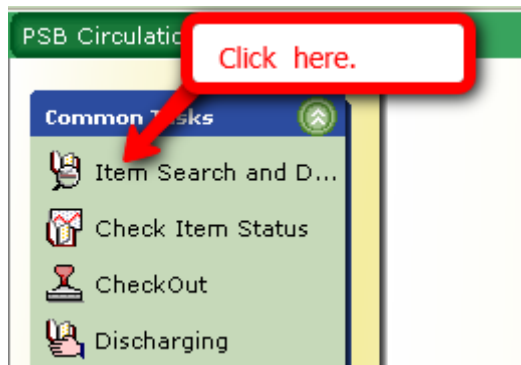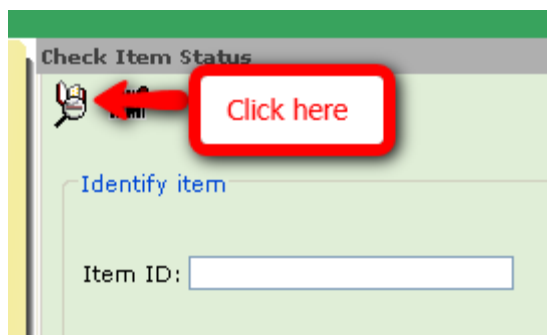## How to Search and Display Item

Log into the Circulation mode.

1. Click on Item Search and Display in the Common Tasks bar.

2. Click on the book with magnifying glass icon at the top of the Check Item Status screen.

3. The window allows for a variety of search terms such as title, keyword, etc. You can search all libraries in our system or if you want to know if the book is in your own school library, click on the drop down menu and select your own school library.

4. The item status screen comes up showing the results from the search. Double click on the book title you are looking for. You can then check to see if your school owns the book, the call number and if the book is checked out.
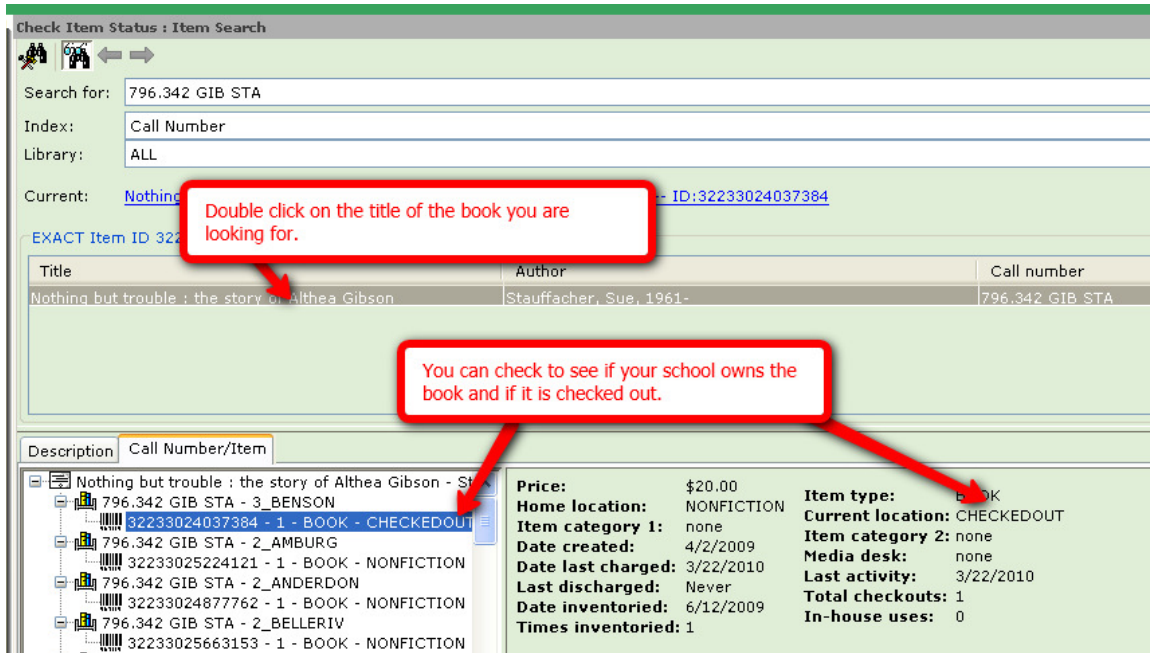
5. Clicking OK will display who has the booked checked out and other information about the book