

1. Click on the link to visit our Online Catalog: <https://16167.rmwebopac.com/>

The screenshot shows the website for Platt Memorial Library. At the top, there is a blue navigation bar with "PLATT MEMORIAL LIBRARY" on the left and "CONTACTS" on the right. Below this is a header area with a small image of the library building on the left and navigation links for "HOME", "SEARCH", and "BOOK BIN" on the right. A large blue search bar is prominent, containing the text "Search" and a placeholder "Start your search for books, movies, music and more...". To the right of the search bar is a dropdown menu labeled "Keywords" and a magnifying glass icon. Below the search bar, the main content area features the heading "PLATT MEMORIAL LIBRARY" followed by the text "Platt Memorial Library is here for you!". Below this are several links: "Library Website", "Home Delivery", "eBooks and Audiobooks through Overdrive", "enter the last digits of your library card number to access the collection", and "Questions? Comments? Concerns?". On the right side of the main content area is a large photograph of the library building. A blue circle highlights a small magnifying glass icon in the bottom left corner of the photo, with the text "scroll down to find out more" next to it.

2. Enter your search terms (author, title, etc.) in the white box next to the word Search. Press enter or click the magnifying glass picture

This image is a close-up of the search bar from the website. It features a blue background with the word "Search" in white text on the left. To the right of "Search" is a white input field with the placeholder text "Start your search for books, movies, music and more...". Further right is a dropdown menu labeled "Keywords" and a magnifying glass icon inside a dark blue circle.

3. Click on the title of the book you are interested in

The screenshot shows a search results page for 'john grisham'. At the top, there is a search bar with 'john grisham' entered and a search button. Below the search bar, there are two columns. The left column contains filters for 'Resource Types' (Books (31), Audio Book (5)) and 'Authors' (Grisham, John (18), Grisham, John (8), Grisham, John, author. (7), Connelly, Michael, 1956- (1), Fliakos, Ari, narrator. (1), Green, Jane, 1968-, author. (1), Grisham, John, author (1), Mann, Terrence (1), Singer, Erik (1)). The right column shows search results for 'john grisham', sorted by 'Relevance'. The first result is 'King of Torts : a novel' by Grisham, John, an Audio Book from 2003. The second result is 'King of Torts : a novel' by Grisham, John, a Book from 2003. Both results have a 'Note:' field.

4. Click on the +Add to Book Bin box to add it to your Book Bin. The Book Bin is a running list of books that you can print, save, or email. You will notice that the item record will tell you if the book is available for borrowing.

The screenshot shows a detailed view of the 'King of Torts : a novel' by Grisham, John. The page includes a 'Back to results' button, a book cover icon, and the title 'King of Torts : a novel' by Grisham, John. Below the title, it specifies 'Resource Type: Audio Book' and 'Notes:'. A red arrow points to the '+Add To Book Bin' button. There are also social media sharing icons (Twitter, Facebook, Print, Email) and a 'Permalink' button. The 'Copy information' section shows a table with columns for 'Location', 'Call #', and 'Circulation Status'. The table contains one row: '1.' in the Location column, 'AUD GRI' in the Call # column, and 'Available' in the Circulation Status column. The 'Availability' section shows '1 of 1 copy'.

5. Enter another search term in the big box to search for another title. When you have added your last title to the Book Bin, click on the Book Bin icon (it should have a red circle with a number in it; the number of books you've put in the Book Bin.)



6. Click on the envelope picture to email the Book Bin list to the library. Our email address is platt@shoreham.net.



7. Enter the information and click send! It will automatically send the list of books from the Book Bin.

