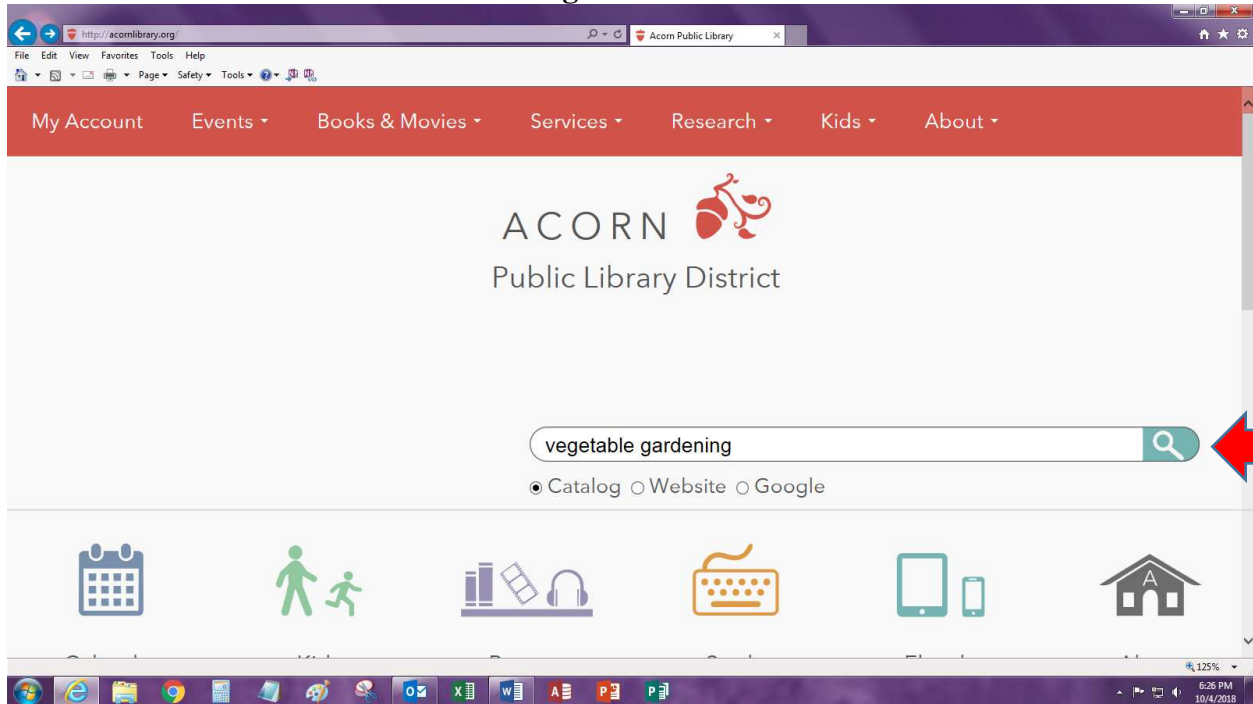


How To Use The Catalog So You See Only Items That Are At Acorn Public Library Catalog Tutorial Series



Go to Acorn Public Library’s website, www.acornlibrary.org. You will see this page, the home page. Left-click into the search bar and type in what you’d like to search for. In this example, I’ll be searching for “vegetable gardening.”

