

To use the computer:

On the desktop double click on the EMPC Library icon. The Book collector database will come up.

You can search for a book by author, title and subject.

In the middle of the screen, at the top, there is a white search box. Type the author's name, title of the book, or subject in the box, and hit enter.

To go back to the first screen, click on the picture of a funnel at the top in the center.

If we have books by the author, the title of the book or the subject that you searched for, a list of authors related to your search will come up. Double click on the author you want and then a list of books that we have will come up:

single click on the book: scroll down at the bottom of the screen you will find the Dewey number or location of the book in the left column

or

double click on the book: and the information on the book will come up. The Dewey number or location of the book will be centered on the left side.

Look for signs in the library to help you, while sitting at the computer:

#'s and then letters- Non Fiction section- located behind you and to your left

B- Biography- located behind you

F- Fiction- located to the left and right of the door along the back wall, and in front of you

FS- Fiction Senior- located to the left and right of the door along the back wall, and in front of you

LP- Large Print- located beside you and to your right

L- Large book -located to your left along the back wall & on the bottom shelf

R- Reference- located by the door, to your right

SC- Special Collection- located behind the computer desk and to the right

Y- Youth – located behind you on the bottom shelf to the far left

In the Basement

ER- Easy reader -located in the Children's Library

FJ- Fiction Juvenile or JF- Juvenile Fiction located in the Children's Library

J- Juvenile - located in the Children's Library