

HOW TO USE THE COMPUTER TO FIND BOOKS

If using a LIBRARY computer. . .

You must have your library card with you so you can sign in on PC Reservation.

Double click on Internet Explorer

Click on the blue line that reads "Click here to Continue if you agree to the terms and conditions of use stated below."

If starting from your HOME computer. . .

Type the library's web address in your Internet web browser

<http://suncat.co.sarasota.fl.us>

- Click on "Search the Library Catalog"
- Click on Title
- Type the title of the book you want; press Enter
- If a list appears of several items with the same title, click on the first title that is highlighted in blue. You will see:

LOCATION: What library owns the book, and in what section of the library the book can be found.

CALL #: Where the book can be located on the shelf. A fiction book is shelved alphabetically by the author's name; a nonfiction book is shelved numerically by the Dewey Decimal number assigned to the main subject of the book.

STATUS: Whether or not the book is on the shelf, available for checkout.

If you are using a *LIBRARY* computer, and the book that you want is listed as *ON SHELF* at your library. . .

- Write the title of the book
- The section of the library in which it is located
- Author's last name (or call number)

For example: *Charlotte's Web*
Juvenile Fiction
White

A librarian will be happy to assist you in finding the book.

If the book you want is *NOT ON SHELF*, or you are using your *HOME* computer, and you would like the book to be reserved for you. . .

- Click REQUEST in the upper right corner of the screen

- Fill in the request form with your Name, Barcode, and PIN, then Choose a Pickup Location
- Click "Submit Above Information"

You will receive a phone call when the book arrives at the library that you chose as a pickup location. Your book will be held at that library for five days. Please be sure to bring the card that you used to reserve the book.