




HOW TO FIND AND CHECK OUT A BOOK FROM OUR COLLECTION (*ONLY MEMBERS* MAY CHECK OUT BOOKS.)

USING OUR ONLINE CATALOG:

(The computer in the bird-viewing area can be used.)

1. Go to <http://www.librarything.com/catalog/cincynature>.
2. Select “Members’ Library” from the drop-down menu on the far left.
3. Use the “Search this library” box on the far right to search for a specific title, subject or author. **DO NOT USE** the “Search site” box.
4. A list will appear including columns with the title, author, book cover photo (if not available, this is the default cover ) , call number (Dewey), tags (subjects), date, number of copies, description (e.g. pagination, etc.), comments and availability of the book.
5. Use the Dewey call number to find the book on the shelf.
6. To check out, fill out the card in its pocket with today’s date, your full name, and **PHONE NUMBER**. Take the card(s) to the front desk staff member in the lobby. Books may be checked out for a maximum of 30 days.
7. Please note: The Education Library collection is for use by staff only. The Reference Library books are for on-site use only. **R** precedes the call numbers in this collection.