



Searching the NAR Info Central Library Catalog

Need help or have questions while using the Catalog? Contact NAR Information Central at (800) 874-6500 or click on “Contact A Librarian” on the Library homepage at Realtor.org.

ABOUT THE CATALOG:

NAR’s Library has been part of the association since 1923 and is the largest real estate library in the world. The library collection, located in both Chicago and Washington, includes thousands of books, working papers, videos, NAR documents, audiotapes, CD-ROMs, and other material. Use the catalog to search the collection and borrow materials.

- For a **\$10.00** service fee, NAR members can borrow up to 3 items from the Catalog for 30 days. (This fee is waived for state & local association staff).
- Need to extend your book/tape loan? Call Information Central at 1-800-874-6500 to renew your borrowed items.

GETTING IN:

On Realtor.org, click on **Library** at the top of any page. Next, click on **Books & Tapes**, then select either Basic or Advanced Search to begin.

SEARCHING THE CATALOG

NOTEbooks Catalog (Books & Tapes)

Search

Words: **Go**

Clear [Search Examples](#)

[Authors](#) | [Titles](#) | [Subjects](#)

In the **Words** box, enter a keyword, beginning of a title, author’s name, subject, format, date, location, etc. (see below for search tips) and click **Go**.

Or, click on **Authors | Titles | Subjects** for a form allowing you to search each of these categories.

SEARCH TIPS

WORD VARIATIONS: Use an **asterisk (*)** to search for variations on a word.

Example: Enter **real*** to find real, realtor, realtors, realty, reality, etc.

COMBINING WORDS: Combine words using **and** or **or**.

Example: Enter **zoning and inclusionary** to find records with both terms. Enter **zoning or land utilization** to find records with either term.

OMITTING WORDS: To omit a term, use **and not**.

Example: Enter **zoning and inclusionary and not exclusionary** to keep articles on exclusionary zoning out of your search results.

BY DATE: To find items published during a certain year, use ***1999** or ***1987** or ***198***, etc.

Example: Enter **zoning and *198*** to find items on zoning that were only published during the 1980s.

BY FORMAT: To find videos, audiotapes, CD-ROMs, or other formats: enter **vt*** for videos; **ct*** for audiotapes; **cd*** for CD-ROMs; or **dvd*** for DVDs.

Example: Enter **zoning and vt*** to find videos on zoning.

SEARCH RESULTS

After searching, a list of results will appear. The initial list includes basic information, such as title, author, publication date, etc. To see an item's full record, click on the title.

In the full record:

- Look for the **Location** field to see where the item is (Chicago, Archives, or Washington)
- Click on a **Subject** to see other items on the same topic
- Click on the **Author's** name to see other items by the same writer
- Look for the **Status** field to find out if the item is available, checked out, or reference only

BORROWING AN ITEM

To borrow an item, open the full record and click on **Request This Item** in the upper left-hand corner. Fill out the form with your name, phone number, e-mail address, mailing address, *NRDS number* (very important!), and delivery method.

An NAR Information Specialist will call you within 2 business days to verify your address and obtain payment information.