

CCGS Library Policy and Procedures Manual

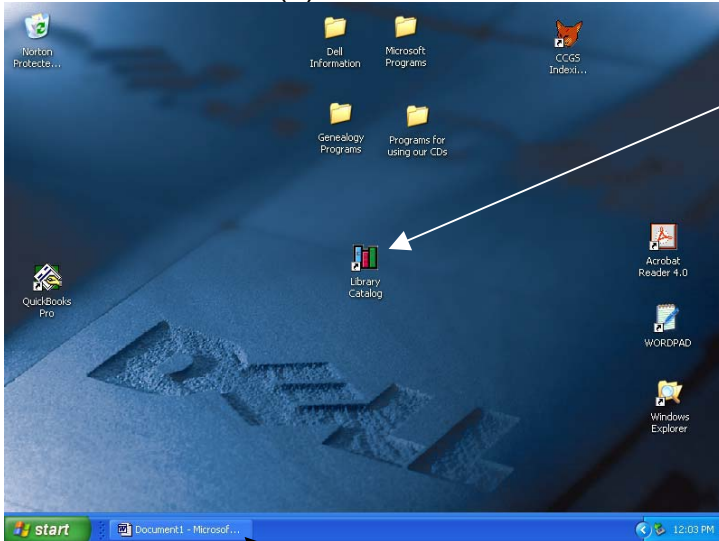
Library catalog procedures

Classification no. x.0
Page 1 of 3

Established – 15 August 2003

Revised date –

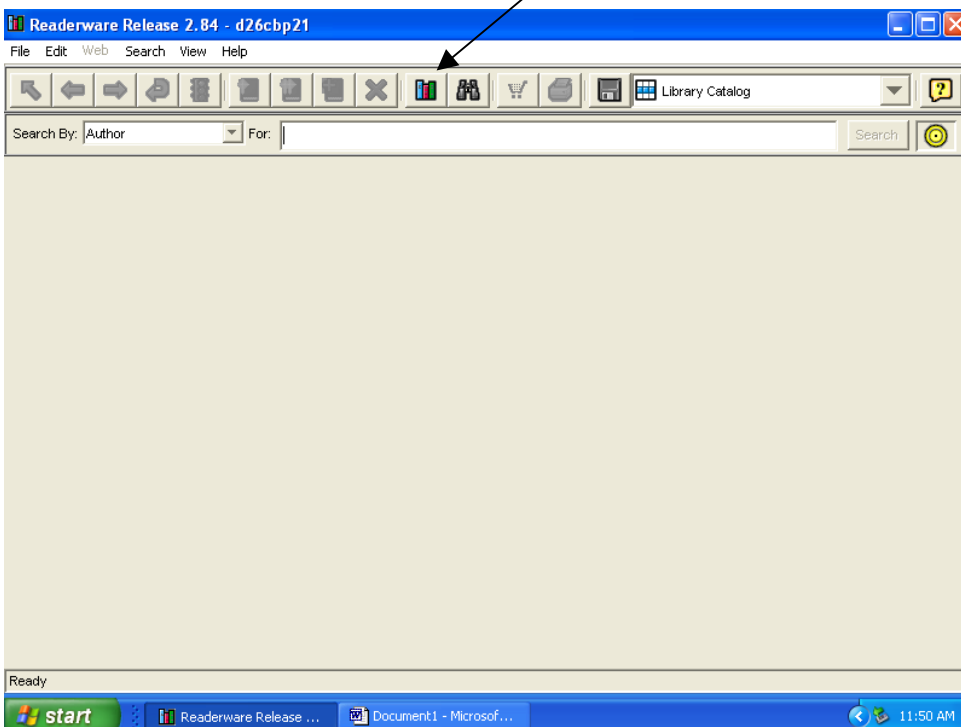
If the Readerware Library Catalog is not open already on the screen, you will then click on the icon that shows as (3) colored books in the middle of the screen.



NOTE: if **READERWARE** appears in this task bar, do not do the above, just click this as the program has been minimized.

You will then get a screen that appears as shown below.

Now click on the same icon on this screen, (3) colored books, and it will then open the CCGS Library Catalog database.





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To begin your searching in the CCGS LIBRARY CATALOG

See chart below for list of items you may search by.

Enter the word your searching for here, then click Search.)

Click this button if database does not appear as shows below.

DO NOT use the print button

The screenshot shows the Readerware Release 2.84 - D26cbp21 interface. The search bar is set to 'Author' and the search results table is displayed below. The table has columns for Location, COUNTY, Category, Dewey, STATUS, Title, Author, and ACCN. The first row is highlighted in blue, and a double green arrow points to it. A red line also points to the double green arrow. A 'Search' button is visible on the right side of the search bar.

