Finding FAO Material at the IFSH Library

How FAO Material is Indexed
FAO material is not indexed by the IIT Library Catalog, but rather listed in an Excel Spreadsheet. Therefore, to find FAO material at the IFSH Library, you must first locate material in the FAO Library Catalog, and then search the Excel Spreadsheet.

Accessing and Searching the FAO Library Catalog
To access the FAO Library Catalog go to http://www4.fao.org/faobib/index.html. Once you have accessed the FAO Library Catalog, enter your search terms click "Search."

Selecting an FAO Document of Interest
Once you have identified an FAO document of interest, click on the document's title.

Copy the Document's Title
When the document's record appears, you must copy the document's English title exactly as it appears in the record.
Searching the FAO Holdings Spreadsheet
Open the FAO Holdings Spreadsheet below, and then click "Edit," then "Find."

Paste the document's title in the "Find and Replace" box, and then click "Find All."

If the IFSH Library doesn't have the document that you are looking for a message will appear stating "Microsoft Office Excel does not have the data you're searching for." If the IFSH Library does have the document in question, the document will be highlighted like the item below. Note, some documents have similar titles so it might be necessary to click "Find Next" until you locate the document that you're looking for.

All FAO material is located on the library's second floor and is shelved alphabetically by either Book Title (Column A - Above), or by Series Title (Column B - Above). In this case, the document belongs to the Microbiological Risk Assessment Series (Column B) so you would search the FAO collection under the letter "M" to locate your document.