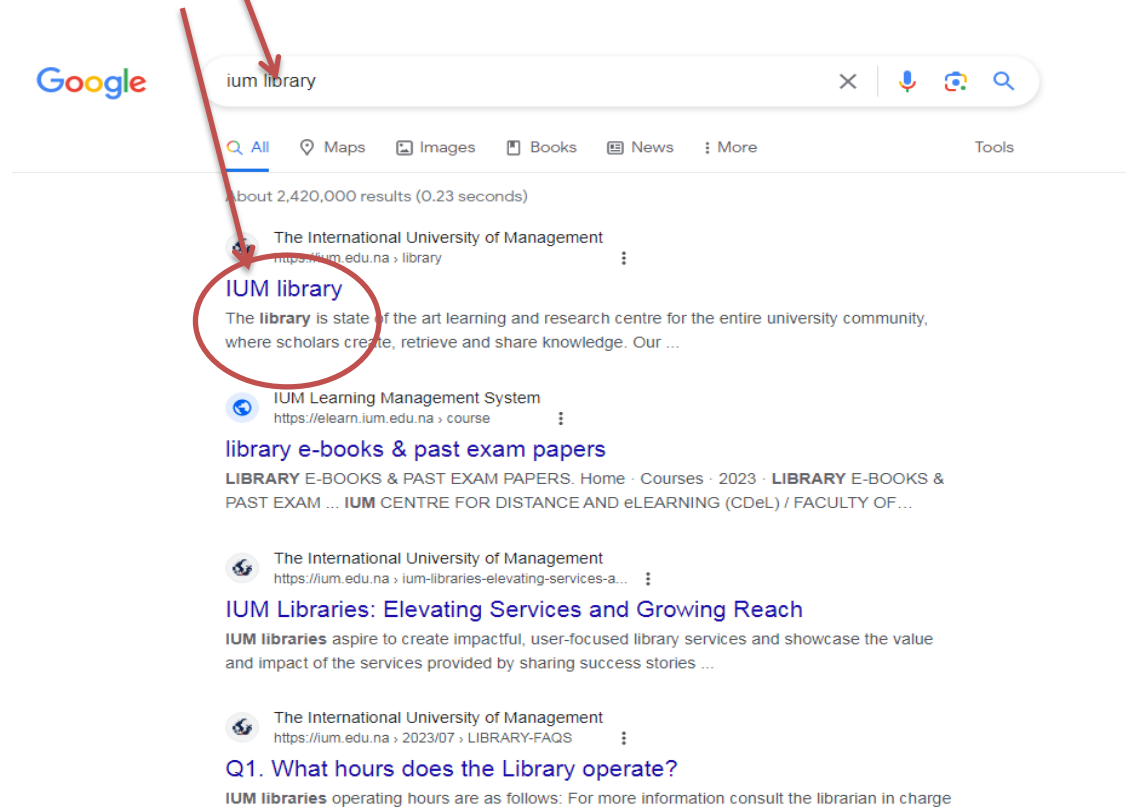


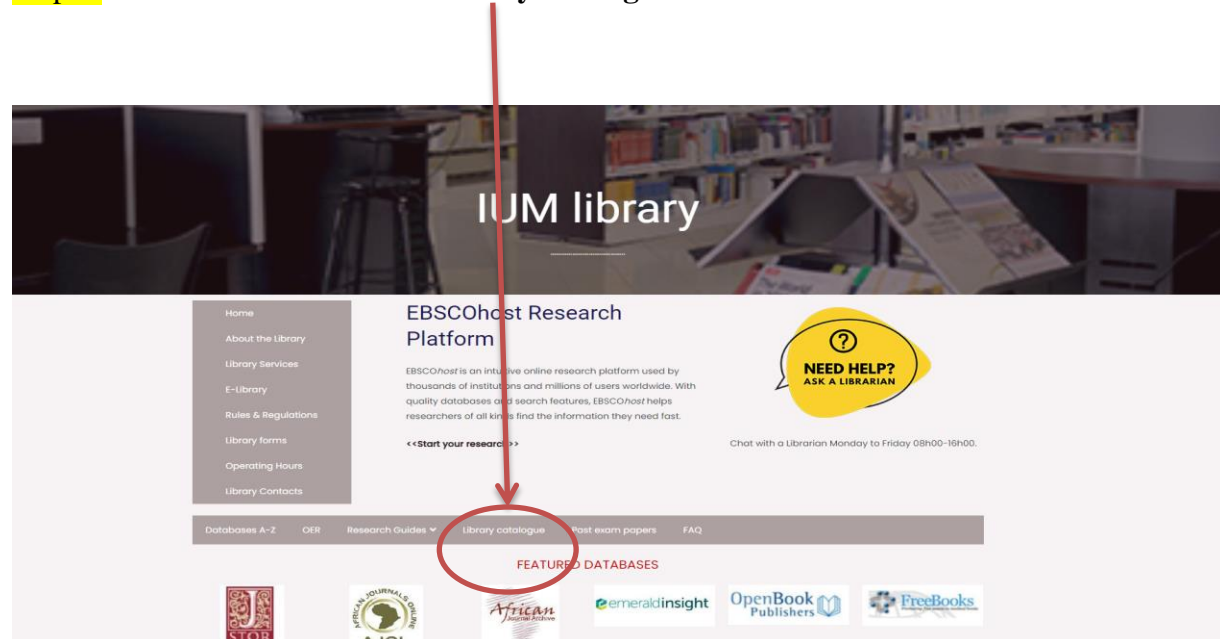
How search for books on the Library Catalogue

Step 1: Search for IUM library on your browser

Step 2: Click on IUM library



Step 3: Scroll down and click on library catalogue

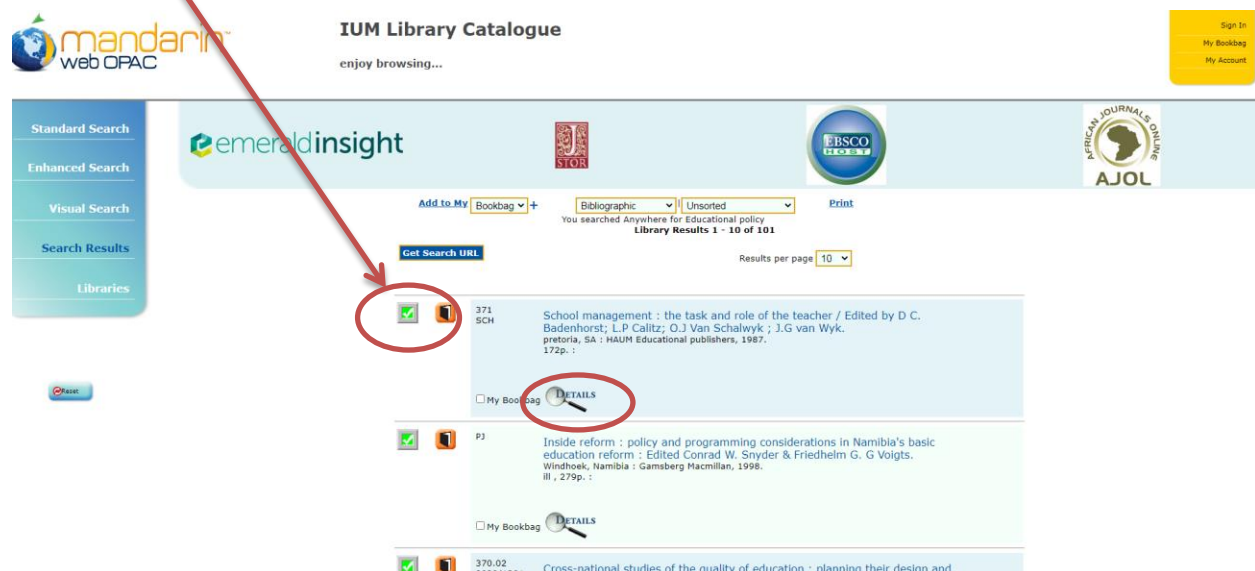


Step 4: Click on **Standard Search** to search for books. You can search by **title, subject, author,** and anywhere which is when you have option to anything on the catalogue without specifying in case you don't know the author, Subject or title. Type what you are looking in a **search bar** and **click search.**

