

Using the Online Card Catalog

To put the “Card Catalog” on your desktop go to the Internet and type www.G3online.com/northzulchisd. Once the site opens, right click in the blank white space on the right and select “create shortcut”.

Double click on the icon on the desktop that says “LRMS WebOpac” (you can rename if you like)

Select “Catalog Search”
Select “Main Collection”

Decide how you want to search: by Title, Subject, Author, Reading Level, AR Point Value, Keyword or Call Number. Click on desired search, i.e., Subject

Select “starts with”, “contains” or “ends with”.
Type in keyword i.e., “**Civil War**”. (Try alternate terms being either more general or more specific.)

Choices may appear which will narrow the selection.
Click on your choice.

A listing of all books in the library in that category will come up.
You will decide which book you want to look for and it will tell you if it is available.
Click on that book. Example: “**Abe Lincoln**”.

A view of the card for that book will appear.
It contains information on the book that you may need. The call number and title appears at the top. Scroll down to copy information and notice the 9 to 13-digit barcode number (lower left-hand corner)

Call numbers are as follows:

001/999	-	numerical call numbers are Non-fiction
92/B	-	Biography
F/E	-	Fiction/Easy
REF	-	Reference (Library use only)

An example of a 13 digit barcode :
3032004105497 (this is the school identification number)
30320**041**05497 (this indicates the level listed below)

High School	-	001----	White Spine Labels
Middle School		041----	Blue Spine Labels
Elementary		101----	Red Spine Labels

A 9-digit number would not contain the school ID number i.e., 04105497.

REMEMBER: Correct spelling is essential!!!!