

# How to Search the Library Catalog

www.cityofmidlandmi.gov/catalog

1. Click into here and choose **Grace A. Dow**

2. Click into here and choose your search type

3. Click into here and enter your search

4. Click **Search**

5. Limit your results - check options and click **Include**

6. Click title

Note **Book** label

7. Scroll down and look for item information

8. If the item is not available, click **Place Hold**

**Library:**  
The location that owns the item

**Collection:**  
Where the item is in the library

**Call Number:**  
How item is organized on the shelf

**Status:**  
Is the item available?

Common Status options

- Checked In** -- Item is available for check out
- Due** -- Item is checked out, date is when it is due back
- Item being held** -- hold waiting to be picked up
- On Order** -- Ordered but we don't have yet
- Processing** -- New book getting ready to be added
- Trace** -- Recently missing, we are actively looking for it

**To place a hold:**  
Click **Place Hold** then enter your card number, with no spaces, and your PIN (usually the last 4 digits of your phone number). Then click **Log In**.