

LIBRARY COMPUTER PROCEDURES

TURN ON

Check to see if the computer is already on by pressing the space bar. If it is on, the screen will come up. If not, the screen will stay black and you will have to turn it on.

To turn it on, push the power button located on the lower right front of the monitor on the computer by the windows. Do the same to the three computers along the wall. Their power buttons are on the right side of the computer (it is a flat button towards the back on the bottom).

After several minutes you'll see a large square "MAC OS X" (if you don't see this screen, go to the next paragraph). Here you'll type in:

Name: library

Password: b00ks (the 0's in books are zeros)

Next, click on the "Safari" icon (a compass) on the menu bar at the bottom of the screen. This will start the internet. Once started, type in www.libraryworld.com. This will open LibraryWorld. If it asks for a username and password, type in stgregslibrary for username and b00ks for password (the 0s are zeros). On the next screen, you'll be in LibraryWorld. Click on the blue STGREGS to enter the St. Gregory's library catalog.

CHECK IN (returning books to the library)

Go into the "**circulation**" screen by clicking on "**circulation**" (third icon from the left). It automatically takes you to check out, so click on "check in".

To check in the books, where it says "enter item bar code number", enter the barcode/circ number on the inside of the front cover of the book. The book title will come up. Confirm that it is the correct book. You will see green words "Holding with barcode ____ is checked in". This is good. You may also see red words "Error! Item was overdue – fine amount is zero" – just ignore this. If you see an error message in red "Error! Item not checked out", then the book was not checked out. Go ahead and put it in the stack to reshelve (a child must have taken the book without checking it out). Go ahead and enter the next barcode number and continue until all books are checked in.

CHECK OUT (taking a book home from the library)

Be sure you are on the "**circulation**" screen by clicking on "**circulation**" (third icon from the left). It automatically takes you to check out. Where it says "enter patron number", type in the last name of the student and hit "enter" or click submit. The next screen will display all the students with the last name you entered. Make sure you click on the correct child, then the screen will display any past due books for that child. Important: If you see that the student already has two books past due, they are not allowed to check another book out until they have returned the past due items. If they have one book past due, remind them to return it the following week. Next, enter the barcode number (on the sticker inside the front cover of the book). This will check the book out to the student – confirm that it is the correct book.

IMPORTANT: We know of a problem with entering the barcode numbers. If you enter the barcode number and the message “Error! Invalid barcode number” comes up, please enter the same number with or without the preceding zeros (ie – if the barcode number is 00037, try 00037, 0037, 037, then 37 – one of them will work!). Other problems you may encounter: if there is no barcode in the book or you encounter any other problem (the circ # doesn’t work after trying the different number options, the wrong book comes up on the computer screen, etc.), have the child find and check out another book. Leave the problem book on main library desk with a note regarding the problem.

RENEW

Be sure you are on the “**circulation**” screen by clicking on “**circulation**”. Then click on “**renew**”.

Where it says “enter item barcode number”, enter the barcode/circ # label on the inside front cover of the book. This will automatically update the student’s record with the new due date..

SEARCH FOR INFO

Be sure you are on the “**catalog**” screen by clicking on “catalog” (farthest left icon).

Off to the right where it says “search”, you can click on the down arrow to the left to search for a particular thing (i.e. title, author, subject, barcode number, all words, etc.).

Type in the appropriate info to the right and click on “search”. Authors should be typed with last name first.

The information you are searching for should then be listed in the area below your search. Each record will list the book’s location in the library under call number. If you see a record with a capital E before any other letters or numbers, that book is located in the primary grade library and is only accessible to grades K-3. If the record has no capital E, the book is located in the upper grade library and is accessible to grades 4 and up. If you see a record with numbers followed by three letters (ie 636.2 ARL), this book is located in the non-fiction area of the upper grade library (if it is preceded by an E then it is in the non-fiction area of the primary grade library). If you see a record with a capital F followed by three letters (ie F ARL), this book is located in the fiction area of the upper grade library. A record with E followed by three letters is in the fiction area of the primary grade library. The three letters are always the first three letters of the author’s last name. The F stands for “fiction”. The E stands for “easy”. If you see a record with only an E, these books are located in the bins on the shelves in the primary grade library. If your search comes up with nothing, try another way of searching. If there is still nothing, the information is not in our records.

SHUT DOWN:

When all books are shelved and you are ready to leave the library, make sure to put the computers in sleep mode. Click on the apple on the top screen to close out LibraryWorld. Then click on “sleep”.

NOTES:

Reminder: do not check out any book that does not have a barcode/circ# inside the book. If the computer tells you there is no such barcode/circ# or if there is any other problem, tell the student to pick out another book and leave the problem book on the desk with a detailed note on it. Please do not let students take any books that cannot be checked out on the system. We need the book to correct the problem!

PLEASE do not change any information in the catalog or add a new book to the computer. If there is **any** problem, just leave the book on the desk with a note.

Do not re-shelf any books that have not been checked back into the computer. Place the book(s) on the library desk with a note regarding the problem.

Feel free to call me at (650) 787-8098 with ANY questions!

Thank you,
Linda Schulz

LOCATING BOOKS ON SHELVES

Type a subject you are looking for (example below is “space”) next to the “all words” prompt:



[Help](#) | [Account](#) | [Sign Out](#) | [Clipboard](#)

STGREGS



[New Record](#) | [Import](#) | [Export](#) | [Advanced](#) | [Show All](#) | [Clear](#)

All Words

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	▼Title	Author	Call Number	Holdings/In
	1,000 questions and answers. Factfile	Kerrod, Robin et al.	500 KER - in birthday book box- not yet assigned	1 / 1
	1000 facts on space	Farndon, John	520 FAR	1 / 1
	Airplanes /	Parker, Steve.	E 629.13 PAR	1 / 1
	Airplanes /	Parker, Steve.	E 629.13 PAR	1 / 1
	Another heaven, another Earth.	Hoover, H.M.	F HOO	1 / 1
	Ark angel /	Horowitz, Anthony,	F HOR	1 / 1
	Artificial satellites /	Bendick, Jeanne.	629.43 BEN	2 / 2
	Asteroids, comets, and meteors /	Marsh, Carole.	523.4 MAR	1 / 1
	Babar visits another planet.	Brunhoff, Laurent de.	E BRU	1 / 1
	The battle for the castle /	Winthrop, Elizabeth.	F WIN	1 / 1

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Any book with a call number starting with E is in the primary grade library. Any book that does not have an E is in the upper grade library. Books with numbers in the call number are always non-fiction. Books without numbers in the call number are always fiction.

E (only)
E BRU

In the lower grade library bins – not on the shelves
In the lower grade library, fiction

E 629.13 PAR In the lower grade library, nonfiction

F HOO In the upper grade library, fiction

629.43 BEN In the upper grade library, nonfiction