

### To cancel a reservation:

- Click on the **My Account** icon on the left hand side of the screen
- Enter your PIN and password
- Click on **Reservations**
- Highlight the book you wish to cancel and click on **Delete**.

It is possible to reserve up to 5 books.

You will be notified when your reservation is available.

Please check the St. Martin's pigeon hole in the staff room.



*Library and Information Services  
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## Searching and Reserving on

# SearchStar



This guide has been written to help you use **SearchStar** effectively to find the books that you need.

## Searching

- To enter SearchStar you will need your Woolwich Poly login and password
- Searches can be made using different search terms such as “author” and “title”
- To find an unspecified book on a specific topic it is most helpful to use the “keyword” search
- For example a keyword search using the word *mentor* will retrieve the following results:

### Keywords Including 'mentor'

Number	Class	Author	Title	Media	Location
5698	370.711/Vla	Vlaeminke, Mel	Active Mentoring Programme. Pack 2: Developing Key Professional Competences	Paperback	Library
5602	370.711/Vla	Vlaeminke, Mel (Ed.)	Active Mentoring Programme. Pack 3: Developing Key Subject Competences	Paperback	Library
6436	370.711/Jef	Jeffrey, Howard	Mentoring Guidebook	Paperback	Library
5612	370.711/Fur	Furlong, John	Secondary Active Mentoring Programme. Pack 1: Principles and Processes	Paperback	Library

- If a long list of results is retrieved it is possible to sort them into class order or author order by clicking on the grey “class” or “author” boxes at the top of the list or by clicking on the **Sort** icon on the left hand side of the screen.
- To gain full details of a particular book, highlight it and either press **Enter** or click on the **Show** icon on the left hand side of the screen. This will tell you if the book is available in the library or on loan.

## Reserving

- If the book you require is out on loan it is possible to reserve it
- Click on the item you wish to reserve
- Click on the **Reserve** icon on the left hand side of the screen
- A dialogue box will appear
- Enter your PIN and password. (Available from the library)
- A message should appear saying the item has been successfully reserved

