OMS Library Catalog Search Instructions Created Aug. 2020

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These instructions are about searching the Otto Middle School Library Catalog for books to check out and signing in to your library catalog account in order to see what books you have checked out.

Begin on your webdesk. You want to find the PISD Library Koha-Catalog app, this green one, and click on it. If you decide not to access it that way, you can type catalog.pisd.edu into your search bar.



When you enter the catalog from your webdesk it may automatically sign you in, which is great! But if it doesn't, or you enter by typing catalog.pisd.edu in the search bar, you will need to log in.

Login username = Your PISD Computer Username Password = Your PISD Computer Password



Once you have signed in (see above), then know that you will use the search bar to search the library catalog and it will search only Otto Middle School Library books, which is what you want. You can search by typing the title, the author's name, the genre you wish to read (Fantasy, Science Fiction, etc.), or type in a subject (basketball).

If I type in basketball, here are my results.

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Usually the nonfiction books are listed first. I know these are nonfiction because they have **Dewey decimal numbers**. If I scroll down, other types of books that will show in the results may be Fiction or Graphic Novels.

To go directly to a certain type of book like Fiction, Click on the "Advanced Search" link shown below:



Your search page changes to this (shown below):

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A more accurate search if you are looking for a fiction title about your subject.

Once you review the results and decide on a book, you need to find some information about that book. You will use that information to request a book be pulled by me in the library, and I will deliver it curbside to you when you come to pick it up if you are an AT-Home Learner ONLY. This will change when you have returned to school. I have chosen "Travel Team" by Mike Lupica:



Once I have chosen my book, I need to click on the title link and get into the record.

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This shows me that it IS available and this is Otto Middle School's fiction, so this is Otto Middle School's call number. It really helps to go inside the record to see those two things. You will also need the Title and Author's name to request a book. So take note of those things while you are in the record.

Many of you have searched for books written by a certain author, or for exact titles, and you can do that to. You would use the top search bar. I will type in "Each Tiny Spark" to see if I can check it out. Click on Go. And you can see that same record information here (see below). It actually says it is Checked Out. So it is not available. It is physically impossible to check this book out of our library. You can put it on hold (instructions to do that will come later), or search for a different book.

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That is all for the Library Catalog Search Tutorial.

As always, if you have any questions, please message me through the Library Google Classroom or email me at <u>karen.harmon@pisd.edu</u>.