CfME Library

Accessing the database

1) Turn on the Mac, on the left

2) Log in as "CoE," the password is the zip code (see front of computer)

3) Open Book Collectorz from the desktop, choose "CfME Library.bkc"

Borrowing a book

1) Find your book by typing the (exact!) title, author, or catalogue number in the search box in the upper right hand corner. It may be faster to scroll by catalogue number until you find it.

2) Select the "Loan out item" icon from the Toolbar

3) Enter your name and the loan date in the appropriate fields. Type your email address and/or phone number in the "Loan Notes" field. Then press "Close."

Returning a book

1) Find your book by typing the (exact!) title, author, or catalogue number in the search box in the upper right hand corner. It may be faster to scroll by catalogue number until you find it.

2) Select the "Return lent item" icon from the Toolbar.

3) Press "Close."

Searching in the Database

Please note that the search field does not do a keyword search – it searches for the exact phrase you type in. Regrettably, there may be typos in entries, so if you are looking for a particular book, be sure to look in multiple ways (by author, title, publication year, etc).

Books without Catalogue Numbers

If the book you'd like to borrow does not have a catalogue number on the spine and is not in the catalogue yet, please complete the check-out sheet posted by the computer.

Journals

Journals may not be removed from the library. Please let Elizabeth know if you need help photocopying articles.

If you have any questions or would like us to order a new book, contact Elizabeth Fleming at eefleming@gmail.com or in the CfME library on Mondays and Thursdays from 3-4 PM.