

SIoux LOOKOUT PUBLIC LIBRARY

Circ Desk - Procedures Manual

Staff Specific Procedures

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How To Do a Search in INFO	
Implemented: August 2012	1
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Staff Member: Circulation Clerk I	

The Sioux Lookout Public Library is a member of the INFO provincial interlibrary loan network which means that, if our library does not have what you are looking for, we can borrow it from another library and have it delivered here. At this time only library staff may place an interlibrary loan request however anyone can search the catalogue but they must do so as a “guest”. You can access INFO through the **Services** tab on the library’s website and when you enter INFO through this link you begin at the Welcome screen.

1. Access INFO through the link on the library’s site.
2. Select **BibSearch** to search as a guest (middle of the screen).
3. Select a collection of targets to search against from the Current Profile menu.

Note: **INFO Union Catalogue** will search the holdings of the majority of the public libraries in Ontario so the search may take some time. A **Standard** search is key word anywhere in the record. Enter keywords for your search. Example: Anne of Green Gables Green by Lucy Maud Montgomery

Current Profile:	INFO Union Catalogue [shared] ▼
Search For:	green gables Montgomery

Submit Reset

4. Start your search by clicking on the **Submit** button.
5. Browse your results. Click on Details button to see full bibliographic details and holdings.
6. You may also search using the Simple or Advance mode, which uses Boolean operations, by clicking on Search on the left hand side of the screen.
7. Record your requests then fill in the request form available at the library.
 - a. Before completing/submitting a form check that the item is not available in the library’s collection.
8. Submit the form to library staff, by faxing the form to 737-4046 or emailing it to publiclibrary@siouxlookout.ca.