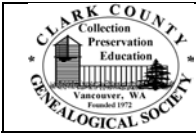
	Location	COUNTY	Category	Dewey	STATUS	Title	Author	ACCN ...
	CZ		Per		On Hand	NASE RODINA	No Author	-1.00
	CAN ONT		Per	971.3	On Hand	FAMILIES	No Author	-10.00
	FL		Per		On Hand	BURIED TREASURES	No Author	-100.00
	FL		Per2		On Hand	GENEALOGICAL SOCIETY OF OKA...	No Author	-101.00
	Surnames		Per	929.2	On Hand	TOWNSEND MISSING LINKS (AKA ...	No Author	-102.00
	GA		Per		On Hand	ANCESTORS UNLIMITED EDITION	No Author	-103.00
	GA		Per		On Hand	ARMCHAIR RESEARCHER	No author	-104.00
	GA		Per		On Hand	ANCESTOR UPDATE	No Author	-105.00
	GA		Per		On Hand	SOUTHERN STATES ARMCHAIR R...	No Author	-106.00
	GA		Per		On Hand	FAMILY TREE NEWSLETTER	No Author	-107.00
	GA		Per2		On Hand	BARTOW COUNTY GENEALOGICA...	No Author	-108.00
	GA		Per		On Hand	FAMILY TREE QUARTERLY	No Author	-109.00
	CAN		Per		On Hand	NEWSLEAF	No Author	-11.00
	GA		Per		On Hand	ANCESTORING	No Author	-110.00
	GA		Per		On Hand	CENTRAL GEORGIA GENEALOGIC...	No Author	-111.00
	GA		Per	929.11	On Hand	FAMILY PUZZLERS	No Author	-112.00

Search Returned 7,423 Books, 7,423 Displayed

The results of your search will appear as a blue highlighted line(s) like this.

You then may click on the double green button to view the full description of the database on the item(s). This will now take you to the next screen which a description of follows.

Search options	Author – Title – Keywords – Location – Comment – Status – County – Description – Keys – Accession Number – Accession Date – plus many others
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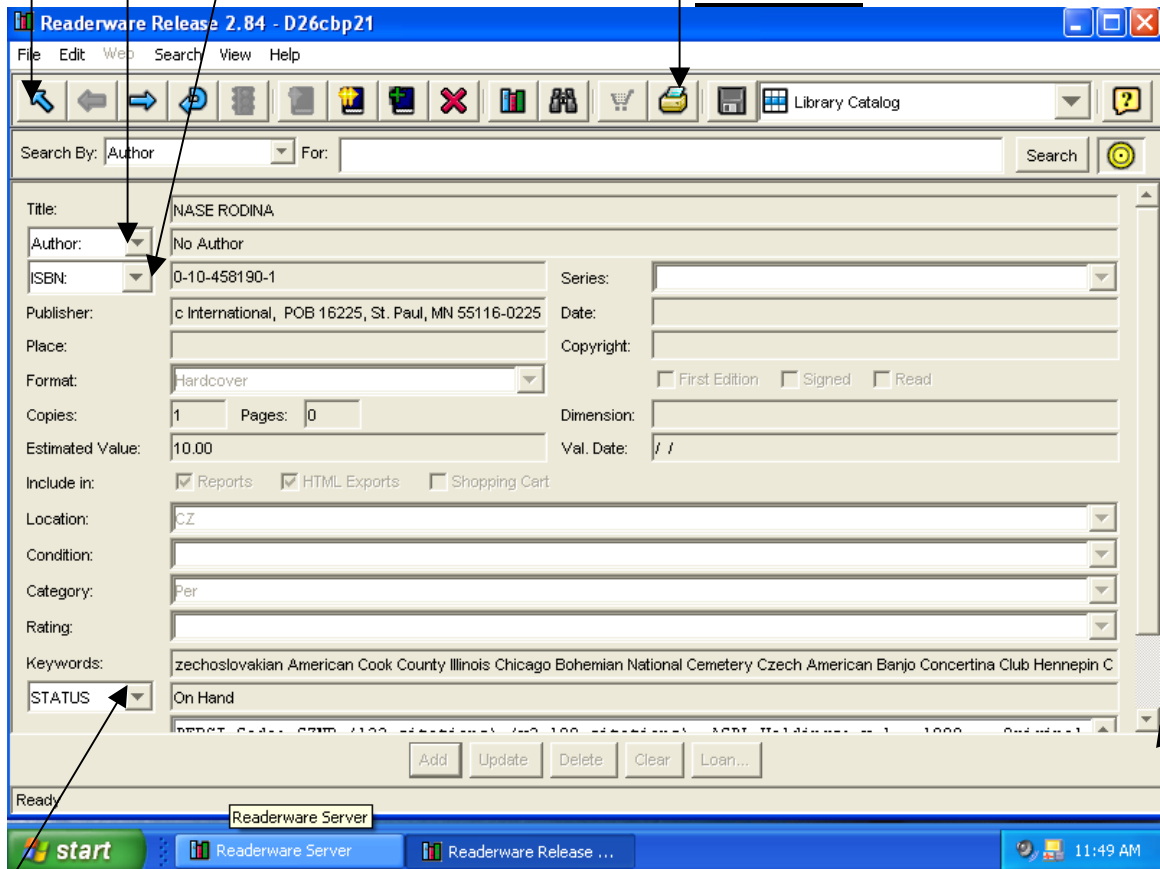
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Click this button to return to the main screen

This button may be clicked to view items listed below in table #1.

This button may be clicked to view the items listed in table #2.

DO NOT USE THE PRINT BUTTON!!!



– Click this button to view items listed in table #3

Use this arrow down key to move the screen up to view the comments section

If there is a large amount of entry in the comments section there will be a scroll bar there for it also.

Table #1	Author – Author 2 – Author 3 – Author 4 – Author 5 – Author 6 [if the book has more than one Author this is where it will be able to be searched]
Table #2	ISBN – LCCN – DEWEY – User Defined ISBN = International Standard Book Number - [identifies books internationally] LCCN = Library of Congress Control Number DEWEY = Dewey Decimal Number - [organizational tool for shelving and finding books] User Defined = we have not as yet structured this field for our library use.
Table #3	Status – Suffix – Cost – County – Description – Keys – Updated date – Index – Accession number – Accession date