

Plymouth Public Library  
Reference Department  
132 South Street . Plymouth, MA 02360  
508-830-4250 TTY 508-747-5882  
[www.plymouthpubliclibrary.org](http://www.plymouthpubliclibrary.org)

Library Catalog...Mass Answers 24/7 Reference...Magazine & Newspaper Online Databases

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HOME ACCESS TO LIBRARY CATALOG  
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#### FOR ACCESS TO THE LIBRARY CATALOG

- Log on to the Plymouth Public Library homepage: [www.plymouthpubliclibrary.org](http://www.plymouthpubliclibrary.org)
- Click on *Library Catalog*

#### SEARCHING TIPS

- Type your search terms in the *Search For* box.
- Select the type of search you want to conduct. *Keyword* finds records containing the words you typed. *Alphabetical Search* brings you to an alphabetical list of items.
- From the drop down box on the right, select *Plymouth* to limit your search to items in the Plymouth Public Library only or select *All* to expand your search to all member libraries in the OCLN network.
- Select *Age Range* you wish to search for.
- Select the category you want to search, e.g. *title, author, etc.*, (or *Words or Phrase* to conduct a general subject search.)

#### LOCATING AN ITEM

- After obtaining a list of items, select *Display Full Details* to view the full record for the desired item.
- Scroll down to view a list of the libraries that own the item and to see its status, call number and location in the library.

#### PLACING HOLDS

- If an item is owned by another library or otherwise unavailable, you may place a hold on it.
- Scroll back to the top of the *Display Full Details* screen, click on *Hold*.
- Enter your library card barcode, pin number, select your pickup location and click on "Place Hold". Please anticipate a 48-hour wait for items that are on the shelf in the Plymouth Public Library. For faster service, please contact the Reference Department.
- The library will notify you when the item has been received for you.
- If the material is not available in the OCLN network, click on *Virtual Catalog* to expand your search to other library networks.
- If material is not available through these automated catalog systems, complete an Interlibrary Loan Request Form at the Reference Desk.