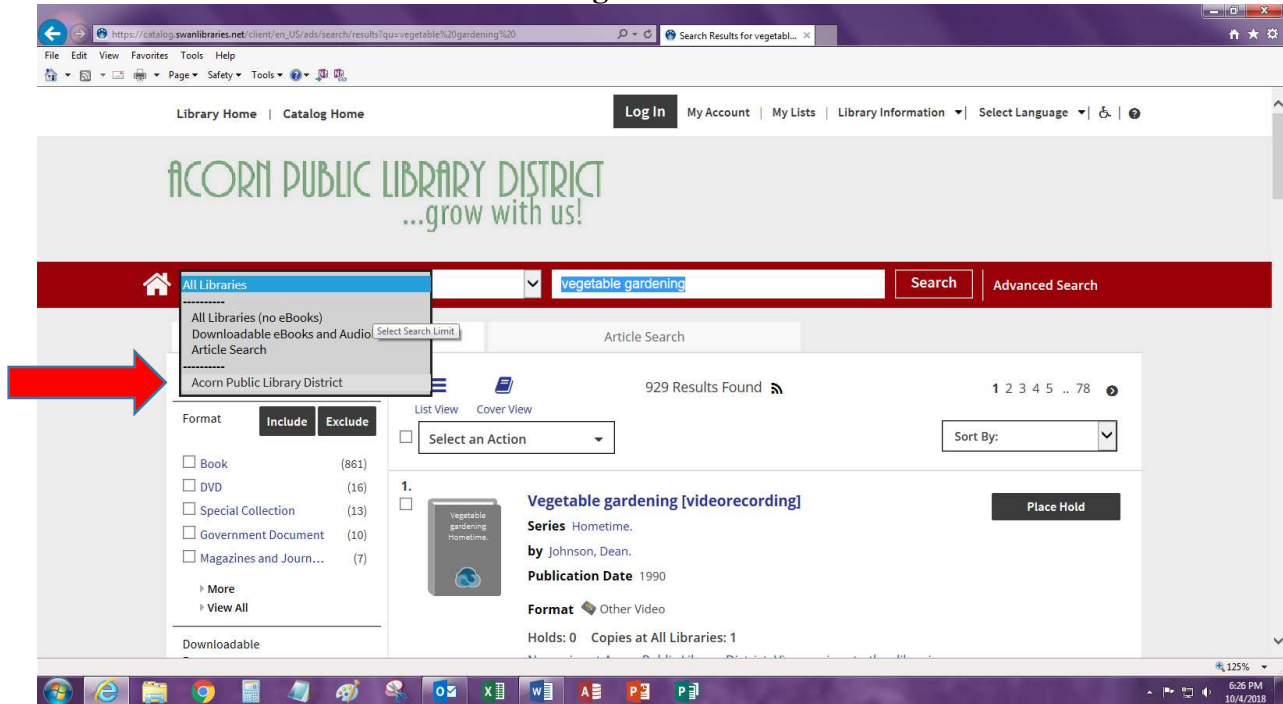
Once you type in what you want to look for, left click on the magnifying glass to start your search. In the above photo, the red arrow is pointing at the magnifying glass.

How To Use The Catalog So You See Only Items That Are At Acorn Public Library Catalog Tutorial Series

The screenshot shows a web browser window displaying the Acorn Public Library District catalog search results for the query "vegetable gardening". The page features a navigation bar with "Library Home" and "Catalog Home" links, and a search bar with the query "vegetable gardening" entered. The search results are displayed in a list view, showing 929 results found. The first result is "Vegetable gardening [videorecording]" by Johnson, Dean, published in 1990. The format is "Other Video" and it is available in 3 copies at all libraries. The page also includes a "Limit Search Results" sidebar with options to include or exclude various formats like Book, DVD, Special Collection, Government Document, and Magazines and Journals.

The results list for your search will be displayed on the screen. The items in the list are from dozens and dozens of local public libraries that are part of the catalog's system. There is a way to see ONLY items that are at Acorn Public Library.

