

Staff Training: Finding items on the library website

This handout provides a brief description of basic tasks that all staff members should be able to perform using the new library website. Tasks are indicated in bold type, and are followed by instructions.

Know how to point to hours and location information on the library homepage.

Hours information may be found by clicking on the *Info* tab in the navigation bar, just above the slide-show. A drop-down menu will appear that includes an *Hours & Location* link. Click on that link to open the *Hours & Location* page, which includes the library hours, address, a Google map showing the library location, and the *Holiday Schedule*, which shows days when the library will be closed.



Know how to find contact information such as phone, fax and e-mail on the library website.

The library's phone and fax numbers, and the "info" e-mail that is monitored by the Reference Desk librarians may be found by scrolling to the bottom of the library homepage, and looking for the *Contact Info* box at the bottom of the right-hand column. This information is included on most of the pages that are part of the library site, but not on pages that link out to other sites and open in a new tab, such as the 3M ebooks or Overdrive pages.

Contact Info

Address

33 E Genesee Street
Baldwinsville, NY 13027

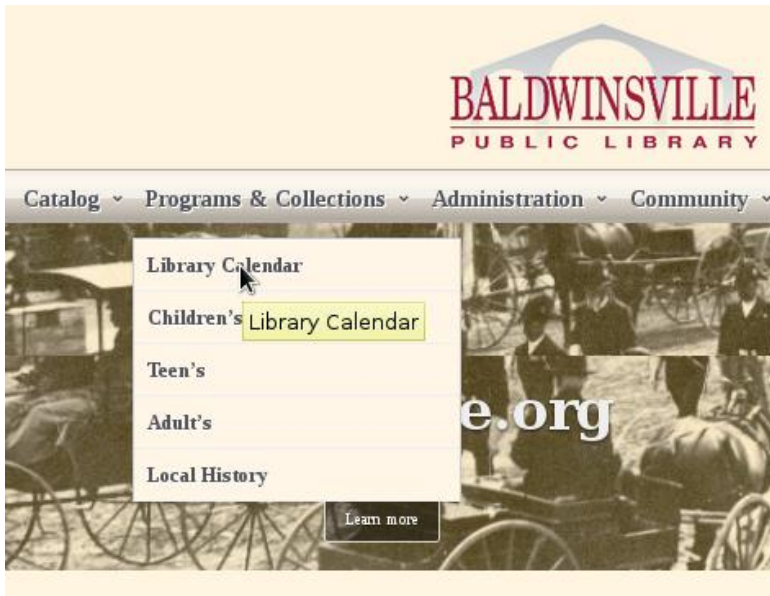
P: (315) 635-5631

F:(315) 635-6760

E-Mail

info@bville.lib.ny.us

Know how to locate the library calendar



The link to the Library Online Calendar is in the *Programs & Collections* drop-down menu. Clicking on this link will open the calendar in a new tab.

Be able to find the Library Downloads and Student Resources pages, and print off items from those pages.

The links to the *Library Downloads* and *Student Resources* pages are located in the *Online Resources* drop-down menu.



After opening the *Library Downloads* or *Student Resources* pages, you'll see a list of handouts with the titles in blue. The blue-lettered titles are links to PDF files, and clicking on a link will cause the file to either open in your browser, or be downloaded to your computer – depending upon your browser settings.

Locate and use the "What's Next" tool on the library homepage.

The link to the What's Next app is located on the library homepage. Clicking on the What's Next link will take you to the What's Next main page. Enter whatever information the patron is able to provide into the appropriate fields, then click the *Search* button at the bottom of the page.



55 book(s) were found with your criteria.
Click on to see the full results

Search Results

Group by: [Author](#) [Genre](#) [Series](#)

MCBAIN, ED

Search for a Book

Author Last Name:
Author First Name:
Series:
Book Title:
Category: [None]
 Adult
 Youth

Click on the author's name, and a drop-down menu showing the names of any book series written by that author will appear.

Click on the series name for a list of books in that series.

Search Results

55 book(s) were found with your criteria.
Click on to see the full results

Group by: [Author](#) [Genre](#) [Series](#)

MCBAIN, ED

87th precinct series

[\(search by this series name\)](#)

1. [Cop hater](#)
2. [Mugger](#)
3. [Pusher](#)
4. [Con man](#)
5. [Killer's choice](#)
6. [Killer's payoff](#)
7. [Killer's wedge](#)
8. [Lady killer](#)
9. [Til death](#)
10. [King's ransom](#)
11. [Give the boys a great big hand](#)
12. [Heckler](#)