

## **Performing A Successful Search**

- It is not necessary to login to perform a search.
- On the “Find” line type the author’s last name and click on the “Author” box OR type the title of the item and click the “Title” box.
  - Write down the location of the item.
  - If the item does not appear, we may not own the item.
  - If “0 of 1 (or more) available” appears, the item is checked out. However, it can be put on hold if you have a library account with a username and password.
- If you need assistance, ask a staff member or a volunteer or you may phone the library during regular business hours.
  
- Abbreviations: LP=Large Print; CD=Compact Disk; DVD=Digital Video Disk; FIC=Fiction; M=Mystery; SF=Science Fiction; W=Westerns
  
- You may click on “How do I...” in the upper right corner below the green line for more information.
  
- Click on “Logout” (upper right screen corner) before leaving the computer.