

# Finding DVDs in the Library Catalog

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 to audiobooks - Under **Collection**, check DVD options and click **Include**

6. Sort the list - Click into **Sort by** and choose option.

7. Click title

Note DVD label

8. Scroll down and look for item information

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

The library that owns the item • Where the item is in the library • Status: Is the Item available?

- 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
- Mending** – Damaged book is being fixed
- Lost** - Item is missing
- On Order** - We are waiting to receive the item
- Processing** - Item is getting prepared to be added to the library
- Trace** - Recently missing, we are actively looking for it.
- Transit** - Being sent to another library for a hold