

## TRINITY LIBRARY – How to Find a Book, CD, or DVD

### Using Trinity's Website

<https://trinityfairview.com/>

Under Resources (bottom right-hand corner), click on LIBRARY to bring up the Library web page.

<https://trinityfairview.com/library/>

Under the picture of the library, you will see the following links:

[Children's Collections](#)

[Adult Collections](#)

[Library Search Instructions](#)

[New Library Arrivals](#)

Click or tap the above Collections links to see PDF listings of all books, CDs, and DVDs in the children's and adult collections, respectively. The listings are sorted by collection type and Shelf # (Dewey Decimal Classification number).

When looking for a book, CD, or DVD by title, keyword or author,

#### **Using a Computer:**

- Press <Ctrl> and F keys simultaneously while the listing is in view to bring up a search box.
- Enter a name or word on which to search. For example, searching on 'Lewis' will identify all items with Lewis in the title or author name.

#### **Using an iPhone:**

- Tap the Share icon at the bottom of the screen.
- Scroll down the new window, then tap "Find on Page" (for Safari) or "Find in Page" (for Chrome).
- In the search bar, which is labeled with a magnifying glass, type the name or word on which to search.

#### **Using an Android Phone:**

- Open the listing using one of the available options for opening a PDF (e.g., PDF Reader, Drive PDF Viewer). The following steps may vary slightly depending on the software used.
  - 1) PDF Reader: Tap on the magnifying glass to open a search window. In the search bar, type the name or word on which to search. Tap the magnifying glass in the keyboard area.
  - 2) Drive PDF Viewer: Tap on the magnifying glass in the outline of a document next to the file name to open a search window. In the search bar, type the name or word on which to search.

Whether using a computer, iPhone, or Android phone, if the text specified in the search bar is found in the listing, the text in the listing is highlighted. If the text occurs multiple times in the listing, each occurrence is highlighted, and with all PDF viewing options tested, except for the PDF Reader, the search bar also identifies which occurrence is currently highlighted among the total number of occurrences. The up and down (or left and right) arrows adjacent to the search bar are used to move backwards or forwards, respectively, from one occurrence to another.

Multiple searches can be performed in sequence by clearing the search bar and entering another name or word.

Tap “Done” or “X” adjacent to the search bar when the searches have been completed.

The collection type and Shelf # on the listing will tell you where in the library to find the desired book, CD, or DVD.

### **Using the Card Catalog**

The card catalog is located in the library under the sign-out desk. It has one set of cards organized alphabetically by title and one set organized alphabetically by author. Look for the first key word in the title (i.e., disregard first words “A”, “An”, or “The”) or the last name of the author.

The number in the upper left-hand corner of the catalog card (i.e., the Shelf #) will tell you where in the library to find the desired book, CD, or DVD.