hand column** to narrow your search by:

- **Library/Collection** (e.g., **Rosen**) – if Rosen isn't listed, click [show more...](#)
- **Format** (e.g., Book, Video, Serial, Online Resource)
- **Subject**
- **Author**
- **Genre** (e.g. Biography, Guidebooks)
- **Time Periods, Geographic Areas,** and much more



How Do I Know if the Book is on the Shelf and How Do I Find It?

- **Due date information** for most items appears on the Results List.
- If the book is checked out, you have the option of placing a **hold** on the item so that you will be notified when the book is returned.
- If the book is **available**, note the collection (e.g., **Rosen General Collection**)
- Write down the title and call number (for example, **TX911.3.C63 S33 2005**)

5. [Event entertainment and production](#)
Mark Sonder.
Author: Sonder, Mark
Published: Hoboken, N.J. : J. Wiley & Sons, c2004.
 book
Daytona Beach General Collection GV1471 .S66 2004
Rosen General Collection GV1471 .S66 2004 Due 06/25/2008 09:00 PM Place a Hold
 add print email cite this RefWorks

6. [The guide to successful destination management](#)
Pat Schaumann.
Author: Schaumann, Pat
Published: Hoboken, N.J. : Wiley, c2005.
 book
Rosen General Collection TX911.3.C63 S33 2005 Available

Look for the book on the shelf. If you can't find it, please ask the library staff for assistance. For information about obtaining materials from other libraries, see the Rosen Research Guide titled **Interlibrary Loan**.

How Do I Renew My Books Online?

- Click on the renewals/library account tab in the top right corner of the catalog.
- After entering your library card number (located on your UCF ID card) and your password, you will be logged into your account, where you can:
 - **View outstanding loans, hold requests, and fines**
 - **Renew your books**
 - **Change your password**

[renewals/library account](#)

If you have questions about your account or experience difficulty in logging in, you can contact the Circulation Department at 407-823-2580 or at circ@mail.ucf.edu