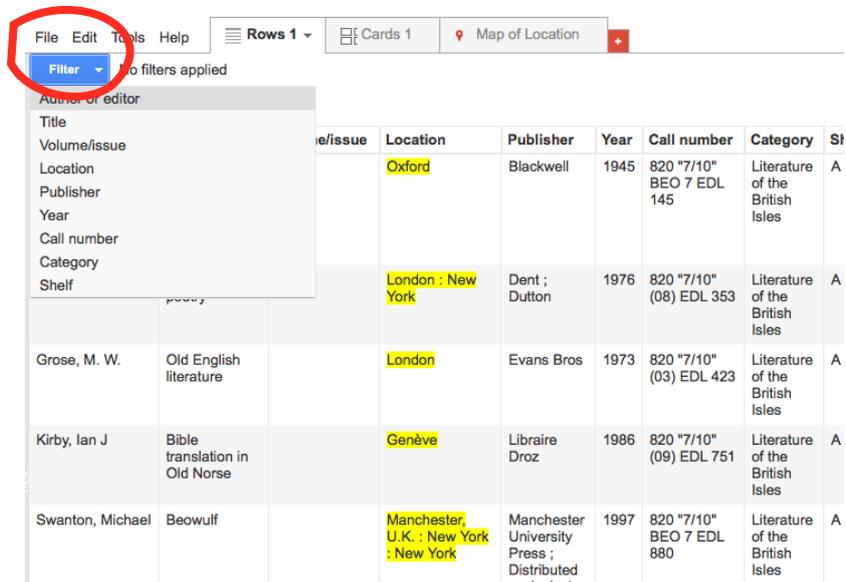
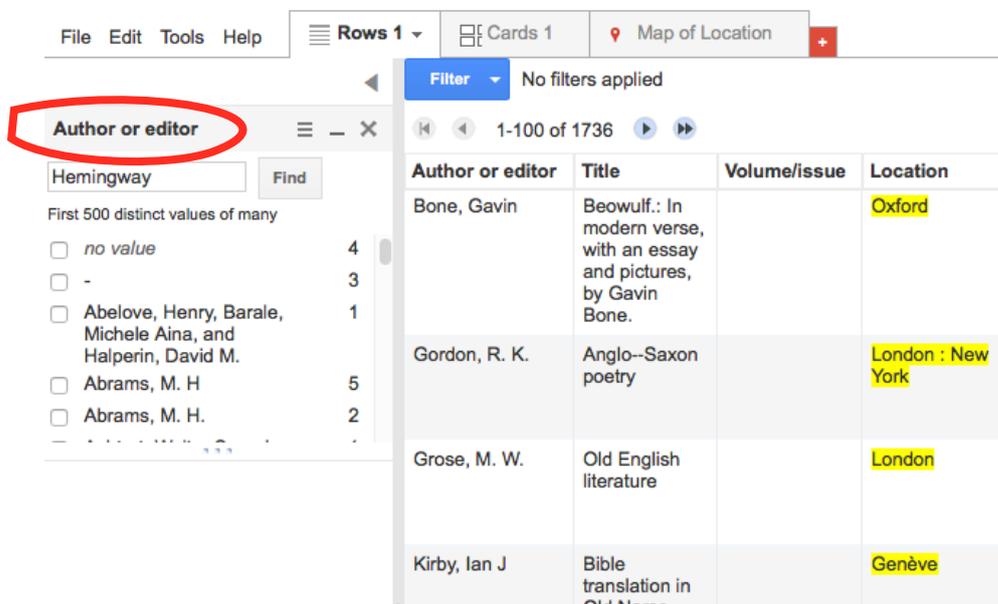


How to use the catalog

If you are looking for a book in our library you first have to click on FILTER and then choose which search option that you want (Author, Title, etc.)



Then write the search term in the appropriate category (in this case "Hemingway") and click on FIND.



You will see on the right side all the books we have in the library that match to your search word. Now, take the call number and go to the indicated shelf to get the book (the last columns)

The screenshot shows a search interface with a menu bar (File, Edit, Tools, Help), a 'Rows 1' dropdown, 'Cards 1', and a 'Map of Location' button. A search filter is applied: 'Author or editor' CONTAINS IGNORING CASE 'Hemingway'. The search results are displayed in a table with the following columns: Author or editor, Title, Volume/issue, Location, Publisher, Year, Call number, Category, and Shelf. The results are circled in red.

Author or editor	Title	Volume/issue	Location	Publisher	Year	Call number	Category	Shelf
Hemingway, Ernest	A farewell to arms		Hammondsworth	Penguin Books	1935	820 (73) "19" HEM FAR 7 EDL 1250	Literature of the U.S.A.	E
Hemingway, Ernest	A farewell to arms		New York	Grosset & Dunlap	1929	820 (73) "19" HEM FAR 7 EDL 573	Literature of the U.S.A.	E
Hemingway, Ernest	For whom the bell tolls		London	J. Cape	1941	820 (73) "19" HEM FOR 7 EDL 711	Literature of the U.S.A.	E

Be careful! If you open several search categories on the FILTER button and then only use one while keeping the previous searching word, you will not find the book you are looking for.

For instance, here I opened the TITLE category and wrote "Hamlet". Because "Hemingway" is still written in the AUTHOR OR EDITOR category, there will be no results! So you have to erase "Hemingway" and do a new search by using **only** "Hamlet".

The screenshot shows the same search interface as above, but with the search filter changed to 'Title' and the search term changed to 'Hamlet'. The search results are empty, displaying 'No rows found'. The search input field in the 'Title' category is circled in red.

Author ...	Title	Volume/issue	Location	Publisher	Year	Call
No rows found						