

## Quick Searching Tips:

- *Author (last name, first name):* Type in the author's last name first, then the first name if you know it.
- *General Keyword:* The catalog will look for your search terms in the author, title, subject, and notes fields. Good to use when you are not sure of a subject.
- *Title:* Use this category if you know the title of the book. The results will be displayed alphabetically. Type in as much of the title as you know.
- *Subject:* Type in your subject. The results will be an alphabetical list of Library of Congress subject headings beginning with the one you entered. If you do not find the subject you are looking for, try the same search as a *General Keyword* search.
- *Series:* Type in the name of the series such as "Boxcar Children".

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## Other Tips:

- **Request Item:** Click here to request an item that we don't own or that is checked out or otherwise unavailable.
- **Other locations:** The catalog will display the first three copies of an item. If Cumberland's copy is unavailable or the library does not own it, you can click on the title to find other libraries that do.
- **Advanced Search:** Allows you to search more than one index at a time.
- **Book Cart:** Click on the "View my patron record" link and Login to use this feature. Search for your items and click the "Book Cart" to create a temporary list. Click on the "View Saved" icon at the top of the page to view the list. Your list can be emailed or you can request everything in the cart at once.
- **View my patron record:** Enter your library barcode to access details of your account. You can view "Items Out", "Hold Requests" and overdues and/or fines. Use this screen to renew items and save "preferred searches".  
***Be sure to logout to protect your privacy!***
- **History:** Shows all the searches you have done during this session.
- **Need help?** Ask a Reference Librarian for a walk through of the searching process. If you are using the catalog from home, call 333-2552 x202 for assistance. We are happy to help.



# User Guide for the RI Public Library Catalog

Cumberland Public Library  
1464 Diamond Hill Road  
Cumberland, RI 02864  
401-333-2552  
[www.cumberlandlibrary.org](http://www.cumberlandlibrary.org)

Just click on the Library Catalog link  
to enter the catalog...



**Basic Search:** 1. To begin click on the link for the Library Catalog. The “Search” screen will appear.



2. Choose the category you wish to search by clicking on the down arrow at the end of the Search box. Choose from among the categories below.
3. In an author search you would type the last name of the author you wish to search for in this box. Add the author's first name if you know it.

Title  
 General Keyword  
 Author (last name, first name)  
 Subject  
 Series

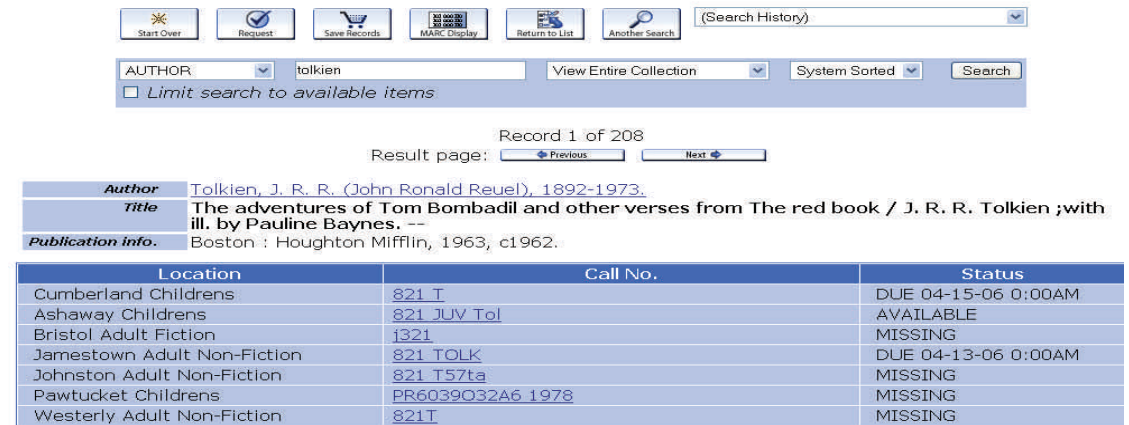
4. This is the result if you type the name “Tolkien” in the Search box for the Author category. Choose the author you want from the alphabetical list. The choice with the most titles attached to it is usually the best choice.

Num	Save	AUTHORS (1-9 of 9)	Year	Entries Found
1	<input type="checkbox"/>	Tolkien Baillie	1999	1
2	<input type="checkbox"/>	Tolkien Christopher		19
3	<input type="checkbox"/>	Tolkien J R R 1892 1973	2003	1
4	<input type="checkbox"/>	Tolkien J R R John Ronald Reuel 1892 1973		208
5	<input type="checkbox"/>	Tolkien John 1917	c1992	1
6		Tolkien John Ronald Reuel 1892 1973 -- See Tolkien, J. R. R. (John Ronald Reuel), 1892-1973.		1
7	<input type="checkbox"/>	Tolkien Priscilla 1929	c1992	1
8	<input type="checkbox"/>	Tolkien Simon 1959		3
9	<input type="checkbox"/>	Tolkien Tracy 1962		2

5. This page gives you a list of the titles. If a title is owned by the Cumberland Library, it will show up as the first location. You can use the pull-down menus to sort by title, author, or publication date. You can also limit by Children's Materials, media type, Large Print, or by Library by using this pull down menu. The material type (book, CD, video, etc.) is indicated by a little picture.



6. After clicking on the title you want, a page with the location and status of the book will appear.



7. Request the book by clicking the “Request item” button. You will need your library card for this step. Enter your library barcode in the “Barcode” box. Choose the location where you wish to pick up your book and click the “Submit” Button. You will see a message telling you that your request was successful.

