

# Use the Library Catalog to Find Materials in Many Languages



*The King County Library System* owns books, videos, music and magazines in twenty different languages besides English. You can use the public computers in our libraries to find materials in your home language. Even if the materials are *not* at your local library, you can request to have the next available copy sent from another KCLS library to your local library for you. You will receive a postcard, telephone message or e-mail notice when the item is at your local library, and ready to be picked up. They will hold the item for seven days.

A variety of materials in these languages are in the King County Library System:

<i>Arabic</i>	<i>Hmong</i>	<i>Persian</i>	<i>Spanish</i>
<i>Chinese</i>	<i>Japanese</i>	<i>Polish</i>	<i>Tagalog</i>
<i>French</i>	<i>Khmer</i>	<i>Russian</i>	<i>Thai</i>
<i>German</i>	<i>Korean</i>	<i>Serbo-Croatian</i>	<i>Ukrainian</i>
<i>Hindi</i>	<i>Panjabi</i>	<i>Somali</i>	<i>Vietnamese</i>

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*To search for materials* in your home language, go to a public computer in your local library that is labeled **Library Catalog**.

*If at any time you need help, be sure to ask a librarian.*

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*At the top of the screen* there will be a blue band with a tab labeled **Search**. Under the word **Search** are several choices. Click on the second option: **Advanced**. You will see a screen with a long list of choices, and empty boxes next to them. Scroll down to **Subject/Summary Words**, and type the language name, as it is written on the above list, in the empty box. Also type in the word "language." (Example: "Russian language") Press the **Enter** key, or click on the **Go** button to get a list of the materials.

*You will see a list* of all the books, videos, CDs, DVDs, cassettes and magazines that the library system owns in that language or about that language. For some languages the list will be very long.

*You can make the list smaller* by limiting it. There are two boxes in the upper right hand corner of your **Search** screen that will let you limit your list.

The **Sort By** box will allow you to place the items in order.

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- **Publication date** will sort the items so the newest are first and the oldest are last.
- **Author** will sort the items alphabetically by author's last name.
- **Title** will sort the items alphabetically by title.
- **Call #** will sort in the same numerical or alphabetical order that books are placed on the library shelves.

The **Limit By** box will let you choose a particular kind of material.

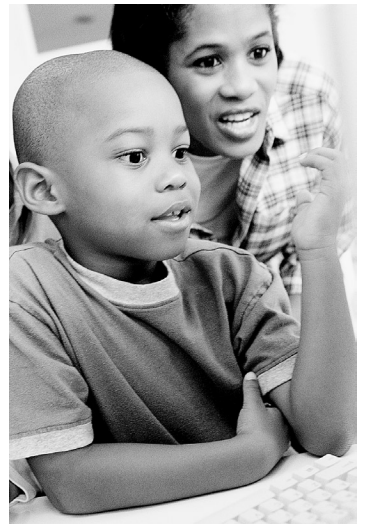
- **Media** lets you select by format, such as **Cassettes** or **DVDs**.
- **Collection=Easy** will select items for young children (ages 0-8)
- **Collection=Junior** will select items for school age children (ages 8-12).
- **Owning Library** will select items located in a specific KCLS library.

*You will be shown items 1-25 on the first screen.* Your local library owns those items with a star to the right of the title. All the other items are at

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other KCLS libraries. You can use the arrows on the scroll bar (the gray bar to the right of the list) to move up or down the list. At the bottom of the page you can ask to see the next batch of titles by clicking on the next page number.

*The title of the item is listed first.* If you move the mouse arrow to the title, a line will appear under it. Click on the title to see more information



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about the item.

- The white section of the page gives general information about the item.
- At the bottom you will see a blue bar with the words **Copy/Holding Information**. This shows the locations of all the copies of the item. If the **Status** column says the book is **checked in** at your local library, you can go to the shelf to get it. Library staff will be happy to help you find your item.
- If the **Location** column shows that your local library does not own a copy, you can request a copy by clicking on the button just above the blue bar labeled **Request Item**. You will be asked to type in some numbers.
  - **User ID** is the barcode number of your library card.
  - **Pin** is your personal identification number, which is usually the last four digits of your phone number.
  - Now click on the button labeled **Login**.
- You will now see a **Request Confirmation** screen. You will also be asked to choose where you will pick up the item. To the right of the words **Select a location to pick up the material** is a box with all the KCLS libraries listed. Your local library should be at the top of the list. If you want to choose a different library, click on the arrow to see the entire list. Select the library of your choice by clicking on it, and then click on the **Request** button. The next available copy will be sent to that library and held for you. You will receive a postcard, telephone or e-mail notice when the item is available. They will hold the item for you for seven days.

If you are searching the King County Library System from home, you will log onto [www.kcls.org](http://www.kcls.org) and click on the button labeled **Library Catalog**. Then, follow the same steps as outlined above.

The KCLS computer catalog can be used to find everything the library owns! These instructions only explain how to find a list of materials in your home language. You will need to use other methods for finding specific titles, authors or subjects in your home language. Try experimenting with different kinds of searches in the catalog, ask a librarian for assistance, or sign up for a computer class at your library. Most libraries offer classes at least once a month, and some libraries have classes in languages other than English.

Remember, if you ever have difficulty using the library catalog, or finding what you want, **please ask** the library staff to help you. They want your visit to the library to be successful and enjoyable!

