In order to find a book in the Libraries, one must resort to the book's serial number: this includes a series of numbers, followed by a series of letters (usually derived from the author's name) and sometimes, more numbers (according to volume number, provided there are multiple volumes).

The books are physically arranged based on this criteria: first, by the numbers and then by the letters that follow. Nevertheless, several libraries also catalog their books based on categories such as Theses and Dissertations; journals and serials; guides, dictionaries and encyclopedias, etc...

Some libraries also define “limited-access books” - usually, text books used in introductory classes which have a high demand and are loaned for short periods of time to allow for several copies to always remain within the premise of the library – these would usually be stored in or near the librarian stand or even in a separate room altogether.

With regards to journals, it is important to stress that one must look for the name of the journal and the relevant volume (date of publishing and page numbers can also be of assistance). The name of the actual article is irrelevant to the act of physically finding the journal.

In order to search for books online, one must access Bar Ilan's Libraries site:  [http://www.lib.biu.ac.il/en](http://www.lib.biu.ac.il/en). This site contains a “Library Card” slip (accessing which requires inserting one's ID number into both the username and password fields) where one can preorder books (at libraries where such an option is available), check return dates, fines for delayed returns, etc...Having entering the card page, one can also go into various searching options. Pay heed to the “Electronic Resources” line at the top of the Libraries' site main page; as well as to the “basic search” and ULI cues at the top of the Library Card page (in the pictures).
The basic search is identical to the one the librarians use to track down books, and allows to find them based on words in the title, the name of the author, and/or other criteria. As with the physical search, the search engine cannot track down individual articles by name, so only the name of the journal is important.

Using the search engine can help in finding books available in the libraries, check in which library within the university they can be found (which includes the library of the School of Medicine in Tzefat), whether they are available and to which period of time. Some of the books will also include a link for online access.

If the basic search is fruitless, one can perform a nation-wide search via the ULI cue. The interface and search engine are the same, but the search engine will look for books available in any of the libraries in the ULI system.
their scope includes every academic and public library in the State of Israel. If one finds something, it's possible to approach the interlibrary loans department in the Central Library to arrange (provided a small fee) for the requested book to be temporarily transported to the premise, or one can be aided by colleagues from another university, if one has any.

The Libraries' site also allows to access the sites of the various journals and Electronic Resources which offer online articles, and search their sites for specific articles and read them. This is arrived at through the “Electronic Resources” line and selecting either the “databases” (for journals) or “Electronic Resources” and than browse through them by alphabetical order. The actual access to any of these sites requires typing the username and password used to log into the Moodle system (for students) or one's academic email address, for members of the faculty.

Another useful way of searching is via Google Scholar. If one starts by entering the Libraries' site first, logs into their Library card and only than enters Scholar.google.com, one would be granted access to whatever articles google finds, provided the university is subscribed to the respective journal.

It is important to note that the google search can be narrowed down to searching specific file types, such as PDF, by inserting filetype:pdf at the head of the search line; limit the search to a specific site by typing site: followed by the name of the site (the “www” prefix not included), or to a certain author, by typing author: followed by the authors last name.