

A Message to Our library Patrons (please feel free to forward this to those not listed)

We miss having the influx of little and big people in our library, but that is the way it is for now. One thing I'm very grateful for is the budgetary plenty we've enjoyed the last two seasons which enabled me to buy a lot of new books for all groups. I plan to make a list of new books which will be sent out next. Thank you all for returning library books. There are still a few stragglers, but I will know more when I pull an overdue list.

Instructions for Using the Catalog

Microsoft's Edge browser does not think it is secure. I am comfortable with that. Gary Chaulklin has the library servers behind a heavy-duty firewall he terms the DMZ, and that's enough for me.

Note: Some of you receiving this will want to know what you have checked out. This is easily done with your 5-digit Patron barcode# and a 4-digit pin #. I can't remember if one pin can do for a family. Since we will be checking out under one person- if that person has a pin, then they will be able to check it all, and I can check the rest. I will be glad to send you your Patron barcode # and a pin if available, and to help you set up a pin if you have not done this.

Step 1: In the box at the very top of the screen where the IP address goes, type library.ibcrichmond.org

This will bring up our Webopac catalog.

- The Search Box is at the top left of the screen.
- You may search by Title, Author, Subject, Word, or a Series in expert or combo mode
 - If you cannot remember the entire name, type what you know and see what comes up
 - You may sort by title, author, call number or copyright date
 - Under the Visual Tab, you may search for recent additions

Step 2: Click on the title itself

- This will bring up three more tabs: Summary, Details (the card catalog entry), and Holdings (where you can find it)
 - Note: Holdings is where you will see the 8 digit barcode number. 00007832 (I only need the **7832**).

Step 3: Find a book or movie you want. Write down the Title as well as the 4 digit barcode number which will help in cases where titles are similar.

- **For the sake of staff: only 5 books per person, and 10 books total per family. I plan to check out items to one person in a family to simplify matters; if you have a preference, please indicate that on your pre-order e-mail.**

Step 4: Send your list of titles/barcode #'s to the librarian at: library@ibcrichmond.org. I will check this frequently during the week. **DEADLINE FOR PRE-ORDERS IS Friday, noon.**

We will do our absolute best to meet your reading needs during this crazy time. Please be patient as there are bound to be some glitches at the beginning. Future ideas include walk-up ordering, or single appointments. This is subject to approval from the Re-opening Committee and the Elder Board.

Please continue to return your books to the Quarantine Buckets conveniently located in the Fellowship Hall, the Sanctuary on the organ side in the Narthex, and in the Mizpah Room.

