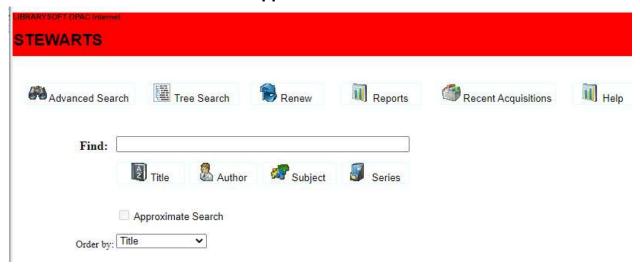
How to Find a Book



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

The screen below should appear.

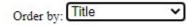


You can search for:

- 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.



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



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.

Massic Search Advanced Search				Recent Acquisitions				
1 <u>2</u> 1 of 26								
Imag	ge Author Title			Subject	Series	Call Number	Copies	Loan Type
1	Lucado, Max. 3:16 : the numbers	of hope		SALVATION - CHRISTIANITY		226.5 LUC	1	воок
2	Lucado, Max A Love Worth Livin	g _D		LARGE PRINT		248.46 LUC	1	воок
3	Lucado, Max. And the angels wer	silent / Max Luca	do.	JESUS CHRIST - PASSION		232.96 LUC		воок
4	Lucado, Max Anxious for Nothin	B		ANXIETY - RELIGIOUS ASPECTS - SMALL GROUP STUDY		SGS 248 LUC	1	SGS (SMALI GROUP STUDY)
5	Lucado, Max. Book of James : pra	ctical wisdom		BIBLE - JAMES - SMALL GROUP STUDY	Lucado Life Lessons	SGS 227.91 LUC	1	SGS (SMALI GROUP STUDY)

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

1 2 1 of 26

Example: found.

This shows that 2 pages consisting of 26 items were

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.

Call Number

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".