All Things Evergreen: How to Use the Library Catalog

Searching for Books

A good place to start is the library catalog  http://evergreen.noblenet.org  The Paul Scott Library at Montserrat belongs to a group of libraries called NOBLE. There are 24 library members that share this catalog, and you can borrow available items from any of them. You can visit the library, including Beverly Public Library, or you can place a hold on an item with your Montserrat ID using the barcode number (21626xxxxxxxxx) through the catalog,

Start with a Basic **Keyword Search** and select **Book (Regular Print)** from the Formats drop down menu. This will eliminate items we do not have in the library.
You can search all of NOBLE or select a library. To search the Paul Scott Library, select Montserrat College of Art. To search the Beverly Public Library located across the street, select Beverly Main.

Enter your search terms and click Search.
To find the call number of the book, click on the title of the book.

Call Numbers = book’s address

The call number is the address of where the book is in the stacks. The filing system is known as the Library of Congress Classification System. Beverly Public Library also uses it. Major subjects are assigned a letter between A and Z. Additional numbers and letters are assigned based on the topic, author and date of publication.

QC   Find the QCs in the stacks.

495.3   Within the QCs find 495.3

E25    Then check the third lines for E25 with the QC 495.3’s

2013   Next look for this number (date of publication).

Note: some call numbers have more lines of numbers and may not have a date.

If you need more books, expand the search to NOBLE (All Libraries). If you want a book from another library you can create a NOBLE account, and place a hold (aka request) on the book. It can take a week for an item to arrive. When the item arrives you will receive a notice from evergreen@noblenet.org that the book is ready to be picked-up at the library circulation desk.

If you discover a book that isn’t available in Evergreen, email the citation to the library (cheri.coe@montserrat.edu). She can request it from a library outside of the NOBLE consortium. It can take 1-2 weeks for an interlibrary loan to arrive.
Creating a NOBLE Account

Click on **My Account** (upper right hand corner).

Click on **Forgot your password/PIN?**
Enter the **barcode** on your Montserrat ID in the Barcode box. It’s the number that begins with 21626xxxxxxxx.

In a few minutes, check your Montserrat email for a message from **evergreen@noblenet.org**. Click on the link in the email, and then enter a **new password** and submit. You can now place holds on any available item (DVDs, CDs and books).
**Placing a Hold**

1. Select **Place Hold** (on the right). If not logged in, you’ll be prompted to login.

2. Select pickup location if you want to pick-up the item from another library.

3. Click **Submit**

4. You will get an email from evergreen@noblenet.org when the item is ready to be picked-up at the library circulation desk.