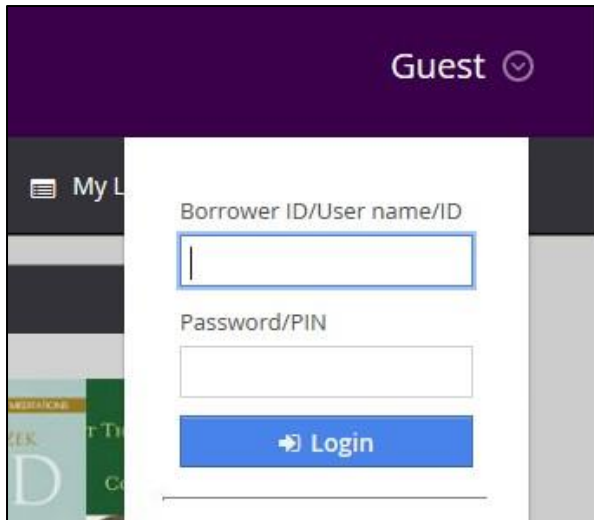
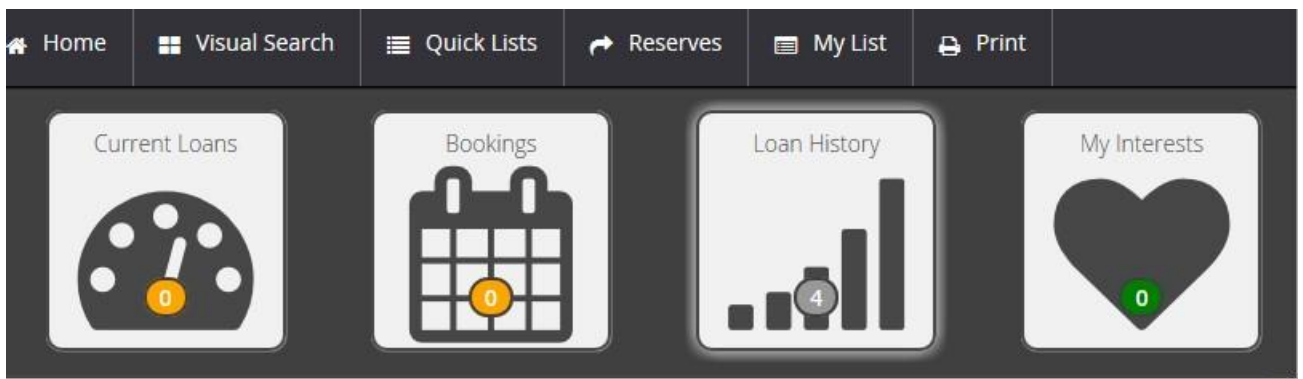


Guide to using the EACH Library Catalogue

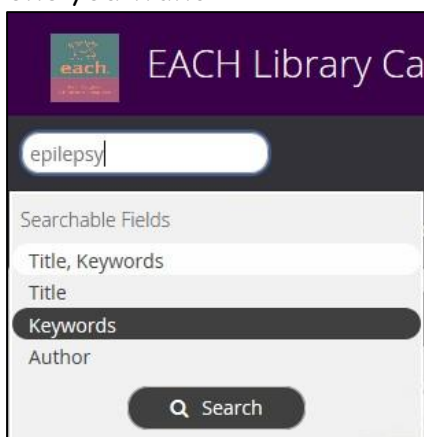
1. Log in using your library borrower number on the front of your library card. **No password is needed.**



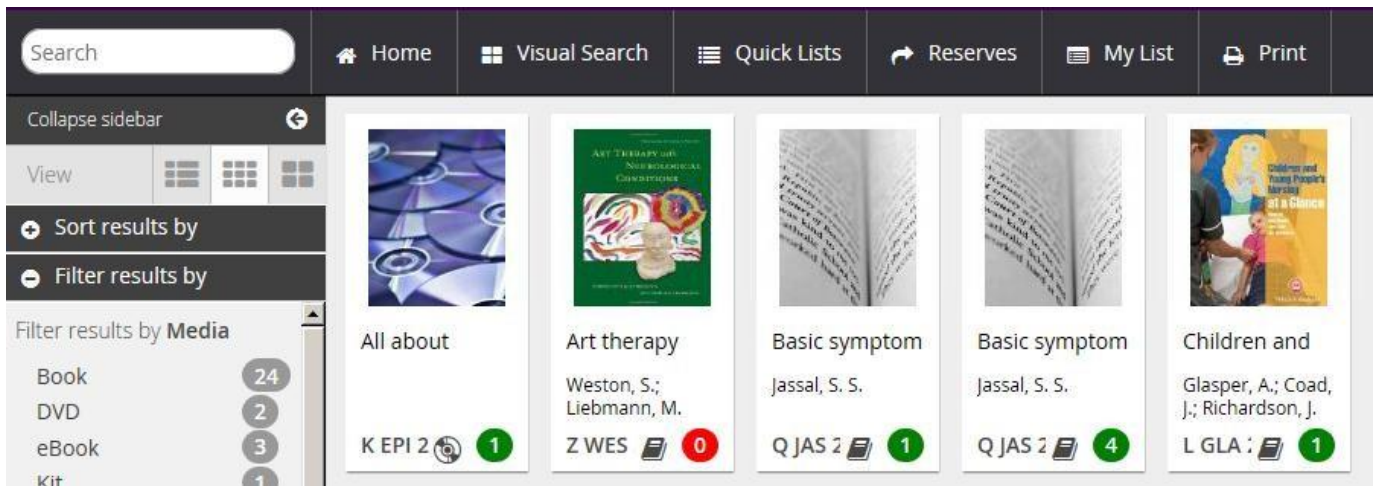
2. This takes you to Your Account screen and will show any current loans, and over time what you have had out on loan in the past.



3. **Click on the HOME tab**
4. **Using the search box** - You can search by topic (keyword), title, or author. Select which one you want.



5. Search results - click on a book title to see more details and availability.



6. To put a book into **My List**, click on the book picture cover, and **drag and drop into My List**.

7. Click on My List and select **OPTIONS – Send to Librarian**

8. A message box will then come up. Please fill in both boxes and the message will automatically be sent to the library. **Please confirm which address you'd like the books to be sent to.**

9. **Other features – Quick Lists**

This picks out some of the best books we've got on topics. Click on a list, and select books.