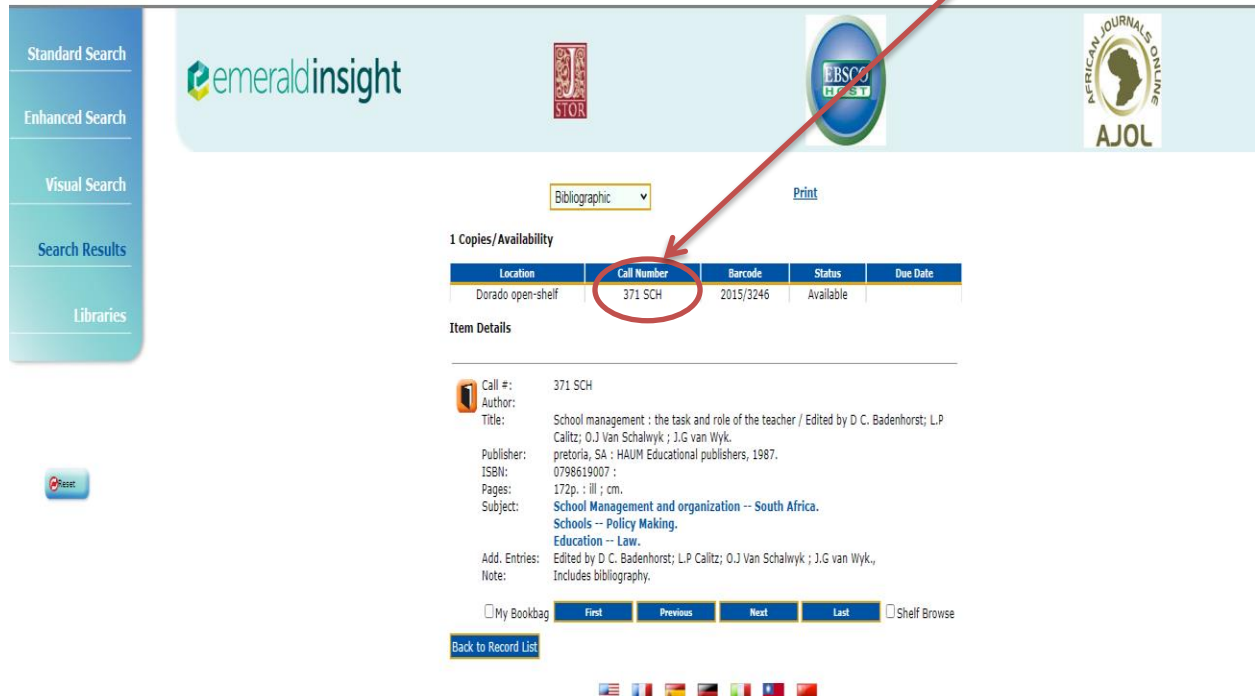


Step 5: Click on **details** to establish the location of the books (which library) and its status.

NB: A **green tick** means the book is **available**; a **red cross** means the book is **borrowed**.



Step 6: After clicking on details search results will appear to your screen. Use the Call number to locate the books on the shelves



The screenshot shows a library search results page. On the left is a navigation menu with options: Standard Search, Enhanced Search, Visual Search, Search Results, and Libraries. The main header includes logos for emeraldinsight, STOR, EBSCO, and AJOL. Below the header, there is a dropdown menu set to 'Bibliographic' and a 'Print' link. A table titled '1 Copies/Availability' displays the following data:

Location	Call Number	Barcode	Status	Due Date
Dorado open-shelf	371 SCH	2015/3246	Available	

Below the table is the 'Item Details' section, which includes the following information:

- Call #: 371 SCH
- Author:
- Title: School management : the task and role of the teacher / Edited by D. C. Badenhorst; L.P. Calitz; O.J. Van Schalwyk ; J.G. van Wyk.
- Publisher: Pretoria, SA : HAUM Educational publishers, 1987.
- ISBN: 0798619007 ;
- Pages: 172p. : ill ; cm.
- Subject: School Management and organization -- South Africa. Schools -- Policy Making. Education -- Law.
- Add. Entries: Edited by D. C. Badenhorst; L.P. Calitz; O.J. Van Schalwyk ; J.G. van Wyk.,
- Note: Includes bibliography.

At the bottom of the page, there are navigation buttons: 'My Bookbag', 'First', 'Previous', 'Next', 'Last', and 'Shelf Browse'. A 'Back to Record List' button is also present. A row of small flags is visible at the very bottom.