Search the library catalog like a pro

**TIP 1** Search for physical items only
Do you only want to see physical books, DVDs, Blu-rays, or CDs in your search results?

On the left side of the computer screen, look for the column labeled “Refine your search.” Under **Item types**, click **General Collection** to hide all Ohio eBook and hoopla items.

**TIP 2** See only items that you can check out today
Do you want to just see items you can check out and bring home today? Under **Availability**, click **Limit to currently available items**.

**TIP 3** Turn off a filter
In the left column, click the [X] next to your refined search term to bring back hidden items.

**TIP 4** Find items on the shelves
In your search results, click on an item’s title to see detailed information about it. Scroll down to **Holdings**. Under **Status**, you can see if an item is available, checked out, or recently ordered.

**TIP 5** Put an item “on hold”
If an item is on order or checked out, you can reserve it! Look for the gray box on the right side of the computer screen. Click **Place hold** and follow the prompts. Choose whether you’d like to pick up your item at the front desk or the drive-up window. You will be alerted when your item is ready to be picked up.

Please ask at the Information Desk if you need assistance – we are happy to help!