How to do a Search?

Choose and then click on how you wish to search ie.

**Keyword** - Enter a word describing what you are looking for
Recommended for Years 3 and under.

**Author** - Search using words from the
Author's name

**Title** - Search for any word from a Title or Series

**Subject** - Search for a Subject

When you have typed in your words then press Enter or click on the Search button.

A list of titles with the authors name will show up in blue on the left hand side. On the right hand side it will give you item type details ie. Fiction, Non Fiction

(Teacher Resource, Reading Resource, Kit, Big Book, Game, Chart are not available for loan to students).

The Status will tell you if it’s available, or on loan with a date due. The Call Number will tell you where to find the book on the shelf in the fiction or non fiction area.

The Title is : The Water Hole
Fiction
The Author : Base, Graeme

Item Type: Book - Non
Status: Available
Call Number: 590 BAS

The Title is : Truck Dogs / as novel in four bite
Fiction
The Author : Base, Graeme

Item Type: Book -
Status: Date Due 02/08/200
Call Number: F BAS

Use the yellow arrows to go back and forth. To find out a little bit more about the book or what other books the author has written, simply click on the title or authors name.

Happy Searching...
How to Reserve a Book?

If you do not have your Borrowers barcode number already, please see Mrs Watson / Mrs Maskos/ Mrs Goddin before you start to reserve an item.

Choose a book as you would do in a normal search - see How to do a Search.

If the book you want is already on loan you can reserve the item by clicking on 'Reserve this' on the right hand side of the screen.

The information of the book you chose will come up, see below. It will also tell you the total of reserves already placed on this title.

<table>
<thead>
<tr>
<th>Title</th>
<th>Bad Buster</th>
<th>Author</th>
<th>Laguna, Sofie.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Located at</td>
<td>Information Centre</td>
<td>On Loan</td>
<td>Y</td>
</tr>
<tr>
<td>Reserves</td>
<td>0</td>
<td>Item</td>
<td>I577712196</td>
</tr>
</tbody>
</table>

To reserve the above item Enter your Barcode number, then press 'Reserve Item'

A message will come up - Press 'OK'

You have now successfully reserved the item.