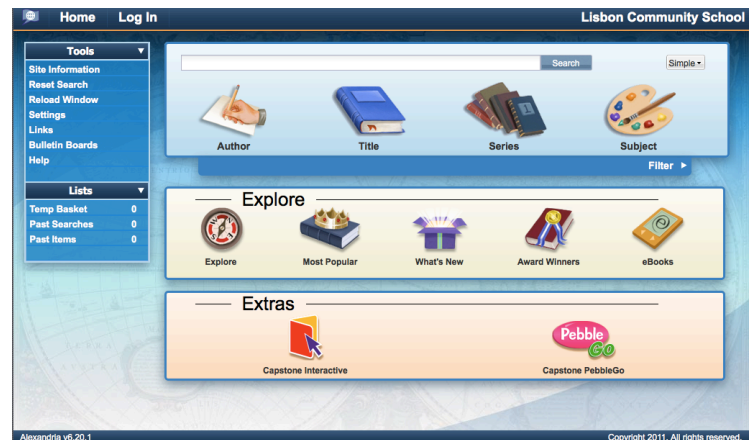


Alexandria Researcher Instruction

Please note: Alexandria Researcher will only work at school at this time.

A. Starting up Alexandria Researcher

1. Open up Firefox or Safari
2. In the address box, type 10.10.10.11/
3. Alexandria Researcher should open up in the browser window.



4. Log In to Researcher
 - Click the Log In button
 - Enter User ID and password
 - User ID is your library number
 - Password is your last name
 - The window below should appear if you have logged in.

Leafy Green (1000)
Library Card Expires on: Jan 1, 2041 **Grade: 8** English

Address:
City: State:
Postal Code: Country:
Phone Number:
Email:
User ID:

Fine Balance: \$0.00
Fine Payments: \$0.00
Last Activity: Aug 18, 2011
Lexile: 0

Change Password

Loaned Items Holds Reservations Charges History

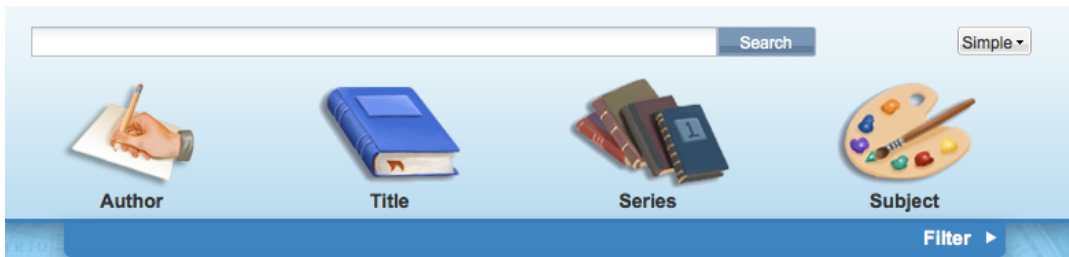
<input type="checkbox"/>	Call Numbers	Barcodes	Titles	Due Date
<input type="checkbox"/>	EL FIC BIR	19577	The world according to Humphrey	09/01/2011
<input type="checkbox"/>	EL FIC KER	24116	The Akhenaten adventure	09/01/2011

Renew Selected

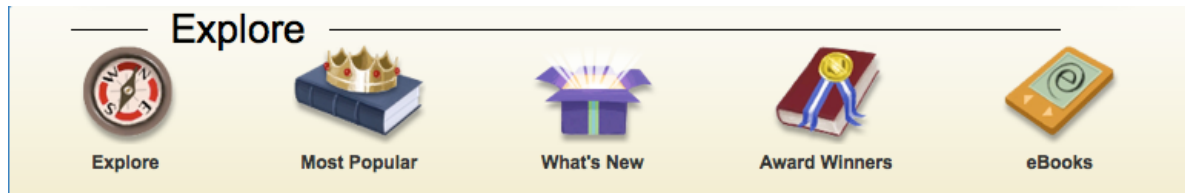
Notice that the bottom box of the window informs you of material that you have checked out and when it is due. Close window by clicking "X" in upper right corner.

5. Searching for a book

- Search using the search box and typing in an author, title, series or subject and clicking the search button.



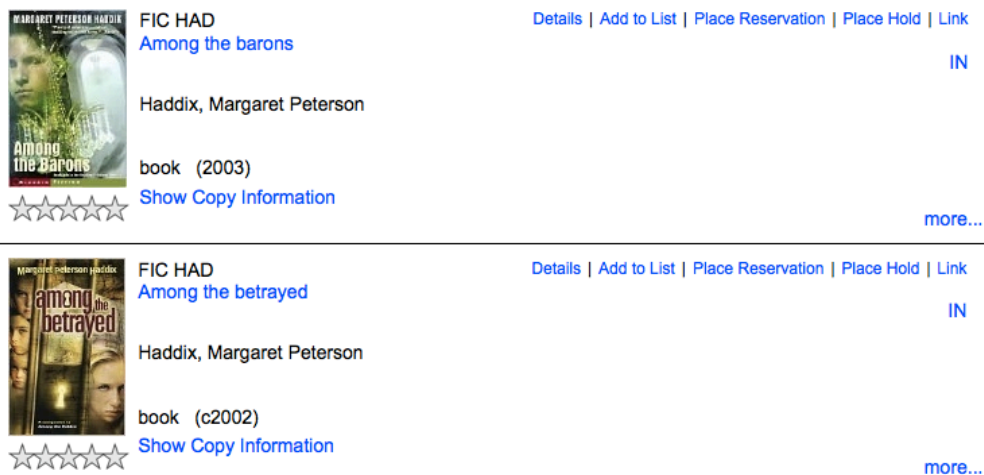
- Search using the most popular, what's new or award winners buttons.



- Remember when you get back your results in will contain both elementary and secondary library books. All elementary books have call numbers that start with "E" or "EL".

6. Search Result Listing

- Will tell you the call number of the book and if it is available for checkout.
- Clicking Details button or title of book -- provides a summary of the book (if available) and allows you to place a hold on the book
- Place hold -- allows for you to have a book held for you to check out



7. Detail Window -- some features to know

Browse Results -- arrows allow you to get to next or previous entry in list. Arrow with line take you to front of list or end of list.

Breadcrumbs - click tabs to go back to last window

The screenshot shows a library catalog interface. At the top, there are tabs for 'New Search', 'Searched: author:haddix', and 'Item Details: Among the barons'. Below the tabs is a navigation bar with 'Browse Results' and navigation arrows. The main content area features the book cover for 'Among the barons' by Margaret Peterson Haddix. To the right of the cover is the book title, author, and a synopsis. Below the synopsis are buttons for 'Place Reservation', 'Place Hold', 'Add to List', 'Link to this Item', and 'View on Shelf'. To the right of these buttons is a star rating and 'Availability: 0 of 1, 1 on hold' with a 'Show Copy Information' link. Below the buttons is a 'Notes' section with 'Other' and links for 'View MARC Record' and 'Show Reviews'. The 'Publication Information' section includes the publisher, series, citation, and ISBN.

Place Hold -- This holds a title for a short period of time so that you can come to the library to check it out. If it is checked out, we will hold it for you for a short time when it is checked back in.

View on Shelf - a shelf view of what books are shelved around this book

****Please Note****

Be sure to log out when finished.

If you are only searching for a book and don't need to see your user information or your not going to place a hold, you don't need to log in to use Researcher.