



Catalog Directions: Finding Available books

Keywords:

Hardcopies = audio books that can be sent in the mail

Digital Book (DB) = a book in digital format either on hardcopy or for download

Cassette (RC) = an actual magnetic cassette tape that requires manual FWD and RWD

****Note: RC or cassettes are being phased out of use, more than likely you will be looking for DB, digital books, in hardcopy.**

Getting Started:

If you want to order books directly from the online catalog you must first sign in to your account. If you do not know your username and password please contact the library for further direction.

If you are not logged in to your account and you try to place books in your basket to order you will see a screen like this with a green exclamation mark telling you to log in.

Home > Search > Search Results > Book Basket

Book Basket

Your Book Basket contains 3 items.
 You may rush up to 8 items. Rushed items will be given the highest priority in selecting books for shipment.

#	Title Information	Alerts	Action	Download Links
1.	Harry Potter y la Cámara Secreta Rowling, J. K. RC050989 2 sound cassettes (C-90) : 1999 Cassette	Log in to see alerts	Rush Remove	
2.	The preacher's daughter Lewis, Beverly.	Log in to see alerts	Rush Remove	

Once you are logged in your book basket may show some alerts letting you know that the book you are ordering may not be what you are expecting.

These alerts indicate things like reading level discrepancies, or that the title is in a foreign language, you should decide if these alerts affect your reading of the book.

The most important alert will be about book format. If there is an alert that says “Download Only” or “Cassette” format then you will need to look for the book in DB format instead (see directions below).

Book Basket

Your Book Basket contains 3 items.
You may rush up to 8 items. Rushed items will be given the highest priority in selecting books for shipment.

#	Title Information	Alerts	Action	Download Links
1.	Harry Potter y la Cámara Secreta Rowling, J. K. RC050989 2 sound cassettes (C-90) : 1999 Cassette	⚠ Juvenile Level ⚠ Spanish ⊗ Cassettes	Search For Other Formats Remove	
2.	The preacher's daughter Lewis, Beverly. RC062283 2 sound cassettes (C-90) : 2005 Cassette	⊗ Cassettes	Search For Other Formats Remove	
3.	The preacher's daughter Lewis, Beverly. DB062283 9 hours, 29 minutes 2005 Digital Book		Rush Remove	Downloadable talking book.

Proceed to Checkout | Clear Basket | Email Basket

Once you are ready you can click on “Proceed to Checkout” and your books will go to your request list here at LBPH. You will see a confirmation page like the one below.

Checkout

#	Title Information	Status
1.	Thomas Jefferson Builds a Library Rosenstock, Barb. DB077680 1 2013 Digital Book	This title has been added to your request list.

New Mexico State Library
Library for the Blind and Physically Handicapped
1209 Camino Carlos Rey
Santa Fe, NM 87507 | (800) 456-5515 | (505) 476-9770
sl.lbph@state.nm.us
URL: <http://nmstatelibrary.org/direct-and-rural-services/lbph>

Finding Books:

When looking through our [catalog](#) and after typing in a search term like author's name you will want to do the following:

Click on the words **Hardcopies Available** on the left hand filter menu as seen in the image below.

The screenshot shows a library search results page. On the left, there is a 'Refine Your Search' sidebar with several filter categories. A red arrow points to the 'Hardcopies available 10' link under the 'Availability' section. The main content area is titled 'Search Results' and shows 'Page 1 of 1 with 17 total results'. The search term is 'Mitchard, Jacquelyn.'. Below the search bar, there are options to sort results (currently set to 'Relevance') and navigation icons. A table of results is displayed with columns for 'Select #', 'Title Information', and 'Status'. Two results are visible:

Select #	Title Information	Status
<input type="checkbox"/> 1.	The deep end of the ocean Mitchard, Jacquelyn. DB042874 15 hours, 30 minutes 1996 Digital Book	Download Only Downloadable talking book.
<input type="checkbox"/> 2.	Twelve times blessed : : a novel Mitchard, Jacquelyn. DB058414 21 hours, 29 minutes 2003 Digital Book	Download Only Downloadable talking book.

The page will refresh on it's own with the filtered results. Then you will need to click on the words **Digital Books** as seen in the image below.

Home / Search Results

Refine Your Search
 Mitchard, Jacquelyn.
 Search

Availability
 Downloadable 3

Medium
 Cassette 7
 Digital Book 3

Reading Level

 Adult Level 8
 Young Adult Level 2

Subject
 Family Stories - Fiction - FST 4
 Friendship, Fiction - FRN 3
 Suspense fiction - SUS 3
 Human Relationships, Fiction - HU-F 2
 Mystery fiction - MYS 2
 Psychological fiction - PSF 2
 Romance - ROM 2
 School Stories - Fiction - SCL 2
 Young Adult Interest -

Search Results

Page 1 of 1 with 10 total results

Your search so far: Searching for "Mitchard, Jacquelyn." - Hardcopies available

Sort your results: Sort

Navigate your search:

Select All Clear All

Select	#	Title Information	Status
<input type="checkbox"/>	1.	The breakdown lane Mitchard, Jacquelyn. RC061962 3 sound cassettes (C-90) : 2005 Cassette	Hardcopies available
<input type="checkbox"/>	2.	Cage of stars Mitchard, Jacquelyn. RC061732 2 sound cassettes (C-90) : 2006 Cassette	Hardcopies available
<input type="checkbox"/>	3.	The most wanted Mitchard, Jacquelyn. RC046773 3 sound cassettes (C-90) : 1998 Cassette	Hardcopies available

Finally you will have the results of what is available to send out. The **Status column** of the results should be **“Hardcopies available”** and the book number should always start with DB. If the **Status column** says **“Download Only”** or **“Hardcopies checked out”** we will not have a cartridge to send you. However, following the steps I just provided should provide with only the items available.

Young Adult Level 1

Subject
 Family Stories - Fiction - FST 1
 Friendship, Fiction - FRN 1
 Human Relationships, Fiction - HU-F 1
 Psychological fiction - PSF 1
 Romance - ROM 1
 School Stories - Fiction - SCL 1
 Suspense fiction - SUS 1
 Young Adult Interest - YAI 1
 Young adult fiction - YF 1

Navigate your search:

Select All Clear All

Select	#	Title Information	Status
<input type="checkbox"/>	1.	Second nature a love story Mitchard, Jacquelyn. DB074823 1 sound cartridge (14 hours, 53 minutes) 2011 Digital Book	Hardcopies available Downloadable talking book.
<input type="checkbox"/>	2.	No time to wave goodbye : : a novel Mitchard, Jacquelyn. DB070805 1 sound cartridge (8 hours) 2009 Digital Book	Hardcopies available Downloadable talking book.
<input type="checkbox"/>	3.	All We Know of Heaven Mitchard, Jacquelyn. DB067235 2s 2008 Digital Book	Hardcopies available Downloadable talking book.

Select All Clear All

Navigate your search:

New Mexico State Library
 Library for the Blind and Physically Handicapped
 1209 Camino Carlos Rey