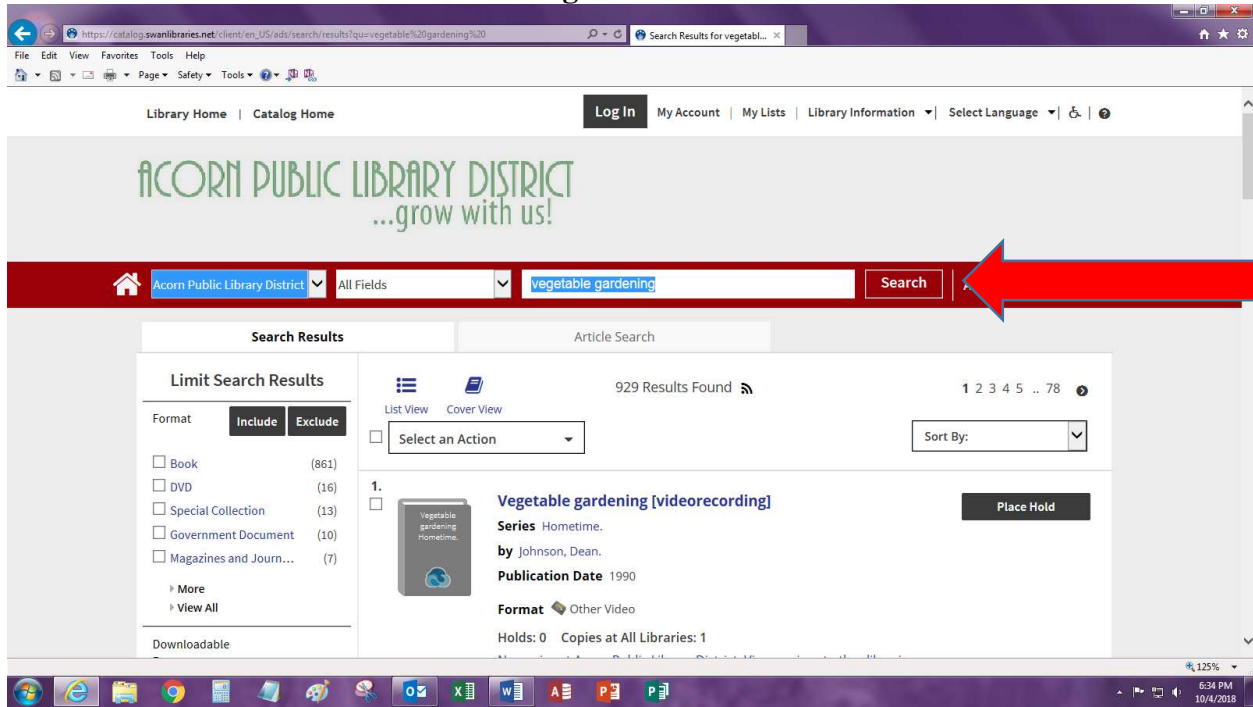
How To Use The Catalog So You See Only Items That Are At Acorn Public Library Catalog Tutorial Series



Go to the red horizontal toolbar at the top of the screen and left click on where it says “All Libraries.” A drop-down menu will appear.

Left click on the very last choice, “Acorn Public Library District.” In the above photo, the red arrow is pointing at this.

How To Use The Catalog So You See Only Items That Are At Acorn Public Library Catalog Tutorial Series



After that, left click on the “Search” button. In the above photo, the red arrow is pointing at “Search.”

How To Use The Catalog So You See Only Items That Are At Acorn Public Library Catalog Tutorial Series

The screenshot shows a web browser window displaying the Acorn Public Library District catalog search results for the query "vegetable gardening". The page features a search bar with the query entered and a "Search" button. Below the search bar, there are filters for "Limit Search Results" and "Downloadable Format". The search results section shows 38 results found, with the first result being "Guide to Illinois Vegetable Gardening" by Fizzell, James A. (James Alfred), 1935-. The result is listed as a Book, published in 2007, with 35 copies at all libraries and 0 holds. A table below the result shows the item's location and status:

Library	Call #	Item Type	Location	Status
Acorn Public Library District	635.909773 FIZ	Book	Stacks	On Shelf

A red arrow points to the "On Shelf" status in the table.

Now, all the items in your results list are items that Acorn Public Library has in its collection.

You will not see items from other libraries, only Acorn.

In the above photo, the red arrow is pointing at the item's record, which indicates that it is at Acorn Public Library. As you can see, the item is presently listed as "on shelf," which means that it's present and available.