USING THE ONLINE CATALOG

1-10-12

Beginning Your Search

Log into www.darbylibrary.net

If you have a card, click "My Library Account" (right column). Enter your information.

If not, click on "Search the Catalog" (right column).

Type in author, title, subject or keywords. Click on corresponding blue button underneath to search.

(If you want to do a browse search, see instructions below.)

Finding the Call Number

If your search has been successful, you will get a list of search results that match your search. **They will usually be in chronological order, meaning that the ones at the top of the list are the newest books. Click on the picture or the title in blue letters.

Under the holding library, you will find the call number.

Remember, a call "number" may contain only letters as is the case with fiction titles.

Browse Searching

If you prefer to do a browse search for an alphabetical list of titles, authors, subjects, etc., first click on the words "Advanced Search" found at the bottom of the "Search" box.

Enter your search terms in the boxes. You can limit your search to an individual library or even to the type of material (ie: book on CD or DVD). Click on "Search" in the middle of the screen.

Going Back

To move back to a previous screen, click on the words "Go Back" on the left side of the blue bar. This works better than using your browser's back button. To begin a new search, click on "New Search."

**If you get a listing that says at the top "found no matches," you will see a list of related headings. Go back and try a different approach.

And Remember… If you are unable to find the item you are searching for or are encountering any problems using the catalog, please do not hesitate to ask a library staff person to assist you.

We can walk you through the process. If you prefer, ask for a quick tutorial the next time you visit the library or click on "Ask Us" to send us an email with your questions, recommendations for purchase, change of address, or requests for interlibrary loans.