

How to Find a Book



1. Double click on the "Find a Book" picture on the Desktop.

The screen below should appear.

LIBRARYSOFT OPAC Internet

STEWARTS

Advanced Search Tree Search Renew Reports Recent Acquisitions Help

Find:

Title Author Subject Series

☐ Approximate Search

Order by:

You can search for:

- A specific book title
- Books by a certain author's last name
- A subject
- A book Series

2. Enter what you are searching for in the "Find" Box.

Find:

Title Author Subject Series

3. If you want the list in a certain order, select the "Order by" type.

Order by:

4. Click on the picture of the type of search you are doing.
(Title, Author, Subject, or Series)

A list will appear showing you what is in the library, based on your search.

LIBRARY SOFTWARE: Internet

STEWARTS

Basic Search Advanced Search Tree Search Recent Acquisitions

1 2 1 of 26

Image	Author	Title	Subject	Series	Call Number	Copies	Loan Type
	Lucado, Max	3:16 : the numbers of hope	SALVATION - CHRISTIANITY		226.5 LUC	1	BOOK
	Lucado, Max	A Love Worth Living	LARGE PRINT		248.46 LUC	1	BOOK
	Lucado, Max	And the angels were silent / Max Lucado.	JESUS CHRIST - PASSION		232.96 LUC		BOOK
	Lucado, Max	Anxious for Nothing	ANXIETY - RELIGIOUS ASPECTS - SMALL GROUP STUDY		SGS 248 LUC	1	SGS (SMALL GROUP STUDY)
	Lucado, Max	Book of James : practical wisdom	BIBLE - JAMES - SMALL GROUP STUDY	Lucado Life Lessons	SGS 227.91 LUC	1	SGS (SMALL GROUP STUDY)

At the top left you will see how many items were found.

Basic

Example: 1 2 1 of 26 This shows that 2 pages consisting of 26 items were found.

If there is more than one page of results, view the next pages by clicking on the page number.

To find your item in the library, jot down the title & the "Call Number" listed.

Example 1: This book is on the library shelf labeled with a range that includes "226.5". All 226.5 books are arranged alphabetically by the first 3 letters of the author's last name. For this one "LUC". So this book will be after 226.5 LAN and before 226.5 MOT.

The library has several special collections that have unique call # prefixes:

CD (CDs) DVD (DVDs) E (Easy: Pre-K to 7 yrs) F (Fiction)
J (Junior: 8 - 12 yrs) SGS (Small Group Study) Y (Youth: 13 - 18)

Example 2: This book's call number starts with the prefix, SGS, so it will be found on the "SGS (Small Group Study) shelf for books with a range that includes 248. Once again the author's last name begins with "LUC".