

Look-up Bridges Center Library Books Online

To find a book in our library online at LibraryCom.com, simply follow the steps below.
You may search by Title, Author, Subject, or Keyword.

Go to web page <http://www.librarycom.com/opac>

Type in name of library: **Bridges Library**

Check the box that says: **Access Library as Guest**

Click on the **Login** button.

Once the Bridges Library screen appears, you will see four tabs: **Welcome, Search, Expert, and Briefcase**

Click on the Search tab. At the Search screen, click the drop down box (it will say Key word in the box) and select the type of search you would like to perform (Keyword, Title, Author, or Subject).

Type in the box to the right of that what you would like to search for. The screen should default to **Branch** (i.e. **Branch, Library, Union**). [At this time it doesn't matter which one you select because we are the only ones in there. Later Hospice of Louisville and Hospice of Southern Indiana will be searchable too.]

Click on the Search button. The screen should show you a list of matches. Click on each one listed to view more about that book.

(TIP: Expert allows you more search functions. Briefcase allows you to add several books and then print out one list that you can use in looking for the books you want.)

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Using the Briefcase

When searching a library, it is often necessary to write down the titles and "call numbers" of the items found. This can be quite cumbersome and time consuming. In LibraryCom, you can quickly copy a record to a temporary location called the Briefcase. After collecting all your records, you can then go to the Briefcase and print out a listing of titles.

To copy a record to the Briefcase:

1. Find a list of records by searching.
2. Click on a title record to view the title report.
3. Select the Add to Briefcase command link. The item will be copied to your Briefcase.

To view and print your Briefcase:

1. Copy items to your Briefcase using the above procedure.
2. Select the Briefcase tab at the top of your screen.
3. Use your browser's Print command to print the page.
4. You can also view and print specific titles by clicking on the individual titles.

When you are finished using the Briefcase, remember to empty the Briefcase by using the Empty the Briefcase link. The Briefcase will also be emptied automatically if you sign out of LibraryCom using the Sign Out link.