USING ENQUIRY TERMINALS

Enquiry terminals are used to help find:
- if the library has a resource - either by title, subject or author
- the location and call number – NF 796.24
- if the resource is available.

Go to enquiry terminal.
DO NOT use a mouse, only use the keyboard

- Type in a key word, either title, author (*surname first*), subject or series.
- Check that the sub heading you are looking at is what you need.
- Page up or down to find correct subheading.
- Subheadings include title, author, subject or series.
- Press enter when you find the selection you want. This will give you details as to the call number and the location.
- Press enter again to see if it is available.
- To go back to main screen to try again keep "escaping".

Subheadings commonly used by students include:
Title - Specky Magee. If you only know Specky type that and scroll up or down.
Author - Arena, Felice. There are 13 books. (*Must be surname first*)
Subject - Football – fiction. There are 4 books.
Series – Boyz Rule

A reminder: Always check availability before going to shelves.

At any time if the screen is not on enquiry DO NOT try to activate it yourself. Please ask a staff member.