Stage 2: TEACHER RESOURCES - Searching

TIPS AND TRICKS FOR THE LIBRARY CATALOGUE

How to find my library catalogue?

1. Open up an Internet browser and go to www.tvdsb.on.ca
2. Click on the Students tab.
3. Click on Elementary or Secondary Resources.
4. Click on Thames Valley Library Catalogue from the side menu
5. Click on your school name from the list.

What are the different ways to search the catalogue?

There are three different search methods available within the Library Catalogue.

1. Keyword – will look through the database for search terms anyplace in the indexed fields.
2. Starts with – will look at the beginning of each field for matching search terms.
3. Icon based – Available through KidsPAC (elementary schools only). Provides clickable icons in a structured hierarchy designed to lead searchers through their desired search results.

Using My Account

1. Click on the My Account tab.
2. Enter your employee or student number and click on the Login button.
3. From this area of the Library Catalogue, you may glance at your account from the Overview page or view the titles Checked Out or titles with Blocks by clicking on the links by those names.
4. This area of the Library Catalogue is read-only and you may not renewal items make fine payments online.

Creating and Saving a My List

1. Click on either Login or the My Account tab.
2. Enter your employee or student number and click on the Login button.
3. Click on one of the search options and perform a search.
4. From the search results list, click on the Add to my list button to add it to your List.
5. Continue to add titles and perform multiple searches.
6. To review your List, click on the My List link at the top of the page.
7. If you’ve logged in, you have the option to save the list. (Lists made by Staff members can hold up to 100 titles and do not expire.)
8. Click the box in the header to select all titles from the list.
9. Using the “Move to” drop down list, select [New List], enter a name for this list in the box provided and click OK. **This action will clear the titles from your List and place them in your saved list.**
10. The items you saved can be retrieved by using the “Other Lists” drop down and selecting the newly created list name.
Retrieving and adding to your Lists

1. Login to My Account using your employee number or your student number.
2. Click on My List.
3. Click on the “Other Lists” drop down box and select one of your saved lists.
4. Search for more titles and add them to your My List.
5. Within My List, select the titles you would like to add to an existing list and click on the “Move to” drop down list and select the list to which you would like to add the selected titles.

Emailing your My List

1. Create a new list of titles or retrieve a saved list.
2. Select the titles you want to email to yourself.
3. Click on the Email this list link at the bottom of the page.
4. Select the Plain Text radio button. (This format will produce the best results regardless of which email package you use to retrieve emails.)
5. Enter a valid and complete email address in the Email to field
6. Click Send.