## Using the Catalogue A Social Story

The library catalogue is a database that lists all the items you can borrow from the library. You can search the catalogue to:

- find out if we have an item
- if the item is available for loan
- which library the item is available from, and
- where to find the item on the shelves.

If someone else has the item on loan, you can also use the catalogue to make a reservation.

## How to find the catalogue

At every library we have self-assist computers which where you can access the library catalogue. You can also access the library catalogue from home by going to the Darebin Libraries website: darebinlibraries.vic.gov.au

## Searching the catalogue

The library homepage has a search bar where you can type in the title or author of the item you are looking for. Or you can type in the subject you are interested in.

After you press return, or click the magnifying glass icon, you will see a list of items on the screen. Hopefully one or more of these is the item that you're looking for.

You can click on the title of each item to find out more information, such as a summary of the item, how many pages it is and the year it was released.


## Finding where the item is located

In the top right corner you will see a box with Find it! written at the top. If you click on Availability by location you will see where the item is located.

## Finding the item on the shelf

You will see signs around the library to tell you where the collections are.

The items are ordered by the author's surname in the fiction collections, and by numbers according to the subject in the nonfiction collection.

Unfortunately sometimes the item is not where it is meant to be. If you ask a staff member, they will help you find it. They are very friendly and happy to help you!


## If the item is on loan

If the item is on loan, it will say when the item is due to be returned to the library.

Hopefully the item will be returned by the due date and then you can borrow it, but sometimes items are brought back late. If an item is on loan, the best way to make sure you find out when it is available for you to borrow is to place a reserve on it.


## Making a reservation

If you would like to have the item put aside for you and contact you once it is returned, you can make a reservation with your membership number and pin. Some of our items are very popular and you may have to wait for a few weeks until they are returned. Click on the red button that says Place reservation and enter your details and preferred branch.

You can also reserve a book if you see that the item you want is available at a different library. This means the item will be sent from that library to the library that suits you.

Place reservation


Available items: Darebin Library Service - Reservable items 7, available 2

