


## Library Catalog FAQ:


### How do I get a list of books on CD?

- Go to the Palo Alto City Library's catalog [webcat.cityofpaloalto.org](http://webcat.cityofpaloalto.org)
- Choose either **Power Search** or **Keyword Search**. These search modes allow you to limit by format (DVD, CD, Ebook, etc.) and make lists.
- In the **Keyword Search** box enter an \* (asterisk).
- Scroll down to the **Format** menu and choose *Audio Books on CD*. Click on .
- You should get a list of all the audio books on CD.


### If Palo Alto City Library does not have an item, is there a way for me to search other libraries?

- Yes, there is an option to search other local libraries using either **Power Search** or **Keyword Search**. Check the boxes of the library or libraries that you would like to search.
- There is also a web based state-wide catalog [www.calcat.org](http://www.calcat.org) which allows you to search all California libraries at once.

### I would like a list of the DVD's you have in Chinese.

Using **Keyword Search** or **Power Search**, type an \* (asterisk) in the **Anyword Search** box. Scroll down and highlight *DVDs or Videos* in the **Media** box and highlight *Chinese* in the **Language** box. Click on . You can also limit the search to a particular library.


### How can I search just for children's DVDs?

Using the **Keyword Search** or **Power Search**, type an \* (asterisk) in the **Anyword search** box. Scroll down and highlight *DVDs or Videos* in the **Media** box. In the **Format** box highlight *DVDs - Childrens*. Click on .

### What has the library added to the collections recently?

The library catalog has several tabs at the top. Choose **Bestsellers & Other Lists** to see newly added items.

### How can I make a list of items that I find in the catalog?

Locate the item you want. In each catalog record you will see the option *Add to my list*. Click on this button to add the item to your list. Continue searching and adding items to the list. When you have finished, click on the  *My List* symbol in the upper right hand corner. This will retrieve your list which will be ready to print. You also have an option at this point to put all items on hold.

