WELCOME TO THE LIBRARY CATALOGUE

To access the catalogue, visit our homepage at www.lclmg.org and click on the **Search** button or **Sign in** as a library member.

How to Search

- Select a **Level of Search**. *(Basic, Advanced, etc.)*
- Enter search **word(s)**, select a **type of search** and as many **search limiters** as needed.
- Click on **Search** or hit the **Enter** key. A result list appears.
- Click on a title to view the **Full Description** OR
  - Select the titles you want to view by clicking the adjacent box. Use the **View Selected Items** from the left-side menu and **Page>**or **Page<** to view each item.
- Click on **Availability Details** to view if the item is available.
- Reserving a Book - This option is available only by accessing the **User Activities** menu. You must **Sign In** to use this function.
- Click on the **?** beside the function for more information.

Viewing A Result List

- A list of titles appears in alphabetical order. The sorting options available are **Author, Title** and **Year.** These options appear in blue at the top of the list.
- Select items to view by clicking the adjacent box.
- Select **View Selected Items** from the left-side menu.
- A **Full Description** of the first item will appear.
- To view the next record, click on **Page>** on the left-side menu or **Page<** to view the previous record.
- Use the **backspace** button on your **keyboard** to return to the list of results.
- Use the **New Search** button on the left-side menu to begin a new search.

TIPS!

- Be as specific as possible with your terms
- Click on the **?** beside the function for more information.

See the back of this pamphlet for more Search Tips!

Full Description Screen

- This page provides information about the selected book.
- Click on **Additional Information** for extra features such as title profile, plot summary, book excerpts, and reviews. **Title Profile** includes a summary of the plot (annotation), characters in the story, genre (type of fiction), topics covered in the book, the setting, time period, and series information.
- **Click for Availability Details** box appears on the bottom of the screen. This will take you to a pop-up screen that provides the branch location. The code **"-"** means this book may be on the shelf.
- Click **OK** to access the **Reserve** button on the left-side menu.

Exporting a Savelist

Sends a list attachment to your email address.

- Save your results list by clicking on the **Save All** button on the left-side menu.
- **OR**
- Choose items you would like to save and click on **Save Selected Items** button.
- Click **Save List.** A results screen will appear.
- Select all or the desired items and click on the **Output** button.
- The **Export Savelist** pop-up box appears.
- Add your email address.
- Under **Export Profile** select **Export**.
- Click the **Select Elements for Export** button to deselect unwanted criteria.
- Click on **Export Savelist**.

Using the History Button

- Use this button to view your previous searches or combine two or more searches.
- Select the **Set** you wish to view again.
- Click **Go** (left-hand side) to repeat a single search.
- Click **Delete** (right-hand side) to delete a search.
- **Combine selected sets with "and"** button searches for items that are a part of both searches (overlapping items).

Levels of Search

Simple: Offers the first four **Types of Searches** and first two **Search Limiters**.

Advanced: Offers all **Types of Searches** and **Search Limiters**.

Expert: Offers **Boolean Operators**, AND, OR NOT, NEAR to combine **Types of Searches** for more detailed results.

Browse: Offers alternative selections for a single-word search.

Types of Searches

1. **Keywords:** Type all the words you know about the author, title and/or subjects.
2. **Title (exact):** Type in **every** word of the title.
3. **Title Keywords:** Type the main words you know are in the title excluding words like a, an, and, but, it, or, the, etc.
4. **Author Keywords:** Type the author's first or last name as search words.
5. **Subject Keywords:** Type all the words you know about your subject.
6. **Series Keywords:** Type the main words you know are in a series title excluding words like a, an, and, but, it, or, the, etc.
7. **ISBN** (International Standard Book Number)**:** Type in the exact number.

Search Limiters

1. **Library Branch** *(Alvinston, Sombra, Sarnia, etc.)*
2. **Year of Publication** (1968 : 1968-1975)
3. **Type** *(CD's, Large Books, Young Adult,Video Recordings (VHS and DVD) etc.)*
4. **Language** *(Portuguese, Dutch, Italian, etc.)*