

# Use the Computer to Find Your Next Book

## Find the OPAC

The OPAC is the online catalog.

Search the catalog to learn what books are in the media center.



From any computer in the school:

- ⇒ Start
- ⇒ Programs
- ⇒ Research
- ⇒ Media Center
- ⇒ Choose Sawnee Elementary
- ⇒ Click on the “Catalog” tab

## Search the OPAC

### Search by Keyword

Keyword Searches look for your words anywhere instead of just looking only in the title or looking only in the author name.



Only use this search if you have a specific term—otherwise choose a different type of search.

### Search by Title

Title Searches look for your words anywhere in the title of a book.



Use this search to see if the media center has a specific book you want to read.

### Search by Author

Author Searches look for your words in the author field for a book.



If you really like a book, search for the author to locate more books by that author.

### Search by Series

Series Searches look for your words in the series title.



Use this search to find all the books in a series.

Goosebumps    Bone    39 Clues    Candy Apple  
American Girl Doll    Warriors

### Search by Subject

Subject Searches are best if you are searching for a specific topic, person, or place.



*Important note: Be sure to use plural words if possible. For example, lions instead of lion.*

### Search Tips

1. **Use all lowercase letters**  
No need to capitalize words
2. **Use wildcards (\*) if you can't spell a word**  
Type *croc\** for crocodile
3. **Use quotation marks for exact phrases**  
“magic school bus”    “39 clues”

## Note the Call Number

The Call Number tells you where to find the book in the media center.

Write down the call number and head to the media center.

We will be glad to help you find your book.

Examples of Call Numbers

FIC RIO	B LIN	PB PIL
E ARN	636.2 GIB	941.1 DAC