


Instructions on How to Do a Search in the Online Catalog

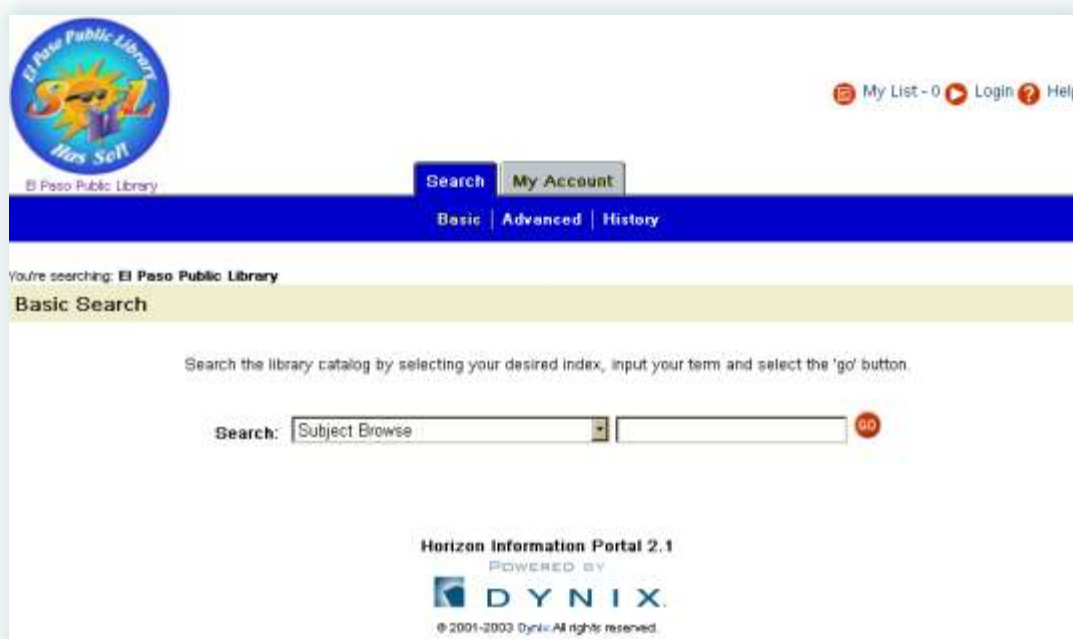
Below are our instructions on how to do a basic search in our online catalog. You can also select the  [Help](#) button in the upper right corner of the catalog screen. Feel free to phone, Ask-A-Librarian, or visit our libraries if you have any further questions. Our staff will be glad to assist you.

From any of the library's web pages select

Catalog or My Account

from the menu on the left.

You will then see the following web page. This is our online catalog and where you can search for a book or access your account.



Select a desired index (Subject, Author, Title, etc.) from the pull down menu. Then type in your search term.



Select the  button

You may see a list like this below that offers you several options.



Select the option you want



Your selection will be displayed



Please notice the above selection. It tells you what Collection the item is in and the Call No. of the item. Please note the Status of the item. It will tell you whether the item is available. "Checked In" means the item is on the shelf.

To see what Other Locations have the book, select

[Other Locations](#)

The Other Locations will be displayed



Copy/Holding information				
Location	Collection	Call No.	Status	Due Date
Cielo Vista Branch Library	Fiction	Fic CIS	Checked In	Request Copy
Cielo Vista Branch Library	Fiction	FIC CIS	Item missing	Request Copy
Dorris Van Doren Regional Branch Library	Fiction	FIC CIS	Checked In	Request Copy
Dorris Van Doren Regional Branch Library	Fiction	FIC CIS	Checked out	04/25/2006 Request Copy
Dorris Van Doren Regional Branch Library	Young Adult, Fic	Fic CIS	Checked out	05/02/2006 Request Copy
Irving Schwartz Branch Library	Fiction	Fic CIS	Missing inventory	Request Copy
Irving Schwartz Branch Library	Fiction	Fic CIS	Lost	11/09/2004 Request Copy
Irving Schwartz Branch Library	Fiction	Fic CIS	Lost	09/09/2003 Request Copy

[This Location](#) [More Results: 1 2 3 4 5](#)

On the left side of the screen you will see the Item Information. From the links in this column you can read summaries and reviews available on that item, find more books by that author, or additional books to complement your research.

Please note: If the publisher has not provided the information, some information may not be displayed.



Item Information

- Holdings**
 - [Fiction & Biography](#)
 - [Summary](#)
 - [Publisher Weekly Review](#)

- More by this author**
 - [Cisneros, Sandra](#)
- Subjects**
 - [Hispanic Americans -- Illinois -- Chicago -- Fiction.](#)
 - [Girls -- Illinois -- Chicago -- Fiction.](#)
- Browse Catalog**
 - by author:
 - [Cisneros, Sandra](#)
 - by title:
 - [The house on Mango S...](#)

Summary - See a summary of the book.

More by this author - See other books written by this author.

Subjects - See more books with this subject.