

# I Just Want to Find a book

All our books have a spine label which tells the Library staff and you where you will find a book on our shelves.

## Fact or Fiction

**Fiction books** (stories from the author's imagination). They have a spine label that looks like this:

The F tells you it is a fiction book

The three letters below are the first three letters of the author's surname.

**Non-Fiction books** (true stories, assignment and research books).

They have a spine label that looks like this:

The numbers on the top row tell you where the book sits on the shelf. Go to the shelf, find the first three numbers before the decimal point, and then look at the numbers that come after it. The three letters below are either the first three letters of the author's surname, or the first three letters from the title of the book.



## Before setting off for the shelves...

Always check the status in the Copy/Holding information on the book record you bring up on the screen.

Available:1			
Location	Collection	Call No.	Status
Mary MacKillop Library	Middle Fiction	F ROW	Checked In

If the book is Checked Out you can ask for the book to be set aside for you when it is returned. Use either the 'Place Hold' or the drop down menu 'Select an Action' then Place Hold (s). You will need to enter your Library ID number ... follow the prompts, and you will be notified when it the book is returned.

If you take the Library Tour from the Library homepage you can see where the fiction and non-fiction books can be found in the Library.

# I Just Want to Read a book

You don't want a book for research ... you just want to READ a good book.

## Where do I start?

Start with the Library catalogue where the first screen allows you do a simple keyword search. Type in an author, title, or subject and in most cases you will get back a list of possible books that meet your search term.

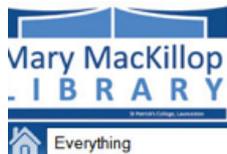


Do you only want a fiction book ... in other words a good story?

Use the Limit Search Results menu on the left of the screen. Go to Collection and tick Middle or Senior fiction, or both

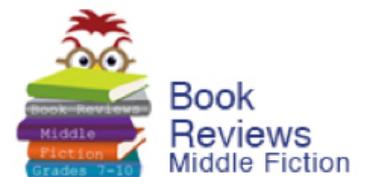
You may already know the author or title of the book. In this case you will use one of the menus on the catalogue.

From the first screen use the drop down menu to enter the words or terms that will find the particular book you want to read.



Log In My Account My Lists Library Information

## I haven't a clue what I want to read but I know the books I like...



Try the "Great Reads" section of the catalogue for an updated list of books in many subject areas.

Have you looked at the reviews, with star ratings from 1 to 5, to help you make a choice?

Still lost? Click on one of the tags found at the bottom of each record to find:

- Similar books
- Keep browsing the shelves
- Ask for help from one of the Library staff

Can I just browse the shelves? Why not? Just take the time to look at the books we do have on our shelves. You might just discover some hidden gems.

## Enjoy your book